



**DISTRICT 42, MAINLAND, BC**

**CONSTITUTION**

**May 4, 2007**

The geographical area of District 42 Vancouver Mainland is defined by the boundaries of the Lower Mainland Sunshine coast and the interior of British Columbia.

The District includes the following units:

Unit 421- Lower Mainland Sunshine Coast

Unit 422- Interior

Appendix A describes unit locations by Postal Code areas.

### **PREAMBLE**

Whereas it is the mandate and the objective of both the Provincial and District Organizations to represent the interests of Retired Teachers of Ontario, members of RTO/ERO at both these levels shall pursue the following objectives:

### **Objectives**

1. To promote the interests of persons receiving pensions under the Teachers' Pension Act.
2. To endeavour to have all retired members and their survivors receive the maximum benefits that are rightfully theirs under the terms of the Teachers' Pension Act;
3. To support or seek support for those members who may be in financial or personal need;
4. To encourage Full and Associate members to participate fully in all the other benefits the organization offers - e.g., health and insurance benefits, travel opportunities and retirement planning;
5. To increase membership by actively campaigning at the District level to sign up non-members who have retired to British Columbia both by personal contact and designating programs to meet their special needs and to inform teachers in Ontario of RTO/ERO activities available to retirees in British Columbia.
6. To use a variety of media resources to publicize and promote District activities and accomplishments to its members, to retired teachers who are non-members and to active teachers;
7. To develop closer relationships with local BC teachers' organizations in order to develop cooperative activities.
8. To provide leadership and guidance to provincial representatives who attend the Senate Meetings of RTO/ERO.

### **Article 1 - DISTRICT MEMBERSHIP**

- 1.01 All persons who are members of the Provincial organization are automatically affiliated to the local RTO/ERO District of their choice. Provincial membership criteria are set out in Article 4 of the Provincial Constitution. All RTO/ER members wintering in or visiting British Columbia are welcome to attend any/all District 42 activities.
- 1.02 Rights, Privileges and Responsibilities 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 seven members.

- (a) **A President, representing the District who has been elected by his/her Unit Executive. . This position is for a one year term and will alternate annually between the units.**
- (b) Three members from each unit, one of whom shall be the Unit President. The other 2 shall be elected by the Unit Executive in consultation with the Nominating Chair. The position of Treasurer will be filled by the one of the members from the same unit as the President.
- (c) The Vice-President shall be the President of the other unit and count as one of that unit's three representatives. .

2.02 The District shall create an Executive Sub Committee. The Committee will include the President, Vice-President and Treasurer. The Sub Committee, at the discretion of the President, will meet between executive meetings to take care of business that does not require the presence of the full executive. The Sub Committee could preview items such as grant submissions, Service To Others requests, budget submissions, funding formula suggestions and initial planning for Annual General Meeting. It would enable and provide timely response to requests from the Provincial RTO/ERO Office and Goodwill emergencies. Minutes of these meetings will be sent to all members of the District Executive.

2.03 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.

### **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 two executive meetings a year. One will be in September or October and the second one shall be the day prior to the Annual Meeting. The District Annual Meeting will be held in April or May of each year. The location to be alternated between the two units.

2.06 To appoint from the 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. Senator 1 will be the District President or designate, and Senator 2 will be the Vice – President of the district or designate as long as the designated person is from the District Executive.

2.07 To send a District Observer to the Fall Senate meeting at District expense when financially feasible. The District Observer will alternate between the Units, and be a member of the District Executive.

2.08 To apply to the Provincial Executive to establish additional District Units where feasible and desirable, and to provide each unit with financial assistance.

- 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 send to the Provincial Executive Director the Annual District Financial Statement which includes all Units' financial information. See 4.06 (a)
- 2.11 To send to the Provincial Executive Director, resolutions which have been passed at a general meeting of the District or a meeting of the District Executive for Senate consideration.
- 2.12 To apply to the Provincial Executive for an additional special grant to promote special District programs that will strengthen or enhance the effectiveness of their District organization.
- 2.13 To review the names of District candidates presented by the Awards Committee for consideration as recipients of RTO/ERO pins.

**Election of the District Executive:**

- 2.14 (a) A District Executive shall be elected at an Annual Meeting of the District for a period of one year. The Presidency will alternate between the units. Executive members may serve for more than one consecutive term.
- (b) Voting procedures at District Annual General Meeting  
Due to vast distances and high cost of travel, voting procedures at the District AGM shall be as follows:  
Each unit shall be entitled to the number of votes based on their membership numbers as reported on the December 31<sup>st</sup> membership list sent by the Provincial Office of RTO. The number of votes per unit shall be calculated as a percentage of unit members over the total district membership for a total of 100 votes.
- 2.15 Procedures  
Nominations:
  - (a) The Nominating Committee shall be chaired by the District Past President with at least two other Executive Members as part of the Committee as approved by the District Executive.
  - (b) The Chair of the Nominating Committee shall submit nominations for the elective offices of the District Executive (after consultation with the executives of the two units) to the Annual Meeting of the District. These offices will be the as follows: President, Treasurer (both from one unit) plus two other representatives from that same unit and elected by their unit executive; a Vice – President and two other representatives from the other unit who are elected by their unit executive. The Unit Presidents and the District Past President are to be included in the representatives specified above.
  - (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.

- (e) The President or chair of the meeting shall have the District Executive appoint scrutineers (one from each unit) to distribute and count 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 simple 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 and be held in abeyance;
  - (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 will then resume the voting process on the roster including the winner of the vote to break the tie that had been held in abeyance.
- (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.

2.16 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 the recommendation of the nominating committee, by appointment of 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, because of sickness or absence, may request a temporary leave of absence.

2.17 Removal from Office:

Any elected member of the Executive may be removed from office only by resolution passed by a two-thirds majority at a District meeting, providing that notice specifying the intention to present such a resolution has been given at least thirty days in advance to the District. (Reference: Sturgis Standard Code of Parliamentary Procedure, 4<sup>th</sup> Edition, Removal from Office)

**Specific Duties of Executive Members:**

2.18 Duties of the President:

- (a) To convene and chair the regular and special meetings of the District Executive including the Executive Sub Committee.
- (b) To act as chair for the District Membership Meeting (Annual General Meeting).

- (c) To be an ex-officio member of all District Standing Committees and all Unit Executives.
- (d) To have a general responsibility for all activities of the District organization.
- (e) To act as liaison with the Provincial Executive.
- (f) To visit each unit at least once a year.

2.19 Duties of the Past President and Vice-President:

- (a) The duties of the Past President are:
  - (i) to chair the Nominating Committee
  - (ii) to chair the Constitution 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
  - (iii) to chair the Awards Committee

2.20 Duties of the Secretary and Treasurer:

- (a) The duties of the Secretary are:
  - (i) to prepare, distribute and present the minutes of District Executive and Membership Meetings, and of any special meetings called by the President as soon after the meeting as possible;
  - (ii) to carry on the correspondence that is required to conduct the business of the District Executive and its membership;
  - (iii) to send notices of Executive, Membership, and special meetings at the direction of the President and District Executive;
  - (iv) to ensure, in consultation with the District President, that the necessary materials are distributed in a timely manner in order to permit adequate discussion and consideration before any meeting.
- (b) The duties of the Treasurer are:
  - (i) to maintain in a separate trust account, in an accredited financial institution, all monies accruing to the District
  - (ii) to receive the annual rebate of monies from the RTO/ERO Provincial Treasury Office;
  - (iii) to receive and collect charges levied by the local district, if applicable;
  - (iv) to pay all invoices as directed by the Executive;
  - (v) to receive a copy of the provincial membership list of the Full and Associate members from the Membership Chair or District Secretary;
  - (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 notify Unit Treasurers and Unit Presidents of financial deadline dates;
  - (viii) to receive the annual financial statement for the fiscal year from the treasurer of each unit as per article 4.06 (a);
  - (ix) to receive an annual budget from each Unit Treasurer for the upcoming year as per article 4.06
  - (x) to present for approval an annual budget for the upcoming year at the fall executive meeting
  - (xi) to distribute funding to the units
  - (xii) to send the Annual District Financial Statement which includes all units' financial statements to the Provincial Executive Director;

- (xiii) to present two annual District Financial Statements, reviewed by at least two District members, to the District Executive at least one month before the Annual Meeting of the District. One statement shall report on district financial finances only; the second statement shall include both district and unit financial statements.

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

- 3.01 **Executive Committees:** Members of Committees for Awards, Constitution and Nominating will be recommended by the committee chairs and approved by the District Executive.
- (a) Awards Committee:
    - (i) The Awards Committee shall be chaired by the Vice-President who shall add three more members (ensuring both units are represented) from the Executive.
    - (ii) The Awards Committee shall present the names of possible recipients of an RTO/ERO pin to the Executive for consideration and approval. Pin presentations are usually made at the Annual Meeting of the District.
    - (iii) A District Executive may award an RTO/ERO pin:
      - to District Presidents on their retirement from office; and
      - to district members who, in the opinion of the District Executive, have given loyal service to the District over a number of years.
  - (b) Constitution Committee:
    - (i) The Constitution Committee shall be Chaired by the Past President and composed of at least three other Executive members (ensuring both units are represented).
    - (ii) The Constitution Committee shall become familiar with the Provincial Constitution and Bylaws so that the Chair can be a resource to the District Executive in the interpretation of this document, and be able to make suggestions for changes that the District might want to make to the Constitution, Bylaws or Policies.
    - (iii) The Constitution Committee shall make recommendations to the District Executive for changes in the District Constitution.
  - (c) Nominating Committee:
    - (i) The Nominating Committee, chaired by the District Past President, shall be composed of at least three other Executive Members (ensuring both units are represented).
    - (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.
  - (d) Resolutions Committee:
    - (i) The Resolutions Committee, chaired by the Vice-President, shall be composed of the President and the chair of the Constitution Committee. Senator 2 should also be a member.
    - (ii) The Resolutions Committee shall receive resolutions or recommendations from Unit Executives, the District Executive and from the Annual District Meeting.

- (iii) The Resolutions Committee shall then present properly worded resolutions to the Executive for discussion and decision before they are forwarded to the Provincial Executive Director for consideration by the Provincial Executive, or the Senate.

### 3.02 **Standing Committees:**

The Executive will appoint Standing Committees for Archivist, Communications, Goodwill, Health Services and Insurance, Pensions and Retirement Concerns, Political Action and Recruitment. Standing Committee Chairs, who are not members of the District Executive, may be invited to an executive meeting at the discretion of the District President as a non-voting participant. Each Chair will liaise with each unit's respective representative as necessary. Standing Committee Chairs shall provide a written report for inclusion in the AGM booklet.

The Standing Committees are:

- (a) **Archivist Committee:**  
To retain, store and catalogue past copies of Minutes, Newsletters, and Constitutions, and other historical data of the District and Provincial RTO/ERO, and so maintain a complete historical record of the organization.
- (b) **Communications Committee:**
  - (i) **Newsletter**  
To prepare and distribute a newsletter to the district membership whenever the Executive deems it necessary.
  - (ii) **Website**  
To establish and maintain a District Website as required.
- (c) **Goodwill Committee:**
  - (i) To establish a process by which Unit Goodwill Committees inform this committee of district members who are hospitalized, bereaved, and those who are celebrating special days for appropriate action.
  - (ii) to encourage and support programs provided by the Unit Goodwill Committees, and to share the experiences and ideas of the Unit Goodwill Committees,
  - ((iii) May serve as liaison between a district member and the Provincial Member Services Committee (RTO/ERO/ Emergency Assistance Program) when there is a need for financial aid.
- (d) **Health Services and Insurance Committee:**  
  
To assist the membership of the District with information and advice regarding the RTO/ERO Group Benefits Program.  
  
To study and advise the District Executive of such proposals re health insurance, car insurance and community housing, etc. as may affect or be of interest to District members.

**(e)** Pensions and Retirement Concerns Committee:

To advise the District Executive and inform members of changes and activities that may affect pensions, benefits and retirement concerns.

**(f)** Political Action:

To spearhead political action on behalf of seniors and retired educators in particular in anticipation of Federal and Provincial government initiatives.

To liaise with other organizations which express an interest in pursuing political action at the provincial and federal levels for seniors and retired educators.

**(g)** Recruitment Committee:

To receive the membership lists from the Provincial Office and try to verify the provincial list with the district membership list.

To inform RTO members and prospective RTO members in BC or moving to BC of the presence and activities of RTO in British Columbia.

**Article 4 – UNITS**

- 4.01 District 42 must apply to the Provincial Executive for permission to form a Unit.
- 4.02 The Provincial Executive will determine whether the reasons for forming a Unit are in the best interest of District 42 and/or the Provincial organization.
- 4.03 There shall be at least four members on each Unit Executive.
- 4.04 The District will distribute financial funding for Units. The funding formula will be recommended annually by the Executive Sub Committee to the District Executive. The following criteria will be used when considering unit budget requests:
- )= A base amount reflecting membership numbers
  - )= Goodwill requests
  - )= Transportation requirements
  - )= Special projects
  - )= Financial statements submitted as per RTO/ERO Treasurer's Manual

**Duties of the Unit Executive**

It shall be the duty of the Unit Executive:

- 4.05 to hold at least one meeting a year, which shall be the Annual Meeting of the Unit, at which the officers shall be elected, and as many additional meetings as desired by the members;
- 4.06 (a) to send an annual Unit Financial Statement (including bank statements and cancelled cheques, expense vouchers and receipts), reviewed by at least two Unit members, to the District Treasurer by January 20<sup>th</sup>.
- (b) to provide a unit budget to the District Treasurer by August 31<sup>st</sup> for the following year."
- 4.07 to promote the interests of the members of RTO/ERO.

**Article 5 – BANKING AND FINANCE**

- 5.01 The fiscal year shall commence on January 1 and shall terminate on December 31 each year.
- 5.02 The President shall deposit or cause to be deposited all funds accruing to the District in an accredited financial institution in the name of the District.
- 5.03 All accounts payable and other disbursements made by the District shall be made by cheque, signed by any two signing officers.
- 5.04 The signing officers shall be:  
 President  
 Treasurer  
 And one or two other Executive Members as approved by the District Executive and who are readily accessible
- 5.05 (a) The District shall pay the expenses, within the allocated budget, of members who are authorized by the District Executive to perform district duties on behalf of RTO.
- (b) Expenses shall be those delineated by the District Executive submitted on a members expense form with receipts attached.
- (c) Claims will be reimbursed if received within 60 days of the expense being incurred.

**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 of the District provided that a Notice of Motion, detailing the proposed amendments, 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 The Retired Teachers of Ontario/les enseignantes et enseignants retraités de l'Ontario nor in a manner nor in terms prejudicial to the best interests of RTO/ERO.
- 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.
- 6.04 This Constitution replaces any and all Constitutions previously in force in the District.