

RTOERO

District 25 Stormont, Dundas, Glengarry

DISTRICT 25 GOVERNANCE DOCUMENT

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Available in French

DISTRICT 25 GOVERNANCE DOCUMENT

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DISTRICT 25 GOVERNANCE DOCUMENT

Identification:

The name of the District shall be District 25 Stormont, Dundas, Glengarry.

The geographical area of District is defined by the boundaries of the three (3) counties of Stormont, Dundas and Glengarry.

Objectives:

1. To increase membership by reaching out to potential members through personal contact and by designing programs and organizing activities to meet their interests and needs.
2. To use a variety of media resources to publicize and promote RTOERO District 25 activities and accomplishments to its members, and all those eligible for membership.
3. To develop closer relationships at our District level with organizations who could provide potential members, in order to explain RTOERO objectives and to educate potential members as they plan for retirement.
4. To provide leadership and guidance to the District 25 members and volunteers who are in attendance at the Annual General Meeting, special meetings, specific training workshops, or the yearly Forum of RTOERO.
5. To address the interests of seniors including both their mental and physical well-being.

Article 1 - DISTRICT MEMBERSHIP

- 1.01 A list of members of District 25 is provided on a regular basis by the membership office of RTOERO.
- 1.02 Members of the District can run for elected office at the District level and serve on District committees.
- 1.03 Members of the District can run for elected office at the Corporate level and serve on National Committees and serve as Corporate members of the District.
- 1.04 Members can participate and vote at District activities.

Article 2 – Elected Executive and Executive Board

Structure of the Elected Executive:

- 2.01 The Elected Executive shall consist of five Officers: The four elected officers: President, Vice-President, Treasurer, Secretary plus the Past President.
- 2.02 The term of office for elected members shall be from June the first until May the 31st of the following year.

Duties of the Elected Executive:

- 2.03 To approve the annual District 25 Financial Statement before it is sent to the Chief Executive Officer of RTOERO.
- 2.04 To appoint Chairs to each of the District 25 Committees.
- 2.05 To receive reports from all Committee Chairs and to perform their duties as outlined in this document.

Structure of the Executive Board:

- 2.06 The Executive Board for District 25 shall consist of the elected members: the President, the Vice President, the Treasurer and the Secretary as well as the

past President. It will also include the appointed Chairs of each of the Standing Committees.

- 2.06.1 As much as possible, representation from each of the geographical regions of the district is encouraged. If one of the regions is not represented, a member from that region can be appointed by the Elected Executive to sit on the Executive Board.
- 2.06.2 Where the number of volunteers is limited, the Board will assign by consensus an Elected Executive Member to a Committee for which they will be the contact person or Chairperson.
- 2.07 Each member of the Executive Board has one vote regardless of how many positions they hold.

Duties of the Executive Board:

- 2.08 To hold a District 25 Annual General Meeting prior to June 1st open to all members for the election of Executive positions.
- 2.09 To hold additional meetings open to all members as needed.
- 2.10 To hold Executive Board Meetings as required where the quorum for these meetings consists of the majority of Board members.
- 2.11 To establish Standing Committees (Benefits, Political Action, Members Services, Communications, Social Media, Governance) and special committees as required. To appoint their chairs and to ratify their terms of reference.
- 2.12 The Executive Board shall have input into the creation of the Annual District 25 Budget.
- 2.13 To send to the Board of Directors of RTOERO resolutions, for consideration, which have been passed at a general meeting of District 25 or at a meeting of the Executive Board at least 90 days before the Annual Meeting of RTOERO.
- 2.14 To review the names of District 25 candidates presented by the Executive Board for consideration as recipients of RTOERO awards.
- 2.15 To select the project for which a submission be made to the RTOERO Community Grants and Scholarships Committee for its consideration.
- 2.16 To assume any other tasks as assigned by the President.

- 2.17 If changes to this document are required, changes would be in effect upon Executive Board approval and a motion to make the changes permanent be forwarded to the next AGM for membership approval.

Corporate Members:

- 2.18 Are two District 25 members appointed by the Elected Executive to represent Stormont, Dundas, Glengarry at the RTOERO Annual Meeting, Special Meetings and Forum. Each of these members has one vote.
- 2.19 The term of office for the Corporate Members shall be from June the first until May the 31st of the following year.
- 2.20 The Elected Executive may remove and replace a Corporate Member and must notify the Chief Executive Officer of RTOERO of that change.
- 2.21 The Elected Executive may appoint up to two District 25 Alternates to Annual and Special Meetings and Forums at the District's expense.
- 2.21.1 The District Alternates shall have a term in such positions for one year ending on May 31st each year.
- 2.21.2 The Elected Executive of District 25 may remove and replace a District Alternate. The removal or replacement shall be effective upon providing notice of the removal or replacement to the Chief Executive Officer of RTOERO.

Procedures for Electronic Voting:

- 2.22 The following procedures will be used when an electronic vote is taken by the Executive Board.
- 2.22.1 The President or designate shall e-mail the proposed motion to the Executive Board members.
- 2.22.2 Members of the Executive Board shall vote by return e-mail via reply all within the required time.
- 2.22.3 A quorum of the Executive must vote on the motion or it is deemed lost;
- 2.23.4 The President shall share the results of the vote to the Executive Board and report it in the minutes at the next Executive Board meeting.

Elections of the District Executive:

- 2.23 A member of the District Executive is eligible for re-election.
- 2.24 District Executives shall be elected or acclaimed at an Annual Meeting of the District for a specified period of one year and the term of the new Executive shall begin on June 1st of every year.
- 2.25 Procedures for Nominations
- 2.25.1 The Nomination Committee shall be chaired by an appointed Executive Board Member who is not running for office with up to two other Executive Board Members.
- 2.25.2 The Chair of the Nomination Committee shall submit nominations for the elective offices of the District 25 Executive no less than 7 days prior to the Annual General Meeting.
- 2.25.3 If more than one candidate is nominated for any one of the District elected offices then a vote by secret ballot shall be held. The conducting of the election shall be the responsibility of the Chair of the Election who is either the chair of the Nomination Committee or the Chair of the Annual Meeting notwithstanding paragraph 2.25.1
- 2.25.4 The Chair of the Election shall appoint members to distribute and count the ballots.
- 2.25.5 Election of a candidate shall be by majority vote of those present and qualified to vote who have cast ballots.
- 2.25.6 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.
- 2.25.7 In the event there is a tie vote between the last two candidates, the following shall occur:
- 2.27.7.1 The vote results for all candidates except those in the tie vote shall stand;
- 2.27.7.2 The members shall then vote to break the tie;
- 2.27.7.3 There shall be a further ballot and, if the tie persists, there shall be a third ballot and, if the vote is still tied, the winner

shall be chosen by a flip of the coin by the Chair of the Election.

2.26 Resignation/Leave of Absence:

2.26.1 Should any vacancy in any office occur for any reason, at any time, such vacancy shall be filled at the earliest opportunity by appointment by the Executive Board.

2.26.2 Any member of the Executive Board 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.

2.26.3 If the resignation is from an elected position the Board will appoint a replacement member until the next election.

2.26.4 Any member of the Executive Board may request a leave of absence.

2.27 Removal from Office:

In the event that the Elected Executive considers it necessary to remove an Executive Board member from office, direct involvement of the RTOERO Board Member liaison for District 25 is required.

2.28 Specific Duties of Executive Members:

President

- to convene and chair the regular and special meetings of the Elected Executive, Executive Board and Annual Meetings;
- to preside at luncheons;
- to be an ex-officio member of all District Standing Committees;
- to be responsible for all activities of the District;
- to act as primary contact with the RTOERO Board of Directors;
- to be a signing officer for District 25, along with the Treasurer;
- to prepare the agenda for all meetings;

- to Notify RTOERO National of any changes to the Elected Executive or Executive Board within 7 days of the changes;

Past President

- To chair the Nomination Committee if appointed;
- to serve as a resource to the President;
- to serve on the Governance Committee;

Vice-President

- to perform the duties of the President when the President is unable to carry out such duties;
- to chair the Governance Committee;
- to serve as Chair or contact person for a committee as assigned by the Executive Board.

Secretary

- to prepare and present the minutes of Elected Executive, Executive Board and Membership Meetings, and of any special meetings;
- to carry on the correspondence that is required to conduct the business of the Executive and its membership;
- to send notices of meetings at the direction of the President;
- to serve as Chair or contact person for a committee as assigned by the Executive Board.

Treasurer

- to prepare an annual budget for approval by the Executive with input from the Executive Board. The fiscal year shall commence on January 1 and terminate on December 31st of each year;
- To maintain an account ledger in conjunction with the RTOERO National Finance Department. RTOERO National shall process approved expenses and make

arrangements for payment directly with the claimant. RTOERO Finance Department will record disbursements in the District's financial system (QuickBooks;)

- To reconcile monthly that disbursements made by RTOERO Finance match with paperwork submitted by the treasurer and claimant;
- To keep paper and digital copies of all Claim Forms and corresponding receipts in an organized binder;
- To ensure all funds accruing to the District are deposited to the RTOERO District 25 bank account held at the Toronto Dominion Bank and reconciled monthly with the District financial records maintained in QuickBooks;
- All accounts payable and other disbursements for expenses made by District 25 shall be approved by the Treasurer and the President prior to submitting them for payment to the RTOERO Finance Department;
- To ensure that any un-budgeted expenses in excess of \$200 be pre-approved by the President;
- to verify the correct Annual Transfer of funds from RTOERO National is completed and correct by March 1st each year;
- To assist claimants with the paperwork required to submit a request for refund to the RTOERO Finance Department;
- To assist with the paperwork required to make deposits proceeding from moneys collected from members for various functions;
- To receive a financial statement for the fiscal year from the chair of a standing or special committee that is handling District money;
- 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;
- To be a signing officer for the District;
- To serve as Chair or contact person for a committee as assigned by the Executive Board.

2.29 The signing officers.

The Signing officers will include at least two of the following active Members of the Elected Executive:

- President
- Vice-President
- Treasurer
- Secretary
- Past-President

If one of the signing officers resigns or takes a leave of absence prior to their term being up, the Elected Executive will select an alternate signing officer until the next Annual Meeting.

2.30 Duties of Corporate Members:

- to represent the interests of the District at the Annual and Special Meetings and Forums of RTOERO;
- to review and discuss Annual and Special Meetings and Forums issues with the Elected Executive before the meetings; and
- to report, in writing, on the outcomes to the Executive Board on the business of Annual and Special Meetings and Forums.

Article 3 - COMMITTEES: EXECUTIVE AND STANDING

3.01 Executive Committees:

Awards Committee:

The Awards Committee shall be chaired by the Vice-President who has the power to add two more members from the Executive Board.

The responsibilities of the Awards Committee are:

- (ii) To present the names of possible recipients of an RTOERO award to the Elected Executive for consideration and approval. Award presentations are usually made at the Annual Meeting of the District;
- (iii) to nominate a District 25 member for a National Award to members who, in the opinion of the Awards Committee, have given loyal service to District 25 over

many years; (eg. Distinguished District Member Award, or Outstanding Leadership Award – National.)

Governance Committee

The Governance Committee shall be chaired by a Vice-President and composed of the Past President and up to two other Executive Board members.

The responsibilities of the Governance Committee are:

- to review and update the Governance Document at least every 5 years;
- to have it approved by the Executive Board;
- to present the Document or amendments to the Membership at the Annual General Meeting for approval;
- to send a copy to the District RTOERO Board Liaison;
- to recommend motions to the RTOERO Annual Meeting.

Nomination Committee:

- The Chair of the Nomination Committee shall receive and submit nominations for open positions to the Executive at least 7 days prior to the Annual General Meeting.

3.02 Standing Committees:

- The Chairs of Standing Committees are appointed by the Elected Executive.
- Each Chair can assign RTOERO members to their committee as needed.
- Each Chair is to communicate with RTOERO through the Committee liaison person where applicable.

The following Standing Committees are recommended but not mandatory:

Archivist Committee:

- To be familiar with the RTOERO Archival Guide for Districts.

- 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.

Benefits Committee:

- To pass on to the membership of District 25 information regarding the RTOERO Group Insurance Plan.
- To bring District concerns regarding the Group Insurance Plan to the Benefits Workshop.

Communications Committee:

The Communication Committee consists of the following roles and responsibilities:

Newsletter:

- To prepare and distribute a newsletter to District 25 membership on a regular basis.

Social Media

- To maintain the Social Media presence to inform, update and engage members in accordance with the policies laid out by the National Marketing and Communications Committee.

Web Site

- To establish and maintain a District Website in accordance with RTOERO policies and procedures.

Goodwill Committee:

- To communicate with District members in keeping with the RTOERO Goodwill Guidelines.

Member Services Committee

- To receive the membership lists from the RTOERO Office and use the information contained within the lists to provide updates to the Goodwill and Newsletter Representatives to assist with 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) offered by RTOERO National.
- To verify contact information and communicate changes or concerns to the National MS Office.

Political Advocacy 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 recommend actions to the Executive to support achievement of RTOERO goals in this area.
- To team up with other RTOERO Districts to coordinate actions on certain issues where appropriate.

Social Committee:

- To recommend activities to the Executive for approval.
- To be responsible for organizing approved social activities.
- To provide information to members of all approved activities.
- To provide updates on activities to the Social Media Rep.
- To follow the guidelines of RTOERO.

Article 4 – GOVERNANCE SAFEGUARDS

4.01 Amendments to the District Governance Document

The District Governance Document may be amended at any time by the Elected Executive. Final approval and permanent changes must then be approved by two thirds of the Executive Board within 60 days of the initial amendment.

4.02 Meeting Procedures

The current edition of the Standard Code of Parliamentary Procedure *Sturgis* 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.

4.03 General Policies and Procedures

All policies and procedures of RTOERO supplement and supersede policies in this document. For any further information on these policies, refer to the RTOERO Website www.rtoero.ca for details on the following Policy Documents:

- Code of Conduct
- Social Media Policy
- Privacy Policy
- Goodwill

This Governance document replaces any and all Constitutions or recent Constitutions previously in force in District 25 effective

April 20, 2022.