

## **Vision Statement**

### **We believe**

1. That RWTO/OERO is an organization which meets the special needs of retired women teachers from all parts of the world.
2. That RWTO/OERO will foster small group interaction among retired women teachers to help them establish new friendships and maintain those with former colleagues.
3. That RWTO/OERO will provide interesting, stimulating and supportive programs not only to attract the many women teachers who are retiring at an earlier age but also to sustain the interest of current members.
4. That RWTO/OERO will nurture and support retired women teachers who are ill, shut-in, bereaved, stressed and elderly.
5. That RWTO/OERO will encourage retired women teachers to use their excellent leadership, communication and creative skills within both the organization and local community groups.
6. That RWTO/OERO will work to establish a visible, outward-looking image in the community, among teachers in particular and the public at large.

## **Goals**

1. To provide a strong communication network and opportunities for social interaction among retired women teachers at both the local and provincial levels.
2. To provide interesting and challenging programs for intellectual stimulation, information about issues of particular interest to retired teachers, and opportunities for cultural enrichment.
3. To provide support for colleagues especially in times of illness, loneliness, stress and sorrow.
4. To provide a unique form of hospital & home care insurance exclusively for members and their spouses at a reasonable cost.
5. To formulate an organized plan to increase membership in RWTO/OERO.
6. To ensure that RWTO/OERO is a financially well-managed organization both provincially and locally.

## **Constitution**

Definition: A Constitution consists of the fundamental laws and principles of a government, association or corporation.

## **Article I Name**

The organization shall be called the “Retired Women Teachers of Ontario/Organisation des enseignantes retraitées de l’Ontario”, hereafter referred to as RWTO/OERO.

## **Article II Structure**

The RWTO/OERO shall be the provincial body comprised of the Provincial Executive, Board of Directors, the Branch Executives, and the Members-at-large.

## **Article III Membership and Fees**

### **1. Regular Members**

Any qualified woman teacher who is retired is eligible to be a member of RWTO/OERO whether or not she is receiving a teacher's pension.

### **2. Honorary Member**

An Honorary Member is one who has given outstanding service to the provincial RWTO/OERO and who has been approved for this honour by the provincial organization. An Honorary Member pays the annual fee.

### **3. Life Member**

(a) A Life Member is one who is unable to manage details of her personal affairs; OR who is no longer attending meetings due to chronic ill health, physical impairment, mobility or age. She shall pay no membership fees.

(b) A member who reaches the age of 100 shall become a Life Member and shall no longer be required to pay membership fees as of the September following her one hundredth birthday.

(c) Nominees for this status must first be approved by the Branch Executive, and their names forwarded to the Provincial Office.

### **4. Interim Member**

(a) An Interim Member shall be a woman teacher who is currently on Long Term Disability (LTD).

(b) An Interim Member shall fulfill the following criteria:

- be nominated for this status by a member in good standing
- be approved by the Branch Executive
- provide verification of LTD from her school board
- pay the regular yearly membership fee

(c) An Interim Member shall not hold a Provincial or Branch Executive position, be a delegate at the Annual Meeting, or be eligible for Insurance plans of RWTO/OERO.

(d) If an Interim Member does return to teaching, her membership ceases to be valid.

### **5. Fees**

a) There shall be an annual flat fee for membership in RWTO/OERO.

(b) For members who retired on or before August 31, 1980 the fee shall be frozen in perpetuity at a flat fee of \$15.00 (fifteen dollars).

(c) The membership year shall be from September 1 to August 31.

(d) Membership fees are to be paid to the Branch Treasurer.

(e) Annual provincial membership fees are due September 1 each year. They should be forwarded to the Provincial Office by October 15. Only members who have paid their annual fees prior to or on November 30 will be counted in determining the number of delegates to the Annual Meeting for that year.



## **Article IV Organization**

### **1. Board of Directors**

The Board of Directors shall be the governing body of RWTO/OERO and shall consist of the following:

- (a) Honorary President
- (b) Executive Officers
  - (i) Past President
  - (ii) President
  - (iii) First Vice-President
  - (iv) Second Vice-President
  - (v) Program Coordinator
  - (vi) Provincial Insurance Convenor
    - (vii) Assistant Provincial Insurance Convenor
    - (viii) Recording Secretary
  - (ix) Parliamentarian
  - (x) Executive Secretary-Treasurer
  - (xi) Communications Convenor
    - (xii) Membership Convenor
    - (xiii) Archivist
- (c) Area Directors
- (d) Convention Convenor
- (e) Provincial Committees and/or Convenors
- (f) Standing Committees: Constitution & Resolutions, Nominations, Life Membership, Membership, Finance, Audit
- (g) Appointed Convenors: Goodwill, Issues & Concerns

### **2. Terms of Office**

- (a) The term of office for the Honorary President, Past President, President, First and Second Vice-Presidents shall be one (1) year.
- (b) The term of office for all other members of the Board of Directors, except the Recording Secretary, the Executive Secretary-Treasurer, the Parliamentarian, and the Convention Convenor, shall be two (2) years and they shall be eligible for a second term of two (2) years.
- (c) The term of office for the Recording Secretary shall be one year unless the incoming President chooses to extend that term of office.
- (d) The term of office for the Executive Secretary-Treasurer shall be on a continuing yearly basis subject to the approval of the Board of Directors.
- (e) The term of office for the Parliamentarian shall be one year, renewable.
- (f) The term of office for the Convention Convenor shall be one year.

### **3. Resignations**

- (a) Resignations from any RWTO/OERO office must be in writing and become effective upon receipt of notice.
- (b) If a Provincial President resigns from office and does not complete her term of office, she becomes ineligible for the position of Past President or Honorary President.
- (c) In the event that any Executive Officer resigns from her position, her replacement shall be appointed by the Executive for the remainder of her term.
- (d) In the event that any Area Director resigns from her position, her replacement shall be appointed from her Area by the Executive for the remainder of her term.
- (e) In the event that the Past President cannot assume the office of Past President, the Executive shall choose a former RWTO/OERO Past Provincial President as her replacement.

### **4. Elections**

#### **a) Election of Executive Officers**

The Chair of the Nominations Committee shall submit to the delegates at the Annual Meeting the names of nominees for the executive office for the following positions:

- (i) Past President
  - (ii) President
  - (iii) First Vice-President
  - (iv) Second Vice-President
  - (v) Program Coordinator
  - (vi) Provincial Insurance Convenor
  - (vii) Assistant Provincial Insurance Convenor
- (b) If more than one candidate is nominated for any of these positions then a secret ballot shall be held. Election of these candidates shall be by majority vote of the delegates present at the Annual Meeting.

#### **(c) Selection or Election of Area Directors**

- (i) Each Area shall decide on the process for electing or selecting its own Area Director.
- (ii) The method to be used in selecting each Area Director must be in writing.
- (iii) Copies of the process must be made available to the Provincial Executive and circulated to each of the Branch Presidents within each Area.
- (iv) The name of each Area Director selected or elected by members in her own area must be forwarded to the Provincial Nominations Chair as soon as possible but before the end of each fiscal year.
- (v) The chair of the Nominations Committee must submit the names of the nominees for the position of Area Director chosen by each Area for ratification by the delegates at the Annual Meeting.

**(d) Appointments to the Board of Directors**

The Chair of the Nominations Committee shall submit to the delegates at the Annual Meeting the names of the additional appointees to the Board of Directors for the following positions:

- (i) Archivist
- (ii) Recording Secretary
- (iii) Parliamentarian
- (iv) Convention Convenor
- (v) Honorary President
- (vi) Executive Secretary-Treasurer
- (vii) Membership Convenor
- (viii) Communications Convenor

**(e) Voting**

All elected and appointed members of the Board of Directors with the exception of the Parliamentarian and the Executive Secretary-Treasurer are entitled to a vote.

## **Article V Duties of the Board of Directors**

### **1. Executive**

The Executive shall:

- (a) meet in September and April or at the call of the President.
- (b) appoint committees as needed.
- (c) carry out administrative details that arise throughout the year.
- (d) appoint a replacement to fill an office that becomes vacant.
- (e) appoint three signing officers immediately following the Annual Meeting.
- (f) prepare a preliminary budget at the spring meeting.
- (g) appoint a Parliamentarian.

### **2. Board of Directors**

The Board of Directors shall:

- (a) meet in the month following the September Executive meeting.
- (b) meet immediately prior to and following the Annual Meeting.
- (c) appoint an Executive Secretary-Treasurer to carry out the administrative and financial duties of the organization.
- (d) give final approval to the budget prior to its presentation at the Annual Meeting.
- (e) present resolutions and motions to the general membership for approval at the Annual Meeting.

## Article VI Duties of the Executive Officers

### 1. Honorary President

The Honorary President shall:

- (a) attend the Fall and Pre-Annual meetings of the Board of Directors.
- (b) install the elected officers and members of the Board of Directors at the Annual Meeting.

### 2. Past President

The Past President shall:

- (a) chair the Nominations Committee.
- (b) advertise vacancies for Provincial Executive positions in the November Newsletter.
- (c) present the proposed slate of officers and appointees to the Board of Directors prior to being presented to the delegates at the Annual Meeting.
- (d) present the proposed slate of elected officers and appointees to the Board of Directors to the delegates at the Annual Meeting for election and ratification.
- (e) call three times for any further nominations from the floor.
- (f) hold an election by secret ballot at the Annual Meeting if more than one nomination is received for any one elected position. Each candidate will be given equal opportunity to speak to the delegates before the vote is taken.
- (g) be a member of the Constitution and Resolutions Committee.
- (h) assume the responsibility for updating and keeping the policy manual current.
- (i) chair the Review Committee.

### 3. President

The President shall:

- (a) preside at all Provincial meetings.
- (b) report to the Executive, the Board of Directors and the Annual Meeting.
- (c) call other meetings as required.
- (d) maintain close communication with all levels of the organization.
- (e) be an *ex-officio* member of all committees with full voting privileges.
- (f) ensure that a Branch issues an invitation two years in advance to host the Annual Meeting.

#### **4. First Vice-President**

The First Vice-President shall:

- (a) perform all the duties of the presidential office in the absence of the President.
- (b) chair the Constitution and Resolutions Committee.

#### **5. Second Vice-President**

The Second Vice-President shall:

- (a) chair the Goodwill Committee.

#### **6. Program Coordinator**

The Program Coordinator shall:

- (a) coordinate the activities of the Area Directors.
- (b) act as a liaison between the Provincial Executive and the Area Directors.
- (c) organize the details for the official count of the voting delegates at the Annual Meeting.
- (d) select the Returning Officer, the Timer, the Steering Committee and the Scrutineers for the Annual Meeting in consultation with the host Branch.
- (e) manage and promote sales of RWTO/OERO publications and supplies at the Annual Meeting.

#### **7. Provincial Insurance Convenor**

The Provincial Insurance Convenor shall:

- (a) act as liaison between the Board of Directors and the Insurance Company which underwrites the RWTO/OERO Hospital and Home Care Plan.
- (b) organize and present annual workshops to train local Branch Insurance Convenors, Branch Presidents and Branch Treasurers about the Insurance Plan.

#### **8. Assistant Provincial Insurance Convenor**

The Assistant Provincial Insurance Convenor shall:

- (a) assist the Insurance Convenor with the annual workshops.
- (b) observe all aspects of the Insurance program in preparation for assuming the convenorship.

## **9. Recording Secretary**

The Recording Secretary shall:

- (a) be appointed by the incoming President for a one-year term.
- (b) be responsible for recording the minutes of all provincial meetings.
- (c) receive the annual reports from the Officers and Directors.
- (d) prepare and print the Annual Report for presentation at the Annual Meeting in consultation with the Provincial President.

## **10. Parliamentarian**

The Parliamentarian shall:

- (a) be appointed by the Provincial Executive.
- (b) assist the Constitution & Resolutions Convenor regarding appropriate wording of resolutions.
- (c) act as an authority to ensure that Bourinot's Rules of Order are being followed.
- (d) preside at the Annual Meeting when resolutions are presented, discussed and voted upon.
- (e) be a non-voting member of the Executive and Board of Directors.

## **11. Executive Secretary-Treasurer**

The Executive Secretary-Treasurer shall:

- (a) be appointed by the Board of Directors and hold office until a successor has been appointed.
- (b) be a non-voting member of the Executive and Board of Directors.
- (c) carry out the financial and administrative duties assigned by the President, the Executive and the Board of Directors.
- (d) prepare, analyse and present financial statements for the President, the Executive and the Board of Directors.
- (e) prepare a preliminary budget for the Executive (acting as the Finance Committee) at the April Executive meeting.
- (f) present the financial statements and the proposed budget at the Annual Meeting.
- (g) arrange for the distribution of the provincial newsletter.
- (h) communicate with Branches, committees and/or individual members, as required, in consultation with the Provincial President.
- (i) be subject to an annual performance appraisal with periodic reviews as required.

## **12. Communications Convenor**

The Communications Convenor shall:

- (a) attend all Board of Directors and Executive meetings.
- (b) chair the Communications Committee.
- (c) coordinate the publication of the Newsletter, the updating of the Website, and such other documents as may be identified by the Board of Directors.
- (d) work with the Executive Secretary-Treasurer to ensure that the business aspects of the production of the Newsletter and Website meet the needs of the organization.
- (e) make recommendations to the Board of Directors and the Executive for major changes to the Newsletter and Website as needed.
- (f) hold the position for two (2) years and be eligible for a second term of two (2) years.

## **13. Membership Convenor**

The Membership Convenor shall:

- (a) hold the position for two (2) years and be eligible for a second term of two (2) years.
- (b) attend all meetings of the Board of Directors and Executive.
- (c) chair the Membership Committee.
- (d) make recommendations to the Board of Directors as needed.
- (e) call meetings to carry out the committee's business.
- (f) prepare an agenda for the committee's business.
- (g) supply updated and meaningful information to Branch presidents at least once a year, preferably at the Annual Convention or shortly after.
- (h) prepare and submit a membership report for each newsletter.
- (i) train a committee member to take over as chair when the position is up for renewal.
- (j) work closely with the committee members, sharing responsibility.
- (k) report to the Provincial President, the Executive and the Board of Directors.

## **14. Archivist**

The Archivist shall:

- (a) collect, file and preserve historical material relevant to RWTO/OERO.
- (b) be responsible for keeping the *In Memoriam* book and for ensuring that the names of the deceased provincial members are inscribed therein each year.
- (c) plan the *In Memoriam* service for the Annual Meeting in cooperation with the Provincial President and the Convention Convenor.
- (d) be the official photographer for any Provincial events.
- (e) arrange for archival material to be taken to York University for storage.
- (f) coordinate, with the Convention Convenor, the display of material related to the Cora Bailey Award at the Annual Meeting

## **Article VII Duties of Other Members of the Board of Directors**

### **1. Area Directors**

The Area Directors shall:

- (a) communicate policies of the provincial organization to local Branch Executives and Members-at-large.
- (b) carry out responsibilities as assigned by the Provincial Program Coordinator.
- (c) communicate the concerns of the local Branch Executives to the Program Coordinator so that any necessary action can be undertaken by Provincial President and/or the Executive.
- (d) receive annual Branch reports, summarize and forward them to the Recording Secretary for the Provincial Annual Report.
- (e) organize insurance training workshops for Branch Presidents, Insurance Convenors and Branch Treasurers in conjunction with the Provincial Insurance Convenor.
- (f) attend a Branch meeting and/or Branch Executive meeting, when possible, to communicate with the local leadership.
- (g) assess the need for organizing additional Branches in their areas.

## **Article VIII Duties and Structure of Provincial Committees**

All provincial committees and/or convenors shall report to the President, the Executive and the Board of Directors. The President shall be an *ex-officio* member of all committees with full voting privileges.

### **A. Standing Committees**

#### **1. Constitution & Resolutions Committee**

The Constitution & Resolutions Committee shall:

- (a) be chaired by the First Vice-President and shall include the Past President and two Area Directors.
- (b) ensure that amendments to the Constitution approved at each Annual Meeting are printed in the Annual Report the following year.
- (c) carry out the instructions of the Board of Directors regarding proposed changes to the Constitution.
- (d) ensure that an *Ad Hoc* Committee is appointed periodically to carry out any major revisions to the Constitution.
- (e) receive and review all resolutions from the Branches and the Board of Directors.
- (f) consult with the Parliamentarian regarding appropriate wording of the resolutions.
- (g) ensure that all resolutions to the Annual Meeting are received before the designated date set by the Board of Directors.
- (h) present resolutions to the Executive and the Board of Directors for discussion prior to presentation to the delegates at the Annual Meeting.
- (i) ensure that the resolutions received by the deadline along with the rationale are printed in March Newsletter.

#### **2. Nominations Committee**

The Nominations Committee shall:

- a) be chaired by the Past President and include two Area Directors.
- b) advertise vacancies for Provincial Executive in the November Provincial Newsletter.
- (c) receive nominations for any vacancies on the Provincial Executive before the date set by the Board of Directors.
- (d) prepare a proposed slate of officers to fill vacancies on the Provincial Executive.
- (e) prepare a proposed slate of appointees to the Board of Directors.

### **3. Honorary Membership Committee**

The Honorary Membership Committee shall:

- (a) consist of three members of the Board of Directors.
- (b) receive nominations for this award.
- (c) choose no more than four candidates each year.

### **4. Finance Committee**

The Finance Committee shall:

- (a) be chaired by the Provincial President.
- (b) consist of the members of the Executive.
- (c) prepare a preliminary budget at the April Executive Meeting.

### **5. Audit Committee**

The Audit Committee shall:

- (a) be chaired by the Provincial President
- (b) consist of the First and Second Vice-Presidents, one Area Director, the Recording Secretary and the Executive Secretary-Treasurer.
- (c) meet to review the financial status of the organization and make recommendations to the Board of Directors following the receipt of the financial statements.

### **6. Communications Committee:**

The Communications Committee shall:

- (a) be chaired by the Communications Convenor.
- (b) be comprised of up to three members appointed by the Board of Directors,
- (c) be responsible for the production of the Newsletter, the Website and other official communication publications.
- (d) determine content, including all information identified by the Constitutions and Resolutions Committee of RWTO/OERO, by the Board of Directors, and other such items as may be submitted by committees and individuals.
- (e) ensure that the content is relevant and of interest to RWTO/OERO members.

## **7. Membership Committee**

The Membership Committee shall:

- (a) support existing Branches.
- (b) assist any Branch in need.
- (c) identify which areas in the province may wish to learn more about RWTO/OERO.
- (d) assist in opening new Branches.
- (e) offer workshops, seminars and presentations when requested.
- (f) attend all meetings at the call of the chair.

## **8. Review Committee**

The Review Committee shall:

- (a) be chaired by the Past President.
- (b) consist of the Provincial President, the First Vice-President and two Directors.
- (c) meet to review the performance of the RWTO/OERO employee(s).
- (d) recommend any increase in salary beyond the COLA increment.
- (f) report, *in camera*, to the Executive.

## **9. Policy Committee**

The Policy Committee shall:

- (a) be chaired by the Past President.
- (b) have two additional members who shall be current or past members of the Board of Directors.
- (c) ensure that the Policies and Procedures Handbook is maintained in a consistent, easy-to-use format, and is updated as changes to policies or procedures are approved by the Board.
- (d) review annually, in conjunction with the Executive, the Policies and Procedures Handbook to identify areas for which new, expanded, or revised policies would be useful for RWTO/OERO operations.
- (e) work with committees and Board members to prepare proposed additions or revisions, so that changes will adhere to current policies, procedures and Constitutional Articles, and are consistent in format with the remainder of the document.
- (f) provide updated files to the Provincial Office for insertion into the master document which is made available to the Board and Branches.

## **B. Appointed Committees/Convenors**

### **1. Goodwill Convenor**

The Goodwill Convenor shall:

- (a) be the Second Vice-President with assistance as required.
- (b) send birthday and special occasion cards each year to all members ninety years of age and older.
- (c) send goodwill messages as directed by the Provincial President.
- (d) assist the Executive Secretary-Treasurer with keeping the database current for members over ninety (90).
- (e) send flowers to members celebrating their hundredth birthday and inform any centenarian who is still paying dues that she now qualifies as a Life Member who is no longer required to pay dues

### **2. Issues and Concerns Convenor**

The Issues and Concerns Convenor shall:

- (a) be appointed from among the members of the Board of Directors.
- (b) receive information from members and other sources on issues of concern to retired women teachers.
- (c) publish articles of interest to the members in the Newsletter.

### **3. Convention Committee Convenor**

The Convention Committee Convenor shall:

- (a) be selected by the Host Branch.
- (b) be appointed as a member of the Board of Directors for a one year term.
- (c) receive from the Executive Secretary-Treasurer an advance sum to cover preliminary expenses of the Annual Meeting in consultation with the Provincial President and the Host Committee.
- (d) recommend a registration fee, the amount to be approved by the Board of Directors.
- (e) ensure that a percentage of the net proceeds from the Annual Meeting, as agreed upon by the Board of Directors, be retained by the Host Branch.

## **Article IX Branch Organization**

1. The Executive of the Branch shall consist of the following: Past President, President, Vice-President(s), Secretary, Treasurer, Insurance Convenor.
2. Other officers may include: Honorary President; Membership, Issues and Concerns, Goodwill, Publicity, Newsletter and Social Convenors.
3. Branch officers shall be elected at the local Annual Meeting.
4. The Executive shall be responsible for all Branch activities.
5. The Branch Treasurer shall:
  - (i) keep a precise record of all money received and disbursed.
  - (ii) report regularly to the Branch Executive and membership.
  - (iii) forward provincial fees to the Provincial Office prior to the due date set by the Board of Directors.
6. To receive a rebate the Executive Officers of a Branch must be RWTO/OERO members in good standing.
7. A Branch wishing to disband must give six months' notice in writing to the Provincial President.
8. If all efforts fail to revitalize the Branch, its official books together with a final audited statement and the money remaining in the Branch treasury shall be forwarded to the Provincial Operating Funds.

## **Article X Annual Meeting**

The term “Annual Meeting” refers to the official business meeting of the organization; whereas the term “Convention” also includes the social and educational aspects of the meeting.

1. There shall be an Annual Meeting of RWTO/OERO in June of each year.

2. The Annual Meeting shall:

- (a) receive reports of Officers and Committee Convenors.
- (b) approve the annual budget.
- (c) elect the officers to the Provincial Executive.
- (d) approve the appointments of the Board of Directors.
- (e) consider resolutions.
- (f) conduct other business.

3. **Quorum**

A *quorum* for the Annual Meeting shall be fifty percent (50%) of the registered delegates.

4. **Amendments to the Constitution**

- (a) Amendments to the Constitution, submitted by the deadline as determined by the Board of Directors, shall be made at the Annual Meeting by a sixty-six per cent (66%) majority vote of the registered delegates.
- (b) Amendments to the Constitution without prior notice shall require an eighty per cent (80%) majority vote of the registered delegates.
- (c) When a constitutional change has been duly passed, it shall be extended to all relevant clauses which need to be changed without further resolutions being required.

5. **Voting delegates:**

- (a) The Provincial Office shall notify each Branch President of the exact number of delegates to which the Branch is entitled based on the official membership count as recorded by November 30.
- (b) Each Branch shall be entitled to one voting delegate with all reasonable expenses paid by the Provincial Office.
- (c) Each Branch is entitled to delegates according to the following formula.:

Up to 50 members	1 delegate
51-100 members	2 delegates
101-150 members	3 delegates
151-200 members	4 delegates
201-250 members	5 delegates
251-300 members	6 delegates
301 members +	7 delegates

**6. Delegate expenses**

- (a) Expenses for one official delegate from each Branch will be paid by the Provincial Office as determined by the Board of Directors.
- (b) Expenses for travel for a second delegate will be paid as follows:
  - (i). Traveling expenses for a second delegate will be paid by the Provincial Office for only the distance that exceeds 800 kilometers return.
  - (ii) Reimbursement for public transportation (i.e. bus, air, train) will be calculated on the lesser amount of: the regular mileage rate paid on the distance that exceeds 800 kilometres return, or the actual fare.
- (c) Expenses for the additional delegates may be paid by the Branch as determined by the Branch Executive.

**7. Rules of order:**

The rules found in Bourinot's Rules of Order by Geoffrey Standford shall govern RWTO/OERO.

- 8.** The election of officers and the appointment of the other members of the Board of Directors shall take place at the Annual Meeting.

## **Article XI Communication**

- 1.** The Newsletter and Website shall be the official means of communication with members of RWTO/OERO.
- 2.** The content of the Newsletter and Website shall be determined by the Communications Committee in consultation with the Board of Directors.
- 3.** Frequency of publication and format of the Newsletter and updating of the Website shall be determined by the Communications Committee in consultation with the Executive Secretary-Treasurer and approved by the Board of Directors.