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## **POLICIES**

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## **GUIDING PRINCIPLE**

The RTOERO strategic plan is the guide to the policies, programs and actions undertaken by the organization.

### **SECTION 1 – RTOERO MEMBERS**

- 1.01 Upon application on the prescribed form, the following individuals shall be entitled to be a member and participate in RTOERO's programs:
- (a) a retiree who has worked for at least five years in the education sector in Canada, including but not limited to the early years, school boards, post-secondary, and the public service
  - (b) a surviving spouse of an RTOERO member or a dependant of the member where there is no surviving spouse or a non-educator who is a separated or divorced spouse
  - (c) an individual actively employed in education who is not retired and will be eligible upon retirement to become a member of RTOERO's programs
- 1.02 For greater clarity, the individuals in section 1.01 shall be the "members" as that term is defined in section 21.01(v) of the RTOERO By-Law.

### **SECTION 2 – RTOERO PROGRAMS**

- 2.01 A member referred to in sections 1.01(a) and 1.01(b) may:
- (a) run for elected office at the corporate level of RTOERO and serve on the Board of Directors, and as a Corporate Member, and on Committees
  - (b) run for elected office at the District level and serve on District Committees
  - (c) attend, participate and vote in District activities
  - (d) receive RTOERO general publications and
  - (e) apply for participation in RTOERO Entente Group Insurance Program.
- 2.02 A member who is an individual employed in education who is not retired, may:
- (a) attend, participate and vote in District activities
  - (b) receive, by email, RTOERO general publications.
  - (c) apply for participation in RTOERO Entente Group Insurance Program
- 2.03 In accordance with the Code of Conduct, RTOERO can limit or remove a member's right to participate in RTOERO programs listed in this section, except for participation in the Entente Group Insurance Program.

### **SECTION 3 – FEES**

- 3.01 The annual fee to participate in RTOERO programs shall be determined by the Board and changes to the annual fee shall be approved at the Annual Meeting or a Special Meeting.
- 3.02 RTOERO members shall, upon reaching the age of 100 and in each year thereafter, no longer pay their annual fee and will receive an appropriate greeting from the Chair of the Board.
- 3.03 Active employees in the education community shall be offered membership without the requirement of a membership fee until such time as they retire from their active employment in the education community or when enrolled in the RTOERO Entente Group Insurance Program.
- 3.04 The membership fee of members enrolled in the Entente Group Insurance Program will be covered by the interest from investments.

### **SECTION 4 – DISTRICTS**

- 4.01 RTOERO shall be composed of the following Districts. The current Districts are:

1. Rainy River
2. Thunder Bay
3. Algoma
4. Sudbury, Manitoulin
5. Cochrane, Temiskaming
6. Parry Sound
7. Windsor-Essex
8. London, Middlesex
9. Huron-Perth
10. Bruce, Grey, Dufferin
11. Waterloo Region
12. Norfolk
13. Hamilton-Wentworth, Haldimand
14. Niagara
15. Halton
16. City of Toronto
17. Simcoe County
18. Haliburton, Kawartha Lakes
19. Hastings and Prince Edward
20. Frontenac, Lennox & Addington
21. Renfrew
22. Etobicoke and York
23. North York
24. Scarborough and East York
25. Stormont, Dundas, Glengarry
26. Kenora
27. Ottawa-Carleton
28. Region of Durham
29. Lanark
30. Northumberland
31. Wellington

32. Prescott-Russell
33. Chatham-Kent
34. York Region
35. Dryden
36. Peterborough
37. Oxford
38. Lambton
39. Peel
40. Brant
41. Elgin
42. Mainland British Columbia
43. Nipissing
44. Franco-Nipissing
45. EstaRiO
46. Muskoka
47. Vancouver Island
48. Leeds and Grenville
49. The Prairies
50. Atlantic
51. Québec

## **SECTION 5 – DISTRICT GOVERNANCE**

- 5.01 A District is not a separate legal entity from RTOERO. All of the assets and liabilities of the District are the assets and liabilities of RTOERO.
- 5.02 Each District shall be managed by a District Executive. The District Executive shall consist of at least four members and one representative of each Unit within the District, if any.
- 5.03 It shall be the duty of the District Executive:
  - (a) to hold a minimum of four District Executive meetings per year
  - (b) to hold at least one general meeting a year of the District members
  - (c) to promote and encourage the organization of the District into Units if appropriate due to membership demographics with respect to size, geographic location, language
  - (d) to provide each Unit with financial assistance where necessary
  - (e) to send an annual District financial statement to the Chief Executive Officer and the Chief Financial Officer
  - (f) to send to the Board of Directors of RTOERO resolutions for consideration, which have been passed at a general meeting of the District or a meeting of the District Executive
  - (g) to act as liaison with the Board of Directors of RTOERO and Committees
  - (h) to report to the Board of Directors of RTOERO regarding the District activities

- (i) to promote the interests of the members of RTOERO within the parameters of the Strategic Plan and
  - (j) to undertake other tasks as may be assigned by the Board of Directors
- 5.04 Each District shall establish its local governance/operational procedures based on the RTOERO By-Law and Policies, and the District Executive Guide and resources, which shall be posted on the District website.
- 5.05 A District may levy charges related to specific District activities but shall not impose any charge that may be interpreted as an “annual fee.”
- 5.06 A District considering a name change for the District shall obtain the approval of District members through a motion at a general meeting prior to submitting a request to the Board of Directors.

### **SECTION 6 – UNITS**

- 6.01 The District Executive shall notify and seek approval from the Board of Directors of RTOERO of its intention to form a Unit (within the District). There shall be a minimum of four members on each Unit Executive, one of whom shall represent the Unit on the District Executive. The District shall determine financial assistance for Units.
- 6.02 It shall be the duty of the Unit Executive:
- (a) to hold at least one meeting a year of the members of the Unit
  - (b) to promote the interests of the Unit members within the parameters of the RTOERO Strategic Plan
- 6.03 The District Executive shall initiate the dissolution of any Unit(s) within its District and shall seek approval from the Board of Directors of RTOERO of dissolution of a Unit. Upon receipt of the approval, the District Executive shall bring the resolution to dissolve any Unit(s) to a general meeting of the District. A vote of two-thirds majority of District members attending the general meeting is required to dissolve the Unit(s) and upon dissolution the Unit assets shall become District assets.

### **SECTION 7 – DISTRICT EXECUTIVE MEMBER COMMITMENT**

#### 7.01 Expectations

District executive members are expected to:

- (a) Attend all district executive meetings unless an unforeseen situation occurs making it impossible to attend it is understood that virtual attendance may be able to be planned, as necessary.
- (b) Demonstrate due diligence in preparation for and attendance at district executive meetings and events, as required
- (c) Actively engage in the meeting process, by being aware of the needs and opinions of the members of their district and by being fully informed before making decisions on behalf of district members

- (d) Give open and fair consideration to diverse and opposing viewpoints
- (e) Exercise independent judgment and express dissenting opinions in an appropriate manner during district executive deliberations
- (f) Carry out the duties and responsibilities of their role as required and assigned
- (g) Participate in training and information sessions for their district executive role provided by the district and RTOERO – including liaison meetings and national workshops
- (h) Be aware of and support the RTOERO strategic plan and follow the By-law, policies, district executive guide and other resources provided by RTOERO relevant to their district executive role
- (i) Carry out their district executive duties in accordance with the requirements of the RTOERO Code of Conduct and Conflict of Interest policy

A member who is unsure about these expectations should consult with the district president. A district president who is unsure about these expectations should consult with the board liaison for the district or with the Chair of the Board.

#### 7.02 Failure to meet expectations

- (a) If a district executive member is unable to fulfill these requirements, the district president, or board liaison or chair of the board will have a conversation with that district executive member.
- (b) If the district executive member is unable or unwilling to commit to meet the expectations of the policy, the member should voluntarily and in good faith withdraw from the district executive.
- (c) If there should be a reluctance from the district executive member to do so, the Board shall, in consultation with district leadership, consider removing the member from the district executive.

### **SECTION 8 – FORMATION OF NEW DISTRICTS**

8.01 Any group wishing to form a new district shall establish a leadership group and notify the Chief Executive Officer, in writing, of its desire to form a new District, and provide the Chief Executive Officer with:

- (a) The names of two of the members of its leadership group who will act as the group's spokespersons
- (b) A description of the proposed new District's boundaries
- (c) A rationale for creating the new District.
- (d) The names, signatures, and RTOERO membership numbers, of not fewer than 300 RTOERO members, who wish to join the new District
- (e) Verification that at least 300 members shall remain in the former District

- 8.02 Upon receiving an application from the Chief Executive Officer with the request to form a new District, the Board shall determine whether to create a new District.
- 8.03 Upon Board approval, the Board shall:
- (a) Ensure that affected District(s) are notified of the approval and the potential number of members involved
  - (b) Consult with the local leadership group on the name for the new District
  - (c) Determine the effective date of the establishment of the new District

### **SECTION 9 – DISSOLUTION OF DISTRICTS**

- 9.01 The District Executive may request that the Board dissolve the District.
- 9.02 The Board may dissolve any District after consultation with the members of the District.
- 9.03 Members of a dissolved District shall inform RTOERO of the name of the RTOERO District that they wish to join.
- 9.04 Upon dissolution, District assets shall be distributed by RTOERO, according to the Districts that members of the dissolved District choose to join.

### **SECTION 10 – GUIDELINES FOR DISTRICT SPENDING**

Each year, the district executive establishes its annual budget, outlining the allocation of its district grants. The district treasurer is responsible to submit the annual budget and financial statement of the district to the RTOERO office.  
The following principles and rules guide the district's spending priorities.

Districts will focus on the following priorities when establishes their annual budgets:

- 10.01 Deliver programs and services that improve the lives of district members, based on needs and interests expressed by the members.
- 10.02 Focus on district spending that supports the RTOERO strategic goals and priorities.
- 10.03 Allocate budget resources and manage district resources based on RTOERO's values – accountability, community connection, giving back/making a difference, inclusion, leadership/vision, service to members, well-being.
- 10.04 Districts are encouraged to prioritize spending that:
- (a) Supports the RTOERO strategic goals
  - (b) Adds value to the member experience for a wide range of district members
  - (c) Improves the lives of members and seniors in the communities in the district's jurisdiction
  - (d) Builds relationships with actively employed members, to ensure member retention



- (e) Reaches out and establishes relationships with future members across the broader education community in the district
- (f) Promotes awareness about and action on RTOERO's advocacy issues
- (g) Maintains a district reserve of no more than 50 per cent of the annual district grant
- (h) Complies with RTOERO policies and the legal requirements that govern RTOERO
- (i) Provides recognition for district volunteers
- (j) Promotes brand awareness, through the purchase and distribution of branded items ordered through the RTOERO eStore
- (k) Utilizes RTOERO provided resources and programs

10.05 Districts are to avoid the following types of spending:

- (a) Donations or other expenditures that fall outside of RTOERO's strategic areas of focus
- (b) Sizeable donations to community organizations that detract from the district's ability to focus on providing programs and services to current and future members
- (c) Payment of district scholarship funds directly to individual recipients – scholarship funds should be paid through an education organization, such as a school board, college or university or through the Community Grants and Scholarships Committee

Districts are encouraged to seek clarification as needed regarding district spending guidelines by contacting the Finance department or their board liaison.

## **SECTION 11 – DISTRICT GRANTS AND RESERVES**

11.01 Twenty-eight and a half per cent (28.5%) of the total annual membership fees shall be granted by RTOERO to the Districts on an annual basis.

11.02 For calculation of a District's annual grant, the following rules shall apply:

- (a) The number of District members shall be determined as of December 31 of the previous year. Actively employed members shall be excluded from the membership count, except for those actively employed members for whom a membership fee is paid.
- (b) The minimum grant to a District shall be \$ 17,500 in 2024, \$ 18,500 in 2025, \$ 19,500 in 2026, \$ 20,500 in 2027 and \$ 21,500 in 2028.
- (c) A grant of up to \$3,000 shall be made available to reimburse Districts providing services in both official languages.

- (d) A grant of \$1,000 shall be made to a District with a population density under 5 persons per square kilometre.
- (e) A grant of \$500 shall be made to a District with a population density of 5.1 to 10 persons per square kilometre.
- (f) A grant of \$500 shall be made to a District whose “centre” is more than 480 kilometres from Toronto.
- (g) With the exception of those Districts that receive the minimum annual grants, the annual grant shall be paid in two equal instalments, the first instalment by February 15 and the second instalment by June 15.

11.03 Districts may hold a reserve of up to 50% of their annual grant. Any excess reserve must be used in the annual budget to serve the District members and support RTOERO strategic goals. If a District reserve is in excess of 50%, the District will be required to submit a reserve reduction plan.

### **SECTION 12 – CORPORATE MEMBERS**

12.01 Each District shall be entitled to appoint or elect two Corporate Members.

12.02 It shall be the duty of Corporate Members elected or appointed by a District to:

- (a) represent the interests of their District at Annual and Special Meetings and Forums
- (b) review and discuss with the District Executive the proposed business of Annual and Special Meetings
- (c) report to the District Executive on the business of the Annual and Special Meetings and issues discussed at Forums

### **SECTION 13 –FORUMS AND ANNUAL MEETINGS**

13.01 Forums are called by the Board of Directors for the purpose of sharing information, consulting with Corporate Members and providing training or other workshops deemed important for the organization and its members.

13.02 If District Presidents need to change their members serving as Corporate Members and Alternates following the initial submission to the Chief Executive Officer (CEO), this procedure will be followed:

Before the Annual Meeting:

- (a) If a Corporate Member is unable to attend, the District President may appoint an Alternate to assume this role or if there are no Alternates, then the District President may appoint one of the District’s members to serve as the Corporate Member.
- (b) The District President shall inform the CEO of any such change.

During the Annual Meeting:

- (c) Where a Corporate Member has to absent themselves from within the Annual Meeting, then the Alternate 1, from the same District shall automatically be delegated to serve as the Corporate Member during that individual's absence.

13.03 Notice of the time, place and date of an Annual Meeting or Special Meeting and sufficient information for a Corporate Member to make a reasoned judgment on the business to be considered, including information on any matter be submitted to the meeting, shall be given to each Corporate Member and appointed District Alternate by electronic means, during a period of twenty-one (21) to thirty-five (35) days before the day on which the meeting is to be held. Printed copies are provided at registration.

#### **SECTION 14 – EXPENSES OF BOARD, CORPORATE MEMBERS, ALTERNATES, AND COMMITTEE MEMBERS**

14.01 RTOERO shall pay the expenses of Board, Corporate Members, Committee Members, one Alternate from each district, and candidates for elected office performing duties on behalf of RTOERO.

14.02 Allowances for expenses shall be those delineated by the Board of Directors on the prescribed form.

14.03 The Board may amend guidelines for travel on RTOERO business.

#### **SECTION 15 – NOMINATIONS**

15.01 Nominating Procedure – Board of Directors

- (a) Each year the Board shall provide direction to the Governance and Nomination Committee on the competency needs of the Board.
- (b) Having received the Board's input as noted in (a) above, the Governance and Nomination Committee shall set the competency needs of the Board for the upcoming election of Directors, and such competencies shall be published before the application period opens.
- (c) The Board shall call for the submission of applications for Board of Director positions from the members of RTOERO, with a submission deadline not later than February 15.
- (d) The application period shall be open for at least one month.
- (e) The Governance and Nomination Committee shall review the applications and make recommendations to the Board of the candidates that best meet the competency needs of the Board.
- (f) Where the applicants do not fill a competency need of the Board, the Governance and Nomination Committee may invite additional candidates to apply after the application deadline.
- (g) The Board shall receive the recommendations of the Governance and Nomination Committee.

- (h) The Board of Directors shall inform all applicants for elected positions of the decision of the Board no later than April 5.
- (i) Applicants not recommended by the Governance and Nomination Committee can put forward their own nomination by notifying the Chief Executive Officer in writing by April 15.
- (j) RTOERO shall circulate information about all of the candidates including those candidates recommended by the Governance and Nomination Committee and those candidates nominated under section 13.01(i) in the notice of the Annual Meeting. Such information may include a statement from the Governance and Nomination Committee regarding its recommendations.

#### 15.02 Nominating Procedure – Governance and Nomination Committee

- (a) The Board shall call for the submission of applications for positions on the Governance and Nomination Committee from the Members of RTOERO, with a submission deadline not later than February 15
- (b) At the Annual Meeting, members shall be elected to the Governance and Nomination Committee from all of the candidates
- (c) Between elections, vacancies on the Governance and Nomination Committee shall be filled by appointment made by the Board of Directors.

#### 15.03 Election Procedure for Directors and Governance and Nomination Committee members:

- (a) Candidates for Directors will be provided with the Rules for Campaigning for Elected Office.
- (b) Candidates who do not adhere to these Rules will be disqualified.
- (c) The Chair of the Governance and Nomination Committee shall announce any acclamations for positions on the Board of Directors and the Governance and Nomination Committee members at the Annual Meeting.
- (d) Nominations shall not be taken from the floor during the Annual Meeting.
- (e) In the event of an election for a position on the Board of Directors, the nominees shall have an opportunity to address the Corporate Members at the Annual Meeting for a maximum of five minutes prior to the election.
- (f) In the event that there are two or more nominees addressing the Corporate Members at the Annual Meeting prior to the election, the speaking order shall be determined by the drawing of lots.
- (g) The election of Directors and members of the Governance and Nomination Committee shall be by secret electronic voting.

#### 15.04 Each Corporate Member shall be allowed to vote for not more than the number of vacancies on the Board of Directors and, the Governance and Nomination Committee.

- 15.05 Election Procedure for Directors and Governance and Nomination Committee Members for a Virtual Annual Meeting
- (a) The Vice-Chair or Board designate shall announce any acclamations for positions on the Board of Directors and the Governance and Nomination Committee at the Annual Meeting.
  - (b) Nominations shall not be taken from the floor during the Annual Meeting.
  - (c) In the event of an election for a position on the Board of Directors, the nominees shall have an opportunity to address the Corporate Members on a predetermined date or at the Annual Meeting for a maximum of five minutes prior to the election.
  - (d) In the event that there are two or more nominees addressing the Corporate Members at the Annual Meeting prior to the election, the speaking order shall be determined by a random generation of surnames.
  - (e) The vote for Directors and for the Governance and Nomination Committee shall be by secret electronic voting.
- 15.06 The candidates receiving the most votes shall be declared elected to fill each of the vacancies.
- (a) In the event of a tie vote for the last vacancy, there shall be a further ballot on the candidates who are tied, to break the tie.
  - (b) As soon as election results are available, the Vice-Chair or Board designate shall rise on a point of privilege and shall report the results without announcing the count of votes.
  - (c) The Vice-Chair or Board designate shall move a motion that the data from voting, contained in the electronic files be erased immediately following the termination of the election. The tally of votes shall be sent to all candidates.

#### **SECTION 16 – COMMITTEE TERMS OF REFERENCE**

- 16.01 Each Committee shall operate under Terms of Reference approved by the Board.
- 16.02 A Committee may recommend to the Board a change to its Terms of Reference.

#### **SECTION 17 – COMMITTEE APPOINTMENTS**

- 17.01 Applications for committee appointments will be accepted once per application year. Guidelines for skill sets will be provided to assist members who choose to apply. Matching of candidates' skill sets to various committees will be a priority, as well as taking into consideration diversity and demographics.
- 17.02 The Governance and Nomination Committee shall determine the appropriate placement for an individual based on the information provided on the member's application.
- 17.03 Members currently serving on a committee that is about to be disbanded will be invited to be on another committee to complete the length of their term on the existing committee.

- 17.04 Members completing their initial appointment may apply for extension.
- 17.05 New appointments to fill a vacancy will be only for the remainder of the existing term. An individual appointed to fill such a vacancy may re-apply at the end of the completed term for a regular three-year appointment (four-year appointment for the Benefits Committee).
- 17.06 In extenuating circumstances, the Governance and Nomination Committee may use its discretion to modify the above procedures.
- 17.07 As part of its report to the Board, the Governance and Nomination Committee will provide a list of recommendations for committee appointments.

### **SECTION 18 – COMMITTEE MEMBER COMMITMENT**

#### 18.01 Expectations

Committee members are expected to:

- (a) Attend all committee meetings. Members are expected to inform the committee chair as soon as possible if they are unable to attend a particular meeting.
- (b) Demonstrate due diligence in preparation for and attendance at Committee meetings.
- (c) Actively engage in the meeting process, by being aware of the needs and opinions of the RTOERO membership and by asking questions about the issues being addressed by the Committee, to become fully informed before making decisions on behalf of the membership.
- (d) Give open and fair consideration to diverse and opposing viewpoints.
- (e) Exercise independent judgment and should not hesitate to express dissenting opinions in an appropriate manner during Committee deliberations.
- (f) Be aware of RTOERO activities that affect or are affected by the Committee's work.
- (g) Fulfill the liaison responsibilities that come with membership on an Advisory Committee.

A member who is unsure about these expectations should consult with the Committee Chair.

#### 18.02 Failure to Meet Expectations

- (a) Recognizing that the failure to adhere closely to these expectations will compromise the work of the Committee, the Board and most importantly, the members of RTOERO, the Chair of the Committee will have a conversation with the member who is unable to fulfill these requirements.
- (b) If the member is unable to commit to meet the expectations of the policy, the member should voluntarily and in good faith, withdraw from the Committee.

- (c) If there should be a reluctance from the member to do so, the Board shall consider removing the member from the committee.

### **SECTION 19 – DEFINITIONS**

19.01 All defined terms contained in the By-Law of the Corporation shall have the same meaning in the Policies.

19.02 Unless otherwise stated in the By-law, in these Policies:

- (a) “District” shall mean the Districts recognized by RTOERO in the Policies
- (b) “District Executive” shall be the individuals responsible for carrying out RTOERO programs in the District
- (c) “District President” shall be an individual elected by a District as President of the District Executive
- (d) “Forum” shall be any meeting of Corporate Members that is not an Annual Meeting or Special Meeting
- (e) “RTOERO Entente Group Insurance Program” shall mean the group insurance program offered by RTOERO
- (f) “Spouse” means the person to whom a person is married or with whom the person is living in a common-law relationship
- (g) “Unit” shall be those groups within a District established by the District Executive
- (h) “Unit Executive” shall be the individuals responsible for the carrying out RTOERO programs in the Unit