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POLICIES

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ARTICLE 1 – RTO/ERO MEMBERS

- 1.01 Upon application on the prescribed form, the following individuals shall be entitled to participate in RTO/ERO's programs:
- (a) an individual receiving a pension from a teachers' pension plan in Canada;
 - (b) a retired teacher from a First Nations school in Ontario, with teaching qualifications from an accredited Canadian University or College, or certification from the Ontario College of Teachers;
 - (c) a retired private school teacher/administrator not receiving a pension;
 - (d) a retired teacher who opted for a commuted value transfer or a deferred pension from the Ontario Teachers' Pension Plan (OTPP) following the OTPP rules in place at the time;
 - (e) a retiree from an educational organization in Canada, including the early years, school boards, post-secondary, and the public service;
 - (f) a spouse of a participant in RTO/ERO's program, including a surviving spouse and a non-educator separated or divorced spouse; or a dependent of the participant where there is no surviving spouse; and
 - (g) an individual actively employed in education who is not retired and will be eligible upon retirement to become a participant in RTO/ERO's programs.
- 1.02 For greater certainty, the individuals in section 1.01 shall be the "members" as that term is defined in section 21.01(u) of the RTO/ERO By-Law.

ARTICLE 2 – RTO/ERO PROGRAMS

- 2.01 A member referred to in sections 1.01(a) through to 1.01(f) may:
- (a) run for elected office at the corporate level of RTO/ERO and serve on the Board of Directors, and as Corporate Member, and on the 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 RTO/ERO general publications; and
 - (e) apply, if eligible, for participation in RTO/ERO insurance benefits programs.
- 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, RTO/ERO general publications; and
 - (c) apply, if eligible, for participation in RTO/ERO Group Insurance Plan, if the member is at least 50 years of age (Board meeting, January 2019).

- 2.03 In accordance with the Code of Conduct, RTO/ERO can limit a member's right to participate in RTO/ERO programs listed in this Article 2, other than the participation in RTO/ERO insurance benefits programs.

ARTICLE 3 – FEES

- 3.01 The annual fee to participate in RTO/ERO programs shall be determined by the Board and changes to the annual fee shall be approved at the Annual Meeting.
- 3.02 RTO/ERO 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 RTO/ERO Insurance Plan.

ARTICLE 4 – DISTRICTS

- 4.01 RTO/ERO 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
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. Région du ciel bleu
45. EstaRiO
46. Muskoka
47. Vancouver Island
48. Leeds and Grenville
49. The Prairies
50. Atlantic
51. Echo

ARTICLE 5 – DISTRICT GOVERNANCE

- 5.01 A District is not a separate legal entity from RTO/ERO. All of the assets and liabilities of the District are the assets and liabilities of RTO/ERO.
- 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 at least one meeting a year;
 - (b) to promote and encourage the organization of the District into Units if appropriate due to membership demographics with respect to size, geographic location, language;
 - (c) to provide each Unit with financial assistance where necessary;
 - (d) to send an annual District financial statement to the Chief Executive Officer;
 - (e) to send to the Board of Directors of RTO/ERO resolutions for consideration, which have been passed at a general meeting of the District or a meeting of the District Executive;
 - (f) to act as liaison with the Board of Directors of RTO/ERO and Committees;
 - (g) to report to the Board of Directors of RTO/ERO regarding the District activities;
 - (h) to promote the interests of the members of RTO/ERO; and
 - (i) to undertake other tasks as may be assigned by the Board of Directors.

- 5.04 Each District shall determine its local governance policies, which shall not conflict with the By-Law and Policies of RTO/ERO, and shall file a copy with RTO/ERO.
- 5.05 A District's governance policy document shall be reviewed and updated by RTO/ERO on a minimum five-year cycle.
- 5.06 A District may levy charges related to specific District activities but shall not impose any charge that may be interpreted as an "annual fee."

ARTICLE 6 – UNITS

- 6.01 The District Executive shall notify and seek approval from the Board of Directors of RTO/ERO 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 and as many additional meetings as desired by the members; and
 - (b) to promote the interests of the members of RTO/ERO.
- 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 RTO/ERO 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.

ARTICLE 7 – FORMATION OF NEW DISTRICTS

- 7.01 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; and
 - (c) A rationale for creating the new District.
- In Ontario only
- (d) The names, signatures, and RTO/ERO members numbers, of not fewer than 300 RTO/ERO members, who wish to join the new district;
 - (e) Verification that at least 300 members shall remain in the former District
- 7.02 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.
 - 7.03 Upon Board approval:

- (a) The Board shall ensure that affected District(s) are notified of the approval and the potential number of members involved; and
- (b) Such District status shall come into full force and, upon Board approval, the Board shall consult with the local leadership group on the name for the new District.

7.04 The Board shall determine whether to create a new District.

7.05 Upon Board approval, such District status shall come into full force and effect January 1st following such approval.

ARTICLE 8 – DISSOLUTION OF DISTRICTS

8.01 The Board may dissolve or reorganize any District after consultation with the members of the District and obtaining approval at the Annual Meeting;

8.02 The District Executive may request that the Board consider whether to dissolve the District.

8.03 Each member of a dissolved District shall inform RTO/ERO of the name of the RTO/ERO District that he/she wishes to join.

8.04 Upon dissolution, District assets shall be distributed by RTO/ERO, according to the Districts that members of the dissolved District choose to join.

ARTICLE 9 – DISTRICT GRANTS

9.01 Twenty-eight and a half per cent (28.5%) of the total annual fees paid by members, received by RTO/ERO shall be granted by RTO/ERO to the Districts on an annual basis;

9.02 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;
- (b) the minimum annual grant to a District shall be \$10,978 in 2019, \$ 13,500 in 2020, \$ 14,500 in 2021, \$ 15,500 in 2022, and \$ 16,500 in 2023;
- (c) a grant of up to \$3,000 annually shall be made to Districts providing services in both official languages. All claims must be accompanied by the appropriate receipts;
- (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; and

- (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.

ARTICLE 10 – CORPORATE MEMBERS

- 10.01 Each District shall be entitled to appoint or elect two Corporate Members, who shall be elected at a meeting of the District or appointed by the District Executive, in accordance with the governance documents of the District.
- 10.02 It shall be the duty of Corporate Members elected or appointed by a District:
 - (a) to represent the interests of their District at Annual Meetings and Forums;
 - (b) to review and discuss Annual Meeting and Forum issues with the District Executive; and
 - (c) to report to the District Executive and the District members on the business of the Annual Meetings and Forums following these meetings.

ARTICLE 11 – ANNUAL MEETINGS AND FORUMS

- 11.01 The Board of Directors may call a Forum for the purpose of sharing information, consulting with Corporate Members and providing training or other workshops deemed important for the organization and its members.
- 11.02 A Corporate Member, with the support of his or her District, may propose that the Directors introduce a subject at an Annual Meeting by providing a detailed written description (signed and dated by the District President and Secretary) of the subject to the Chief Executive Officer of RTO/ERO at least forty-five (45) calendar days in advance of an Annual Meeting or a Special Meeting. The Directors shall introduce such subjects at the next Annual Meeting unless the subject:
 - (a) involves a personal claim or redress of a personal grievance against RTO/ERO or its directors, officers, members or debt obligation holders;
 - (b) does not relate in a significant way to the activities or affairs of RTO/ERO;
 - (c) is substantially similar to a resolution before the Annual Meeting in the previous two years; or
 - (d) rights conferred by this section are being abused to secure publicity.
- 11.03 A Corporate Member may not participate in an Annual Meeting or Forum by means of an electronic or other telecommunication device.
- 11.04 In the event that a Corporate Member is unable to attend an Annual Meeting or a portion thereof, a District Observer from the same District may serve as the Corporate Member. The District President shall inform the Chief Executive Officer of any such delegation and any withdrawal of delegation. If there is no District Observer in attendance at the Annual Meeting, then the District President may appoint one of the District's members to serve as the Corporate Member. No individual shall count as more than one Corporate Member at an Annual Meeting. Where a Corporate Member is Absent from an Annual Meeting and the District President has not informed the Chief Executive Officer of a

delegation, then the District Observer 1, if any, from the same District shall automatically be delegated to serve as the Corporate Member during that individual's absence. If the District Observer 1 is Absent from the meeting or is serving on behalf of another Corporate Member, then District Observer 2, if any, from the same District shall be automatically be delegated to serve as the Corporate Member during that individual's absence.

- 11.05 A quorum of an Annual Meeting shall be 66.67% percent of the Corporate Members then in office. In the absence of a quorum, any business conducted by the Corporate Members present shall be subject to confirmation at the next Annual Meeting.
- 11.06 Notice of the time, place and date of an Annual 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 entitled to vote at the meeting by:
- (a) mail, courier or individual delivery, during a period of twenty-one (21) to sixty (60) days before the day on which the meeting is to be held; or
 - (b) Telephone, or other 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. If a Corporate Member requests that notice of a meeting be given by non-electronic means, the notice will be sent by mail, courier or individual delivery as provided in section (a).
- 11.07 Each District may name up to two District Observers who are members of the District. A District Observer has the right to receive notice of and may attend the Annual Meeting. A District Observer may address a meeting with the agreement of the Corporate Member from his or her District.
- 11.08 The Chair shall open an Annual Meeting and then may request a Parliamentarian chair the remainder of the meeting.

ARTICLE 12 – EXPENSES OF BOARD, CORPORATE AND COMMITTEE MEMBERS

- 12.01 RTO/ERO shall pay the expenses of Board, Corporate and Committee Members performing duties on behalf of RTO/ERO.
- 12.02 RTO/ERO shall not pay the expenses of District Observers. Districts shall pay the expenses of any District Observers from the District performing duties on behalf of RTO/ERO.
- 12.03 Allowances for expenses shall be those delineated by the Board of Directors on the prescribed form.
- 12.04 The Board may amend guidelines for travel on RTO/ERO Business.

ARTICLE 13 – NOMINATIONS

- 13.01 Nominating Procedure – Board of Directors
- (a) each year the Board shall provide direction to the Nomination Committee on the competency needs of the Board;

- (b) having received the Board's input as noted in (a) above, the 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 Nomination Committee shall call for applications for Board of Director positions from the members of RTO/ERO not later than February 15;
- (d) the application period shall be open for at least one month;
- (e) the 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 Nomination Committee may invite additional candidates to apply after the application deadline;
- (g) the Board shall receive the recommendations of the Nomination Committee;
- (h) the Nomination Committee shall inform all applicants and the Corporate Members of the decision of the Nomination Committee by April 1;
- (i) any member not recommended by the Nomination Committee can put forward his or her own nomination by submitting a nomination form by April 15 each year to the Chief Executive Officer. The candidate's nomination form must be in the prescribed form and signed by the member's District President and District Secretary; and
- (j) RTO/ERO shall circulate information about all of the candidates including those candidates recommended by the 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 Nomination Committee regarding its recommendations.

13.02 Nominating Procedure – Nomination Committee

- (a) the Board shall call for applications from Corporate Members for positions on the Nomination Committee;
- (b) a Corporate Member can put forward his or her own nomination by submitting a nomination form by April 15 each year to the Chief Executive Officer. The candidate's nomination form must be in the prescribed form and signed by the member's District President and District Secretary; and
- (c) At the Annual Meeting, four (4) Corporate Members shall be elected to the Nomination Committee from all of the candidates.
- (d) Vacancies on the Nomination Committee shall be filled by appointment made by the Board of Directors

13.03 Election Procedure for Directors and Nomination Committee Members

- (a) the Chair of the Nomination Committee shall announce any acclamations for positions on the Board of Directors and the Nomination Committee members 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 or the Nomination Committee, 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;
 - (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 the drawing of lots;
 - (e) the vote for Directors and for the Nomination Committee shall be by secret ballot;
 - (f) the Chair of the Nomination Committee shall appoint, from among the District Observers present, functionaries to distribute and count the ballots; and
 - (g) each candidate may appoint one scrutineer to observe the counting of the ballots for the candidate's election.
- 13.04 Each Corporate Member shall be allowed to vote for not more than such number of candidates for the Board of Directors equal to the number of vacancies on the Board of Directors. Each Corporate Member shall be allowed to vote for not more than such number of candidates for the Nomination Committee equal to the number of member at large vacancies on the Nomination Committee.
- 13.05 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 Chair of the Nomination Committee shall rise on a point of privilege and shall report the results without announcing the count of votes; and
 - (c) the Chair of the Nomination Committee shall move a motion that the ballots be destroyed immediately following the announcement of the results of each vote.

ARTICLE 14 – COMMITTEE TERMS OF REFERENCE

- 14.01 Each Committee shall operate under Terms of Reference approved by the Board.
- 14.02 A Committee can seek approval from the Board to change its Terms of Reference.
- 14.03 The Terms of Reference of each Committee shall be attached as a Schedule to this Policy.

ARTICLE 15 – SUPPORT FOR EDUCATION SECTOR JOB ACTION

15.01 Right to Strike

- (a) RTO/ERO supports the right to strike of teachers, support staff and faculty in publicly-funded school boards, colleges and universities in Ontario, both as a basic condition of employment and a legitimate means to achieve collective agreements.

15.02 Funding for Districts

- (a) RTO/ERO provides a small amount of funding for districts which wish to provide refreshments or other similar support to those involved in a local job action, up to a limit of:
- \$1 000 for districts over 3000 members
 - \$750 for districts over 2000 members
 - \$500 for districts with over 1000 members
 - \$300 for districts under 1000 members

ARTICLE 16 – PRIVACY

- 16.01 All personal information provided to RTO/ERO by its members, Corporate Members and Directors shall be confidential and remain the exclusive property of RTO/ERO and shall not be knowingly given to any outside agency or association.

ARTICLE 17 – GUIDING BELIEFS

- 17.01 The statements of RTO/ERO contained in this Article 16 reflect the fundamental beliefs that guide the organization's actions with respect to its role, philosophy and objectives.

17.02 Ontario Teachers' Pension Plan

- (a) RTO/ERO must continue to be the effective voice of its members in the protection of the Ontario Teachers' Pension Plan, through the Ontario Teachers' Federation.
- (b) RTO/ERO should be the effective voice for its non-OTPP members in the protection of the pension plans/funds of its non-OTPP members.

17.03 Canadian Governments

- (a) Seniors Affairs
- (i) RTO/ERO must participate and provide advice to the Provincial, Territorial, and Federal Governments on all matters related to its members and seniors.
- (b) Provincial Testing and Recertification of Teachers
- (i) RTO/ERO is opposed to the provincial, territorial, or federal testing and recertification of teachers.
- (c) School Closures

- (i) RTO/ERO encourages all appropriate education partners to consider the issue of school closures in a democratic manner, with the first criterion being the total welfare of students.
 - (d) Public Health Care System
 - (i) RTO/ERO supports a public health care system that provides a free and comprehensive service for all seniors.
- 17.04 Support for Active Teachers and Publicly-Funded Education
- (a) Support for Publicly-Funded Education
 - (i) RTO/ERO believes that well-funded, public education systems provide the best opportunity for a quality education for all citizens in Ontario.
 - (b) Support for Employees in the Educational Sector
 - (i) RTO/ERO supports active employees in their efforts to maintain and improve publicly-funded education.
 - (c) Support for OTF and the Affiliates
 - (i) RTO/ERO supports the Ontario Teachers' Federation and its Affiliates in those activities that will enhance the quality of teaching and learning for teachers and students in the publicly-funded education systems of Ontario.
 - (ii) RTO/ERO supports the organizations of its active and potential members in those activities that enhance the quality of learning, equity, diversity, and safety in the publicly funded education systems in the provinces, territories, and federally in Canada.
- 17.05 Defined Benefit Pension Plans
- (a) RTO/ERO believes that Defined Benefit Pension Plans provide the best retirement income security.

ARTICLE 18 – AMENDMENT

18.01 These policies may be amended, from time to time, by Board approval.

ARTICLE 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) “Commuted Value” means a lump sum payment by a pension plan made in lieu of a contributor receiving a pension;
- (b) “Deferred Pension” means a pension for which a contributor is eligible, but has chosen to delay the inception date;

- (c) "District" shall mean the Districts recognized by RTO/ERO in the Policies;
- (d) "District Executive" shall be the individuals responsible for carrying out RTO/ERO programs in the District;
- (e) "District President" shall be an individual elected by a District as President of the District Executive;
- (f) "Forum" shall be any meeting of Corporate Members that is not an Annual Meeting or Special Meeting;
- (g) "RTO/ERO Group Benefits Program" shall mean the group benefits program offered by RTO/ERO, from time to time;
- (h) "Unit" shall be those groups within a District established by the District Executive;
and
- (i) "Unit Executive" shall be the individuals responsible for the carrying out RTO/ERO programs in the Unit.