

Retired Women Teachers of Ontario

Lydia Snow North Halton Branch

Inaugurated December, 1999

2020-22 Constitution and Bylaws

Previous Revisions April 2008, April 2010, April 2012, April 2014, April 2016, April 2018,

April 2020

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Constitution Committee: Linda Frey, Deb Rauch, LeAnne Taylor, and Members of the Executive Committee

CONSTITUTION

I Name

1 Name of the organization

The name of the organization shall be: Retired Women Teachers of Ontario, Lydia Snow North Halton Branch (hereinafter referred to as RWTO Lydia Snow North Halton Branch).

2 Use of name

The name RWTO shall not be used in speaking or writing on any matter contrary to established RWTO policy. In other cases, the Branch name may be used in speaking or writing on matters of local concern that are in keeping with the aims of the provincial organization.

II Purpose

The purpose of the organization shall be:

- a. To provide a strong, supportive network for retired women teachers
- b. To share with and care for each other
- c. To enjoy our Branch activities in a spirit of having fun
- d. To reach out to our community with financial and moral support

III Membership

1 Definition

Any retired woman teacher who has graduated from a recognized educational institution, pays dues to the Provincial RWTO and Lydia Snow North Halton Branch, and who is a resident of Canada, may be a member.

2 Privileges

Members are entitled to the full privileges of RWTO membership. They may:

- a. Participate in all events, interest and service groups
- b. Hold any office at the local, area and provincial levels
- c. Vote on all RWTO policies
- d. Participate in Annual General Meetings
- e. Participate in any committee

3 Due date for fees

A member must pay the annual membership fee by August 31st.

4 Life member

At the discretion of the Executive, Lydia Snow North Halton Branch may pay the fees for a member 90 years and over who does not meet provincial requirements for life member.

5 Social member

A social member must pay provincial fees to another Branch in order to qualify as a social member of Lydia Snow North Halton Branch.

6 Resignation

Should a member resign for any reason after fees have been submitted to the Provincial Office, there will be no refund.

7 Transfer

Should a member move to another Branch during the year, she maintains her provincial membership in the new location. The member in question shall notify the Provincial Office of her new address and branch.

8 Non-member

A non-member may attend a meeting as a guest once per year. The guest is responsible for any payment associated with the meeting.

IV Meetings

1 General Meetings

One General Meeting shall be held each year in the Fall.

2 Special Business Meetings

A Special Business Meeting may be included in a regular meeting in the event of any matter requiring a vote. e.g. Outreach donation

3 Annual General Meetings

The Annual General Meeting shall be held each year in April for the purpose of:

- Installation of new officers
- Presentation of annual reports, including the budget
- Holding an *In Memoriam* service for members who passed away in the past year

4 Informal Meetings

Meetings other than General Meetings will be planned by the Programme Committee and may consist of entertainment, speakers, excursions, luncheons etc. Usually, no meetings are held in July or August.

5 Quorum

One third of the membership, or 25 members (including written proxies), whichever is less, will constitute a quorum for any meeting. Three members of the Executive Committee shall constitute a quorum for an Executive meeting.

BYLAWS

I Fees

1 Determination of fees

Membership fees may be paid beginning in April. The fees cover membership from September 1 to August 31.

Any change in the membership fee shall be determined one year in advance by the Executive, and ratified by the members at the Annual General Meeting. The fee change will be in effect the following year. The provincial levy shall be paid out of this fee.

2 Late joining

A member joining Lydia Snow North Halton Branch between September 1 and January 31 shall pay the provincial fee and the local fee.

A member joining Lydia Snow North Halton Branch after January 31 shall pay only the local fee.

If a new member desires to enrol in Manulife Insurance through RWTO, she must pay the provincial fee upon joining.

3 Transfer

A member transferring to Lydia Snow North Halton Branch from another branch after submission of provincial fees shall pay only the local portion of the annual fee.

4 Member of more than one Branch

A member who pays the provincial fee to another branch, may belong to Lydia Snow North Halton Branch and pay only the local portion of the annual fee.

II Committees

1 Executive Committee

The Executive Committee shall consist of the following:

- a. President
- b. First Vice President/Communications/Brochure/Publicity
- c. Second Vice President/Membership/Insurance/Fundraisers
- d. Secretary
- e. Treasurer
- e. (i) Assistant Treasurer (Optional)
- f. Honourary President

2 Standing Committees

Standing Committees shall consist of the following:

- a. Archivist
- b. Care and Share
- c. Fundraising
- d. Insurance Convenor
- e. Photography
- f. Refreshments
- g. Website Convenor

3 Ad Hoc Committees

Ad Hoc Committees shall consist of the following:

- a. Budget
- b. Communication Tree
- c. Constitution and Bylaws
- d. Penta Planning Committee
- e. Program
- f. Community Outreach

III Term of Office

- The President, Honourary President, First and Second Vice Presidents shall have a term of one year.
- Other Executive members shall have a term of two years, with the option of additional terms.

IV Duties of the Executive Committee

a. President

- Following the AGM, send names and addresses of the new executive to the Provincial Office
- In June, give copies of the new brochure (excluding member information) to: Area Director; Provincial President; Oakville, Mississauga, North Peel and Burlington Branch Presidents
- Attend (or name an alternate to) the Provincial AGM
- Report to the membership on provincial concerns
- Call and chair all meetings
- Be informed of, and participate in, all communication
- Be responsible for general and active management of business
- Notify the Provincial Secretary of a member's death
- Notify the Provincial Archivist of a member's death and submit a picture for the Annual Convention *In Memoriam* Service
- Ensure that the Second Vice President and Treasurer, or their designates, attend required provincial workshops
- Have officers attend any other provincial workshops as required
- Ensure that the duties of Executive members are covered in case of illness or absence
- Prepare an annual survey for membership reaction and suggestions, with the help of Executive members
- Prepare an article for the provincial newsletter when requested

- Complete the Annual Provincial Report, with the help of the Executive, in February
- Serve on committees organized to prepare the Budget/Timeline/Brochure
- Prepare the slate of officers and appointees for approval by the Executive
- Present the Executive and Appointees to the membership at the AGM in April
- Prepare and preside over an *In Memoriam* Service to remember deceased members at the AGM in April
- In odd-numbered years, facilitate and arrange for a review of the Constitution
- Pass the information binder and any other pertinent materials on to next President
- Serve as Honourary President in the next year

b. First Vice President/Communications/Brochure/Publicity

- Assist Treasurer in collecting membership fees until completed
- Recommend members for life membership, provincially or through Lydia Snow North Halton Branch through discussion with the Executive
- Observe and attend to presidential role
- Stand in for president as required
- Prepare to be president
- Determine the contact person for the Community Activity and Services Guide
- Serve on the Budget/Timeline/Brochure Committees
- Facilitate communications by composing monthly meeting announcements (including serious health information of members, with permission) and contacting agents on the Communication Tree
- Facilitate to the membership, either by email or post, the distribution of Minutes of the General Meeting, Special Meeting decisions and the AGM before the next regular meeting
- Chair a committee to prepare an Annual Brochure with: details of the year's events, contact information of Executive members, and names and phone numbers (if permitted) for all members
- Consult with District 15 RTO regarding program planning dates
- Have the Brochure for next year's events available to members by May
- Arrange for presentation of gift and pin to outgoing President at April meeting
- Pass on the information binder and any other pertinent materials to next First Vice President
- Attend (or name an alternate to) the Provincial AGM

c. Second Vice President/Membership/Insurance/Fundraisers

- Maintain oversight of Insurance Convenor and Fundraising Standing Committee and report back to the Executive of their activities
- Prepare a membership list of Lydia Snow North Halton members with addresses, phone numbers and email
- Provide a copy of the membership list to the Executive and required standing committee members
- Maintain an all-member Emergency Contact List
- Be responsible for having updated nametags and the updated emergency list at every meeting
- Maintain the Registration Forms binder. Pass on to next Second Vice President

- Maintain the Awards Binder of Cora Bailey Award recipients and other RWTO Provincial recognition.
- Accept LTD teachers as members, as stipulated by the Provincial Constitution
- Serve on the Budget/Timeline/Brochure Committees
- Pass on the information binder and any other pertinent materials to the next Second Vice President

d. Secretary

- Record minutes of the Annual, General and Executive Meetings, and at the year's end pass on to Archivist
- Summarize descriptively, all other meetings; pass to archivist at the end of each year
- Provide copies of the Executive Meeting Minutes, the AGM Minutes and General Meeting Minutes to all Executive members, through email or hard copy, within 1 week of the meeting
- Read and present Executive Minutes for approval at the following meeting
- Present General Meeting Minutes for approval at the next General Meeting
- Present Annual General Meeting Minutes for approval at the next year's AGM
- Maintain a record book of minutes and backup files on personal computer
- Serve on the Timeline/Brochure and Budget committees if requested

e. Treasurer

- Prepare and present financial statements at the General and Annual Meetings
- Receive mailings and payments for luncheons and events
- Ensure that Annual Financial Records are audited by a non-executive member once all bank statements are received
- Arrange for the following year's auditors, agreed to by the Executive, to be approved at the AGM
- Present the previous year's Auditors' Report at the AGM or the Fall General Meeting and provide a copy to the Archivist
- Review paid-up membership list and required information in September before submission to the Provincial Office, with at least one other Executive member
- Collect annual, local and provincial fees and forward provincial fees to Provincial Office. Final payment must be submitted by October 15 to qualify for rebate
- Forward a copy of the Membership List with required information to the Provincial Office, along with fees
- Maintain a cash float as required for fundraising activities, e.g. book sales and Christmas baskets
- Maintain financial records and pass on to the Archivist post auditing
- Chair the Budget Committee
- Receive publications from the Provincial Secretary-Treasurer
- Receive and deposit annual rebate from the Provincial Office
- Pass on other pertinent information to the appropriate Executive members
- Maintain a supply of Past President pins, Membership pins and Cora Bailey pins
- Prepare a letter on Lydia Snow Letterhead to arrange for required signatures indicating signature changes
- Arrange for a meeting with an officer of the financial institution to change signing authority. Pass on pertinent information and materials to next Treasurer

e. **(i) Assistant Treasurer (Optional, one-year term, overlapping the final year of the Treasurer's)**

- Prepare to be Treasurer
- Assist in the collection of annual dues, monthly fees, and the preparation of receipts
- Attend the Budget meetings in the year previous to becoming Treasurer

f. **Honourary President**

- Serve as an advisor to the Executive
- Attend Executive meetings as desired or requested

V **Duties of Standing Committees**

a. **Archivist**

- Keep all Minutes and copies of Treasurer's Reports in perpetuity
- Maintain history of RWTO
- Maintain an *In Memoriam* album of deceased Branch members
- Display the photo of Lydia Snow at the Branch AGM and at Penta when we host
- Store annual files of memorabilia in a suitable storage box
- Deposit the Archives with the Esquesing Historical Society every 10 years, maintaining the last 5 years in current files

b. **Care and Share**

- Receive notice of retired teachers in need of support and assistance
- Send cards in cases of illness, accident, or bereavement
- Follow up with phone calls
- Send cards for 80th, 85th, 90th birthdays and every year subsequent to age 90. Send flowers for the 90th
- Ask members to: phone or visit others, supply food, drive to appointments
- Maintain a record of expenses and contacts
- Arrange for a single rose, plus card, to display in funeral home at the visitation of a deceased member
- Purchase, in collaboration with the Executive, an *In Memoriam* book for a school, or a donation as appropriate, in honour of a deceased member and notify the family of this donation.

c. **Fundraising**

- Present to the Executive through the Second Vice President, any new fundraising initiatives for approval
- Coordinate the organization of fundraisers, including the recruitment of volunteers, to support the ongoing business of the Branch and Outreach Projects
- Submit collected funds to the Treasurer with a statement of activity, date collected and amount

d. **Insurance Convenor**

- Attend a scheduled Provincial Insurance Workshop with the Second Vice President and report back to the full membership

- Promote the RWTO Insurance plans
- Provide information and assistance at every meeting by maintaining a supply of brochures and forms

e. Photography

- Arrange for photos to be taken at all events and maintain a digital photo album
- Maintain an updated membership album

Assistant Photographer(s)

- Assist with photography duties

f. Refreshments

- Maintain a tub of supplies and utensils
- Maintain a list of volunteers who would provide refreshments for non-catered meetings

g. Website Convenor

- Update annually the Lydia Snow Branch North Halton website on the RWTO.org site with information about the executive and program
- Send monthly meeting information to the RWTO Provincial Website Convenor
- Inform the membership of information available on the RWTO.org website

VI Duties of Ad Hoc Committees

a. Budget

- Formed of the Treasurer and pertinent Executive members
- Review Actual Expenditures in relation to the Budget of current year
- Examine proposed Program of Events and prepare a Budget for the coming year
- Allot funds for computer expenses for the previous year to executive who have high computer usage
- Include in the Budget, lines for Provincial and Area 12 expenses
- Present proposed Budget to the Executive for approval before the AGM

b. Communication Tree

- Receive email notice of meeting
- Pass notice by telephone to members without email

c. Constitution and Bylaws

- A committee consisting of at least 2 members will review the Constitution and Bylaws every 2 years in the odd numbered years
- Review any changes with the Executive previous to finalizing the draft
- Present draft revisions to the membership in January or February and distribute the draft to the members by email and by post if requested
- Following approval, announce a Notice of Motion for adoption of any changes at the April AGM
- Be responsible for printing copies of revised drafts for the January (or February) meeting
- Provide each Executive member with a final revised copy

- Provide a copy to the Archivist
- Print copies of draft revisions for presentation at the April AGM for approval
- Alterations to the Constitution require a two thirds majority of those present in person or by proxy

d. Penta Planning Committee

- A committee will be formed, 18 months in advance, to organize the Penta Event (*Every 5 years after 2006*)

e. Program (formed from Executive)

- Prepare a rough draft, based on the annual survey, of the coming year's events
- Costing to be determined in the budget before final plans are made
- Assign responsibilities to Executive members for each event
- Event Convenor to take full responsibility for venue, catering (with signed insurance contract where necessary), speaker/entertainment, introduction, thank-you, gifts/honorariums, and equipment required
- Event Convenor to present a progress report 2 months before the event for discussion on any item needing Executive approval (e.g. unusual expenses)

f. Community Outreach

- Beginning in the year 2009, at the AGM, confirm for a 2-year term, a committee chosen to select worthy causes that could benefit from the funds available
- It is recognized that the extent of our donations will depend on the finances of our Branch
- Contacts should be made for publicity that reflect our involvement in charitable works
- Outreach criteria are to be reviewed in 2013, and every 4 years thereafter by the membership-at-large. See Appendix I.
- A decision on the recipient(s) will be made by February and presented to the membership for approval
- Donations will be made by the end of March through a North Halton Community Agency while raising the profile of our organization within the North Halton Community

VII Finances

1 Fiscal year

The fiscal year of the Branch will be from April 1st of one year to March 31st of the following year.

2 Signing Officers

There shall be at least two signing officers, usually the Treasurer and the President.

3 Audit

- Two Auditors, who are not members of the Executive Committee, will be approved by the membership at the AGM
- The Audit will be signed and dated by the Auditors
- The Audit may be presented for acceptance at the AGM or the Fall General Meeting
- The Audit, once approved, goes to the Archivist

VIII Nominations and Elections

- The President will present the prospective slate of officers at the February meeting
- Further nominations may be made from the floor at this meeting
- If two or more nominations are made for any one office, there shall be a secret ballot
- The final Slate will be formalized before installation at the April AGM

IX Motions and Resolutions

1 Voting on Motions

Any motion presented at a General, Annual, Executive or Special Meeting, with the exception of changes to the Constitution, may be passed by a majority vote of members present or by written proxy.

2 Notice of Motion

Any member wishing to present a motion which commits the Branch to any course of action, must submit a written copy to the Executive Committee for approval. Notice of Motion must be presented at the meeting previous to the motion's presentation.

3 Resolutions

Lydia Snow Branch may present a resolution of its own for the Provincial AGM by following the directions of the Provincial Office and submitting the Resolution by the required date.

Any resolution coming from the Branch must be voted on and approved by the members before submitting to Provincial Office.

Appointed delegates will use their discretion to approve any amendments proposed at the Provincial AGM.

Provincial Resolutions are to be discussed with the members at the May Meeting in order to offer guidance and background to our delegates as they consider the vote at the Provincial AGM.

X Rules of Order

All meetings of the Branch and any Committee of the Branch shall be ruled by *Roberts' Rules of Order*.

XI Dissolution

Should the membership become lower in number than the provincial guidelines permit, the Provincial Office will be consulted as to the proper course of action.

APPENDIX

I Outreach Criteria

Lydia Snow North Halton Branch RWTO

Reviewed 2017

The Outreach Funds of Lydia Snow North Halton Branch RWTO shall be distributed according to the following criteria:

- a) equitably supporting children in all North Halton schools
- b) equitably supporting library resources in all of the North Halton Schools
- c) raising the profile of the organization within the North Halton community
- d) equitably assisting the elderly; women; and/or children in North Halton
- e) extending assistance to areas of perceived need for elderly; women; and/or children in other areas of Canada