
CONSTITUTION

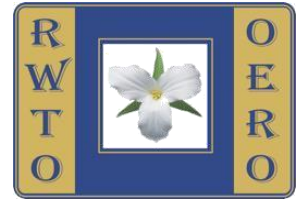
RWTO/OERO

Retired Women Teachers of Ontario
Organisation des enseignantes retraitées de l'Ontario



June 2024

CONSTITUTION RWTO/OERO
Table of Contents



MISSION STATEMENT, MOTTO, VISION STATEMENT, GOALS	4
Constitution Definition	5
ARTICLE I NAME	6
ARTICLE II STRUCTURE	7
ARTICLE III MEMBERSHIP AND FEES	8
1. Regular Members	
2. Honorary Member	
3. Life Member	
4. Interim Member	
5. Fees	
ARTICLE IV ORGANIZATION	10
1. Board of Directors	
2. Terms of Office	
3. Resignations	
4. Elections	
ARTICLE V DUTIES OF THE BOARD OF DIRECTORS	13
1. Executive	
2. Board of Directors	

ARTICLE VI

DUTIES OF THE EXECUTIVE OFFICERS

14

1. Past President
2. President
3. First Vice-President
4. Second Vice-President
5. Program Coordinator
6. Provincial Insurance Convenor
7. Recording Secretary
8. Parliamentarian
9. Executive Secretary-Treasurer

ARTICLE VII

DUTIES OF THE OTHER MEMBERS OF THE BOARD OF DIRECTORS

17

1. Honorary President
2. Area Directors
3. Communications Newsletter Convenor
Communications Website Convenor
4. Membership Convenor
5. Sales and Materials Convenor
6. Archivist

ARTICLE VIII DUTIES AND STRUCTURE OF PROVINCIAL COMMITTEES 19

A. Standing Committees

1. Constitution & Resolutions Committee
2. Nominations Committee
3. Honorary Membership Committee
4. Finance Committee
5. Audit Committee
6. Review Committee
7. Policy Committee
8. Convention Handbook Revision
9. Marketing Committee

B. Appointed Committees/Convenors 22

1. Goodwill Convenor
2. Issues and Concerns Convenor
3. Convention Committee Convenor
4. Assistant Provincial Insurance Convenor
5. Communications Website Convenor
6. Communications Newsletter Committee
7. Membership Committee

ARTICLE IX BRANCH ORGANIZATION 24

ARTICLE X ANNUAL MEETING 25

ARTICLE XI COMMUNICATION 27

Mission Statement

We believe that RWTO/OERO is an organization which meets the interests and needs of Retired Women Educational Professionals.

Motto

Caring and Sharing.

Vision Statement

1. RWTO/OERO continually works to be a fully accessible organization to meet the unique needs of Retired Women Educational Professionals.
2. RWTO/OERO fosters and promotes interaction among Retired Women Educational Professionals to help members maintain and establish friendships with former colleagues.
3. RWTO/OERO provides interesting, stimulating and supportive programs for all members.
4. RWTO/OERO provides a wide range of opportunities for members to use their leadership, communication and creative skills.
5. RWTO/OERO is socially conscious and works to establish a visible, outward-looking presence among educational professionals in particular and the public in general to improve the lives of all women and children.

Goals

1. To provide a strong communication network and opportunities for social interaction among Retired Women Educational Professionals 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 Women Educational Professionals, 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, which as of June 2023 extended its membership to represent not only Retired Women Teachers but also other Retired Women Educational Professionals, shall maintain the name “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

- a. Regular Members include Retired Women Educational Professionals who have worked in schools as listed:
 - i. Retired Women Teachers
 - ii. Retired Women Educational Assistants
 - iii. Retired Women Early Childhood Educators
 - iv. Retired Women Child & Youth Workers/Counsellors
 - v. Retired Women Educational Speech & Language Pathologists
 - vi. Retired Women Educational Audiologists
 - vii. Retired Women Educational Social Workers
 - viii. Retired Women Educational Psychologists
 - ix. Retired Women Educational Office Support Staff.
- b. Retired Women Educational Professionals may become Regular Members whether or not they are receiving a job-related 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. Nominees for this status must first be approved by the Branch Executive, and their names forwarded to the Provincial Office.
- c. A member who reaches the age of 100 shall be invited by the Provincial Goodwill Convenor to become a Life Member and shall no longer be required to pay membership fees as of September following her one hundredth birthday.

4. Interim Member

- a. An Interim Member shall be a Woman Educational Professional who is currently on Long Term Disability (LTD).
- b. An Interim Member shall fulfill the following criteria:
 - i. be nominated for this status by a member in good standing,
 - ii. be approved by the Branch Executive,
 - iii. provide verification of LTD from her school board,
 - iv. 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.
- e. Membership fees are to be paid to the Branch Treasurer.

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 payable to the Provincial Office as of September 1st each year. Membership fees should be forwarded by October 15 and must be received by the Provincial Office on or before November 30 for inclusion in the calculation of Convention delegates for each branch.
- f. Annual provincial membership fees for new members must be forwarded to the Provincial Office when they are received by the Branch.

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. Recording Secretary
 - viii. Parliamentarian
 - ix. Executive Secretary-Treasurer
- c. Area Directors
- d. Convention Convenor
- e. Provincial Committees and /or Convenors
- f. Standing Committees: Constitution and Resolutions, Nominations, Honorary Membership, Finance, Audit, Review, Policy, Convention Handbook Revision, Marketing
- g. Appointed Convenors: Goodwill, Issues and Concerns, Membership, Communications Newsletter, Communications Website, Archivist, Assistant Insurance Convenor, Sales and Materials Convenor.

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. Recording Secretary

(b) If more than one candidate is nominated for any of position then a secret ballot shall be held. Election of these candidates shall be by majority vote of the registered 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. Parliamentarian
- iii. Convention Convenor
- iv. Honorary President
- v. Executive Secretary-Treasurer
- vi. Membership Convenor
- vii. Communications Newsletter Convenor
- viii. Communications Website Convenor
- ix. Assistant Provincial Insurance Convenor
- x. Sales and Materials 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 May 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 September and May or at the call of the President,
- 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.
- f. wherever possible, ensure that RWTO/OERO Provincial meetings and events take place in a venue or facility that is accessible to all.

Article VI Duties of the Executive Officers

Executive Officers shall attend and report at Executive Meetings, Board of Directors' Meetings and the Annual General Meeting.

1. Past President

The Past President shall:

- a. chair the Nominations Committee,
- b. advertise vacancies for Provincial Executive positions in the December edition of 'Connections' Newsletter,
- c. present the proposed slate of officers and appointees to the Board of Directors prior to presenting such slate to the delegates at the Annual General Meeting,
- d. oversee election procedures at the Annual General Meeting,
- e. be a member of the Constitution and Resolutions Committee,
- f. chair the Policy Committee,
- g. chair the Review Committee.

2. President

The President shall:

- a. preside at all Provincial meetings,
- b. report to the Executive, the Board of Directors and the membership at the Annual General 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 host is secured for the Annual General Meeting,
- g. be an official signing officer of RWTO/OERO,
- h. be an active liaison with the Insurance Convenor,
- i. establish and chair the Hiring Committee as required.

3. 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,
- c. be a member of the Review Committee,
- d. prepare the agenda for the Post-Annual Board Meeting.

4. Second Vice-President

The Second Vice-President shall:

- a. be the Goodwill Convenor,
- b. be a member of the Policy and Procedures, Audit and Finance Committees,
- c. chair the Convention Handbook Review Committee.

5. 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 all voting procedures related to the Annual General Meeting.

6. Provincial Insurance Convenor

The Provincial Insurance Convenor shall:

- a. act as liaison between the Board of Directors and the Insurance Broker for the RWTO/OERO Hospital and Home Care Plan,
- b. organize and present annual workshops to train Branch Insurance Convenors and Branch Presidents about the RWTO/OERO Insurance Plan,
- c. Keep RWTO/OERO Branch Insurance Convenors and general membership informed and updated, on an on-going basis, about RWTO/OERO Hospital and Home Care Insurance Plan.

7. Recording Secretary

The Recording Secretary shall:

- a. be responsible for recording the minutes of all Provincial meetings,
- b. receive the annual reports from the Officers and Directors,
- c. prepare the Annual Report in consultation with the Provincial President and forward it electronically to the Convention Convenor for printing,
- d. be a member of the Audit Committee.

8. Parliamentarian

The Parliamentarian shall:

- a. be fully knowledgeable of Bourinot's Rules of Order, organization of RWTO/OERO, and the RWTO/OERO Constitution,
- b. assist the Constitution & Resolutions Chair regarding appropriate wording of resolutions,
- c. ensure that Bourinot's Rules of Order are being followed,
- d. preside at the Annual General Meeting when resolutions are presented, discussed and voted upon,
- e. be a non-voting member of the Executive and Board of Directors.

9. 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. carry out the financial and administrative duties assigned by the President, the Executive and the Board of Directors,
- c. prepare, analyse and present financial statements for the President, the Executive and the Board of Directors,
- d. prepare a preliminary budget for presentation to the Executive and Board of Directors at the May Executive and Board of Directors meetings,
- e. present the financial statements and the proposed budget at the Annual General Meeting,
- f. arrange for the distribution of the Provincial Newsletter,
- g. communicate with Branches, Committees and/or individual members, as required, in consultation with the Provincial President,
- h. be subject to an annual performance appraisal with periodic reviews as required,
- i. be a non-voting member of the Executive and Board of Directors.

Article VII Duties of Other Members of the Board of Directors

All other members of the Board of Directors shall attend all Board of Directors' meetings.

1. Honorary President

The Honorary President shall:

- a. install the elected officers and members of the Board of Directors at the conclusion of the Annual General Meeting,
- b. chair the Honorary Membership Committee,

2. Area Directors

The Area Directors shall:

- a. support and assist area Branches as required,
- b. communicate policies of the provincial organization to local Branch Executives and Members-at-large,
- c. carry out responsibilities as assigned by the Provincial Program Coordinator,
- d. communicate the concerns of the local Branch Executives to the Program Coordinator and the Provincial President,
- e. receive annual Branch reports, summarize and forward them to the Program Coordinator,
- f. organize insurance training workshops for Branch Presidents and Insurance Convenors in conjunction with the Provincial Insurance Convenor(s),
- g. attend a Branch meeting and/or Branch Executive meeting, when possible, to communicate with the local leadership,
- h. assess the need for organizing additional Branches in their areas,
- i. hold office as prescribed in Policy and Procedures Appendix A.

3. Communications Convenors

The Communications Newsletter Convenor shall:

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

The Communications Website Convenor shall:

- a. manage the Website by communicating all changes to the Website Consultant,

- b. determine content, including all information identified by the Constitution and Resolutions Committee of RWTO/OERO, by the Board of Directors, and submitted by committees and individuals,
- c. make recommendations to the Board of Directors and the Executive for major changes to the website as needed,
- d. hold the position for two (2) years and be eligible for a second term of two (2) years.

4. Membership Convenor

The Membership Convenor shall:

- a. chair the Membership Committee,
- b. support and assist existing and new branches with membership issues,
- c. receive submissions for the Feather in Your Hat Award,
- d. present the Barbara Bain Awards at the Annual General Meeting.

5. Sales and Materials Convenor

The Sales and Materials Convenor shall:

- a. collaborate with Area Directors to track and manage distribution of Membership and Cora Bailey pins on an annual basis,
- b. manage all aspects of the sales of RWTO/OERO pins and materials during the year and at a display at the Annual General Meeting and Convention,
- c. maintain records of all sales and inventory, and
- d. recommend purchases as required to maintain inventory and suggest new items for consideration.

6. 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 General Meeting in cooperation with the Provincial President and the Convention Convenor,
- d. arrange for archival material to be taken to York University for storage,
- e. coordinate, with the Convention Convenor, the display of material related to the Cora Bailey Award at the Annual General Meeting.

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 General 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. present resolutions to the Executive and the Board of Directors for discussion at the May Board of Directors meeting.

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 and Appointed Committee members in the December 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 and appointees to the Board of Directors annually.

3. Honorary Membership Committee

The Honorary Membership Committee shall:

- a. consist of the Honorary President and 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,
prepare a preliminary budget for the May Board of Directors 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 state of the organization and make recommendations to the Board of Directors, following receipt of the financial statements.

6. 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 as needed,
- e. report, *in camera*, to the Executive.

7. 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 and updated as changes to policies or procedures are approved by the Board of Directors,
- d. Work with Committees and Board members to ensure that current Policies, Procedures and Constitutional Articles are consistent in format with the remainder of the documents.
- e. provide updated files to the Provincial Office for insertion into the master document following the September Board meeting.

8. Convention Handbook Revision Committee

The Convention Handbook Revision Committee shall:

- a. be chaired by the 2nd Vice-President,
- b. consist of one (1) Area Director and two (2) additional current or past members of the Board of Directors,
- c. ensure the Convention Handbook is reviewed yearly and revised as needed,
- d. ensure a copy of the Convention Handbook is received by the next two (2) host Branches,
- e. bring recommendations for changes in Policy or Constitution to the Board of Directors as required.

9. Marketing Committee

The Marketing Committee shall:

- a. Be chaired by a member of the Board of Directors,
- b. consist of three members from the Board of Directors and invited members-at-large, the number determined by the committee,
- c. meet to develop a marketing plan that includes analytical strategies and innovative ideas,
- d. report results to the Board.

B. Appointed Committees/Convenors

1. Goodwill Convenor

The Goodwill Convenor shall:

- a. be the Second Vice-President,
- b. acknowledge Past Presidents and 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. acknowledge members celebrating their hundredth birthday and inform them that they now qualify as a Life Member.

2. Issues and Concerns Convenor

The Issues and Concerns Convenor shall:

- a. be appointed from the Board of Directors,
- b. receive information from members and other sources on issues of concern to Retired Women Educational Professionals,
- c. publish articles of interest to the members in the Newsletters.

3. Convention Committee Convenor

The Convention Committee Convenor shall:

- a. be appointed as a member of the Board of Directors for a one year term,
- b. be selected by the Host Branch(es),
- c. receive, from the Executive Secretary-Treasurer, the Board-approved advanced sum, to cover preliminary expenses of the Annual General Meeting,
- 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 General Meeting, as agreed upon by the Board of Directors, be retained by the Host Branch(es) following the hosted Annual General Meeting,
- f. bring a financial statement of Convention income and expenses, including the original invoices, expense reports and any other supporting documentation, to the September Board of Directors Meeting.

4. 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.

5. Communications Website Convenor

The Communications Website Convenor shall:

- a. ensure the RWTO/OERO website is maintained and updated as required,
- b. support and assist Branch Communications Convenors,
- c. liaise with the Website Consultant and Communications Newsletter Convenor.

6. Communications Newsletter Committee:

The Communications Newsletter Committee shall:

- a. be chaired by the Communications Newsletter Convenor,
- b. be comprised of the Communications Newsletter Convenor and members representing different areas of the province, duly approved by the Board of Directors. One Board member may be included as an editor on the committee,
- c. be responsible for the production of the Newsletter and other official communication publications, in collaboration with the Website Convenor,
- d. ensure that the content is relevant and of interest to RWTO/OERO members.

7. Membership Committee

The Membership Committee shall:

- a. be comprised of the Membership Convenor, non-Board members and Board members representing different areas of the province, duly approved by the Board of Directors,
- b. support and assist Branches,
- c. identify which areas in the province may wish to learn more about RWTO/OERO,
- d. assist in opening new Branches.

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,
 - iv. forward a copy of the Branch Annual Financial Report to the Provincial Office no later than April 30.
6. To receive a rebate the Executive Officers of a Branch must be branch RWTO/OERO members in good standing.
7. Branches considering disbanding or amalgamating must inform the Provincial President in writing with a six-month notice.
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.
9. The organization of a new RWTO/OERO Branch shall be assisted by the Area Director, the Provincial President and/or the Provincial Membership Convenor as the need arises when the new RWTO/OERO Branch is being formed.
10. Whenever possible, endeavour to ensure that RWTO/OERO Branch meetings and events take place in a location or facility that is accessible to all.

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. Refer to the Voting and Election Procedures Handbook for details.

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. Definitions

a) Quorum

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

b) Eligible Delegates

Eligible delegates who may attend the Convention are based on paid membership numbers for each Branch.

c) Registered Delegate

An eligible delegate becomes a registered delegate upon receipt of her voting card at the Convention.

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 received in the Provincial Office and 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 eligible 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

- d. Branch delegates selected to attend the Annual Meeting must be representing the Branch through which they pay their Provincial fees.

6. Delegate expenses

- a. RWTO/OERO Provincial Office will reimburse one Provincial Delegate per branch for their Convention Package Fee (registration and meals), travel and accommodation.
- b. RWTO/OERO Provincial Office will reimburse one Branch Delegate from entitled Branches (more than 50 members) for the Convention Package Fee (registration and meals). Travel will be paid for only the distance that exceeds 800 kilometres return.
- c. RWTO/OERO Provincial Office will reimburse one Alternate Delegate from entitled Branches (up to and including 50 members) for the Convention Package Fee (registration and meals).
- d. Reimbursement for public transportation (i.e. bus, air, train) will be calculated on the lesser amount of the regular mileage rate paid on the applicable distance or the actual fare.
- e. Expenses for any additional Branch Delegates may be paid by the Branch as determined by the Branch Executive.

7. Any Past Provincial President attending the Annual General Meeting, not as a voting Delegate, will be considered an Honorary Delegate.

An Honorary Delegate:

- a. may speak to resolutions and motions to assist in clarifications in a discussion unless acting as a member of the Steering Committee.
- b. will have no voting privileges.
- c. will be responsible for her own Convention expenses.

8. Rules of order:

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

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 shall be determined by the Communications Newsletter Committee in consultation with the Board of Directors.
3. The content of the Website shall be determined by the Communications Website Convenor in consultation with the Board of Directors.
4. Frequency of publication and format of the Newsletter shall be determined by the Communications Newsletter Committee in consultation with the Executive Secretary-Treasurer and approved by the Board of Directors.
5. Updating of the Website shall be determined by the Communications Website Convenor in consultation with the Executive Secretary-Treasurer and approved by the Board of Directors.