PROVINCIAL POLICIES AND PROCEDURES MANUAL RWTO/OERO

Retired Women Teachers of Ontario

Organisation des enseignantes retraitées de l'Ontario

May 2025

PROVINCIAL POLICIES AND PROCEDURES MANUAL

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Note: **Supporting Documents on our Website (www.rwto.org)**

A. Convention Handbook
B. Voting and Election Procedures Handbook

These Handbooks are on the Website under the title 'About.'
Click on ABOUT, Governance, Provincial Policies and Procedures Manual

ARTICLE I. INTRODUCTION

The information contained in the Provincial Policies and Procedures Manual (hereinafter referred to as the Policies and Procedures Manual) guides and directs RWTO/OERO in its actions, structure and organization.

Policy answers these questions:

1. How will the Board of Directors organize and direct the work of RWTO/OERO?
2. What structure will be used to do this?

Procedures:

1. Identify specific and detailed steps for carrying out the policies of the organization.
2. Based procedures on policy.
3. Develop procedures to ensure consistent application

Decisions about Policies and Procedures are recorded in the minutes of all Annual General Meetings (AGM) and Board of Directors meetings. Provincial employees and Board of Directors members must follow the established policy of the organization. All members of the Board of Directors should be familiar with RWTO/OERO Constitution and Policies and Procedures Manual.

The Policies and Procedures Manual is updated and posted annually on the RWTO/OERO website (www.rwto.org) under the title 'About.' Click on Governance.

Updated September 2024

ARTICLE II. STRUCTURE

The Constitution is the basic governing document of the Retired Women Teachers of Ontario/Organisation des enseignantes retraitées de l'Ontario.

All Policies must comply with the Constitution. Thus, the Policies and Procedures Manual is organized so that its Articles correspond directly to the Constitutional Articles that each supports. Please refer to the corresponding Constitutional Article as needed.

As well, Policies are also cross-referenced to relevant Articles located in other sections of the Constitution as well as the Policies and Procedures Manual. It is hoped that this will enable users to easily locate all information available about a particular topic in both documents.

For information regarding the policies and procedures involved in hosting an Annual Convention, please refer to the Convention Handbook.

Handbooks are posted on our Website (www.rwto.org) under the title 'About.' Click on Governance.

Updated September 2024

ARTICLE III. MEMBERSHIP AND FEES

1. Membership

a. To be a member of RWTO/OERO~~:~~ a retired Woman Educational Professional must pay her Provincial membership fee.

b. Retired Women Educational Professionals may join at any time during the year. (September 2023)

c. A retired Woman Educational Professional holds membership in the Branch to which she pays her Provincial fees. (September 2023)

d. Each member has equal opportunity within the organization~~,~~ at Branch and Provincial levels. Any member in good standing is eligible to be a Convention delegate from their Branch. (September 2023

e. The Insurance Program is available to any qualified member. (September 2023)

f. In addition, a member may pay a local Branch fee to other Branches which she wishes to attend. (September 2023)

g. RWTO/OERO will provide Branches with a free membership pin for each new member. (September 2023)

<u>These procedures will be used to implement this policy:</u>

1. Upon request, the Sales and Materials Convenor will distribute membership pins to the Area Director(s).

2. Upon request, the Area Director will distribute membership pins to the Branch President.

2. Lapsed Membership

a. Members are considered to be lapsed and, and therefore no longer members, if they have not paid Provincial membership fees by November 30 each year.

b. On April 1, annually, the names of all members who have not paid their fees shall be removed from the membership database.

c. If a Branch wishes to make a lapsed member a Life Member, the membership fee for that member must first be paid. Then the Branch may proceed to make her a Life Member. (June 2011)

d. Newly lapsed members will receive the December issue of *Connections* as their last issue. (May 2021)

e. Lapsed members who rejoin will fill out a new Privacy Form. (May 2021)

These Procedures will be used to implement this policy:

1. In January each year, the Executive Secretary-Treasurer will prepare a list for each Branch of all Branch members, including those with unpaid dues. This list shall be sent to the Branch Presidents and to the Area Directors by January 31st. (October 2017)

2. Local Branch Treasurers will notify all unpaid members of their status before this date. The Branch Treasurer or her appointee shall try to determine if the lapsed member would be better served by becoming a Life Member. (October 2010)

3. Life Member

a. Life members are excluded from the membership numbers when calculating the number of paid-up members to determine the number of voting delegates for the Annual General Meeting (October 2009)

b. Life Members and their spouses qualify for RWTO/OERO Insurance unless they are living in and receiving medical care and/or convalescent services in a facility that provides these services as part of the resident fee.

4. Death of a Member

a. The death of an RWTO/OERO member should be communicated directly to the Executive Secretary-Treasurer at the Provincial Office as well as to the Archivist as soon as possible.

These Procedures will be used to implement this policy:

1. Notification may be made by phone, email or letter including the member's name, address, and date of death if information is available and sent to the Provincial Archivist.

2. Send a JPG photo and the name of the funeral home, to the Provincial Archivist.

3. A Branch President, Goodwill Convenor, or Treasurer must verify a member's death when sending the information to Provincial Office.

5. Fees

a. Membership Fees

i. The annual Provincial fee for each member who retired after August 31, 1980 shall be $50.00 and must be received by the Provincial office on or before November 30 for inclusion in the calculation of Convention delegates for each Branch.

ii. The annual Provincial fee for each member who retired on or before August 31, 1980 shall be frozen in perpetuity at $15.00.

SEE ALSO:

CONSTITUTION

Article III - Membership and Fees

POLICIES AND PROCEDURES MANUAL

Article IX - Branch Organization 2. Branch President Responsibilities
Article IX - 3. Branch Treasurer Responsibilities
Article XIV Finances

ARTICLE IV. ORGANIZATION

1. PROVINCIAL MEETINGS

a. Meeting Arrangements

i. The Provincial President or her designate makes the arrangements for accommodation and meals for each Executive and Board of Directors Meeting. The Convention Convenor shall make meal arrangements ~~for meals~~ for the Annual General Meeting in consultation with the President. Board members are responsible for making their own arrangements for accommodation at the Annual General Meeting.

ii. Wherever possible, organizers should ensure that RWTO/OERO Provincial meetings and events take place in a venue or facility that is accessible to all.

iii. The first Board of Directors Meetings after the AGM will be held in person; the May Board of Directors meetings will usually be held virtually. The Board of Directors will hold an in-person May meeting before a virtual convention or when the number of new members on the Board is equal to or greater than 25%. (September 2024)

b. Minutes of Meetings

i. The minutes of all Board of Directors and Executive Meetings will be sent out following Board Meetings to all current members of the Board of Directors as well as to the Chair of an Ad Hoc committee not currently a member of the Board of Directors.

ii. An electronic back-up of minutes of Executive and Board meetings and a back-up of financial records will be kept by the Executive Secretary at the Provincial office.

iii. When the Board wishes an action to become policy, there should be a written motion to that effect. (June 2009)

iv. "In camera" sessions are not to be recorded in meeting minutes. Only approval of the actions of the sessions should be recorded. (October 2010)

v. Results of motions or business done electronically i.e. email, conference calls, should be included in the next set of minutes. (October 2010)

Vi Documents and Minutes are the sole property of the RWTO/OERO Board and are to be used only with the authority of the Board. (June 2009)

vii. All minutes must be signed by the Recording Secretary.

c. Audit Committee

The Audit Committee meeting shall be held annually.

i. If the Executive Secretary-Treasurer has the auditor's report by the May Board Meeting, the report will be presented at that time.

ii. If the auditor's report is not ready until after the May Board Meeting, the Audit Committee will meet prior to the Pre-Annual Board Meeting. (May 2015)

SEE ALSO:

CONSTITUTION

Article VI - Duties of the Executive Officers - 7. Recording Secretary, 9. Executive Secretary-Treasurer

Article VIII - Duties and Structure of Provincial Committees - 5. Audit Committee

Article X - Annual General Meeting

POLICIES AND PROCEDURES MANUAL

Article VI 7. - Recording Secretary

Article XIV - Financial

2. NOMINATIONS TO THE BOARD OF DIRECTORS

a. Nominations for positions on the Executive, Board of Directors and Committees, must be submitted to the Nominations Committee Chairperson (Past President) by January 31.

b. Nominations for elected offices duly received must be included in the slate of candidates presented to the delegates at the Annual General Meeting.

c. Area Directors are elected/selected from the Areas according to the process described in Selection of Area Directors in Section 3 below.

d. The name of a new Area Director should be submitted to the Program Coordinator by January 15.

e. Where a division or amalgamation has occurred, and after approval by the Provincial Board, the name of the new Area Director, if needed, should be submitted to the Program Coordinator as soon as possible. (October 2010)

Note: The nomination information is found in its entirety in the Voting and Election Procedures Handbook.

SEE ALSO:

CONSTITUTION

Article IV - Organization
Article VI - Duties of the Executive Officers
Article VII - Duties of Other Members of the Board of Directors
Article XI - Communication

VOTING AND ELECTION PROCEDURES HANDBOOK

3. PROCEDURE FOR ELECTION/SELECTION OF AREA DIRECTORS

When a change in the Selection Procedure of an Area Director has been determined and agreed upon by all Branches, those changes shall be presented to the Board of Directors. (May 2021)

a. Area 1 *(Owen Sound and Area, South Bruce, Wiarton and* Dundalk-Flesherton and District (September 2022)

1. The Area Director's position is rotated among the four Branches in Area 1.

2. The established rotation is: Owen Sound and area, South Bruce, Wiarton and Dundalk- Flesherton and District. (September 2022)

3. Each Branch will be notified that the current Area Director has completed her term and will need to be replaced.

4. Ask for volunteers who would be willing to serve as an Area Director from the rotating Branch. If a Branch is unable to appoint an Area Director in , then the opportunity is passed on to the next Branch in the rotation.

5. An Area Director will serve a term of two years. The term may be extended for a second term providing all Area Branches agree, and
    - the next Branch in rotation is not able to provide an Area Director at the time, and
    - the present Area Director is willing to continue for a second - two-year term.

6. The current Area Director informs the appropriate Branch (next in rotation) one year in advance of her resignation date that the next Area Director should be selected from that Branch.

7. The current Area Director will meet with the incoming Area Director to discuss the role of the Area Director and to mentor her in the new position.

b. **Area 2** *(Palmerston and District, Guelph-Wellington, Kitchener-Waterloo, Stratford and Cambridge.)*

1. A Director should be a member of the RWTO/OERO who has had at least two years of experience on the Branch Executive, preferably at least one as President.

2. The Area 2 Director's position should be rotated among the five Branches.

3. The established rotation of Branches is: Palmerston and District, Guelph-Wellington, Kitchener-Waterloo, Stratford, and Cambridge.

4. If a Branch is unable to appoint a Director in turn, then the opportunity is passed on to the next Branch in rotation.

5. The Area Director will serve one term (two years) on the Provincial Board, unless she is unable to complete her term due to illness, death, or unforeseen circumstance. She may opt to serve a second 2-year term with the agreement from the other five Branches.

6. The current Area Director informs the appropriate Branch (next in rotation) one year in advance of her completion date so that the next Area Director can be selected from that Branch.

c. **Area 3** *(Chatham-Kent, London-Middlesex, Sarnia-Lambton, Windsor-Essex, St. Thomas-Elgin)*

1. The Area Director's position is rotated among Area 3's five Branches.

2. If a Branch is unable to appoint a Director in turn, then the opportunity is passed onto the next Branch in rotation.

3. An Area Director serves one term (2 years) or, at the discretion of the current Area Director and with the approval of all Branches, a second ~~two~~ terms (4 years).

4. The current Area Director informs the appropriate Branch (next in rotation) one year in advance of her completion date that the next Area Director should be selected from Branch.

d. **Area 4** *(Brant, Haldimand, Hamilton-Wentworth)*

1. The Area Director's position is rotated among the three Branches in - Brant, Haldimand, Hamilton-Wentworth.

2. The current Area Director notifies the next Branch in the rotation one year before the end of her term.

3. If a Branch is unable to select a Director in turn, then the opportunity is passed on to the next Branch in the rotation.

4. An Area Director serves one two-year term and may serve a second two-year term with the affirmation of the Branches in the area. (October, 2016)

e. **Area 5** *(Rendezvous, Scarborough)*

1. The Area 5 Director's position is rotated between the two Branches in Area 5 - Scarborough and Rendezvous.

2. The current Area 5 Director notifies the next Branch in the rotation one year before the end of her term.

3. If a Branch is unable to select an Area Director in turn, then the opportunity is passed to the next Branch in the rotation.

4. The Area Director serves one two-year term and may serve a second two-year term with the affirmation of the Branches in the Area. (September 2019)

f. **Area 6** *(Blue Mountain, Daisy Wilson Coldwater, East Parry Sound, Orillia)* (September 2019)

1. The position of Area Director rotates among the four Branches in the following order - Orillia, Daisy Wilson Coldwater, East Parry Sound, and Blue Mountain.

2. Notify the Branches that it is time for the current Area Director to be replaced.

3. If the next Branch in the rotation cannot name an Area Director, a member, the opportunity passes to the next Branch in the rotation.

4. The Area Director serves one term (two years and can serve a second term (four years). Renewal of the Director's term is at the discretion of the Director and the Branches.

g. **Area 7** *(Belleville, Durham North, Northumberland-South Durham, Peterborough, Trenton)*

1. The position of Area Director shall rotate among the Branches

2. This rotation will be followed: Belleville, Trenton, Northumberland-South Durham, Durham North, and Peterborough.

3. If the Area Director decides to step down after one term (two years), the position will rotate to the next Branch. If the Area Director exercises her option to serve a second term, the position will rotate on completion of the second term.

4. If no person from the appropriate Branch (according to the rotation schedule) is willing to serve, the Area Director will be sought from the next Branch in the rotation.

5. If more than one person offers her name as a candidate, that Branch will (s)elect the Area Director.

h. **Area 8** *(Napanee, Kingston, Gananoque, Brockville, Upper Canada East)*

1. The position of the Area Director shall be rotated among the Area 8 Branches. The order of rotation shall be Napanee, Kingston, Gananoque, Brockville and Upper Canada East.

2. The Area Director is appointed for a two-year term and has the option of continuing for another two-year term providing she wishes to continue and that she has the affirmation ~~of~~ all of the Branches in Area 8.

3. The Area Director shall notify the appropriate Branch President (next in the rotation order) one year prior to her term's end that her Branch is responsible for filling the position.

4. If a Branch is unable to appoint an Area Director in turn, then the position shall be offered to the next Branch in the rotation until the position is filled. (September 2019)

i. Area 9 *(Lanark, Ottawa-Carleton)*

1. By October of the second year of her term, the Area Director shall inform the Branches that nominations are in order for the position of Area Director.

2. A nominating committee comprised of the President, Past President, First and Second Vice Presidents shall prepare a slate of nominees.

3. At the November Executive meeting, the final selection/election of a nominee for the position shall take place.

4. An Area Director may serve an additional two-year term if she so chooses. Renewal of the Area Director's term is at the discretion of the Area Director and the Branches.

5. If the position becomes vacant for any reason, a replacement may be appointed by the Executive for the remainder of the term.

j. Area 10 *(Sudbury)*

1. The Executive prepares a list of prospective candidates for Area Director.

2. The Executive approaches the candidate(s) to see who will accept the nomination.

3. The candidate(s) is/are presented to the membership at a General Meeting before March 15.

3. A call is made for any further nominations. If there are any further nominations, a vote is held.

5. The name of the candidate is submitted to the Chair of the Provincial Nominations Committee by March 31.

k. Area 11 *(Central Algoma, Sault Ste. Marie)*

1. The position of Area Director rotates between the two Branches.

2. Each Branch in its turn identifies a member to serve as the Area Director.

3. Length of the term is 2 years and can be extended to 4 years at the choice of the serving Area Director.

l. Area 12 *(*BurlOak*, Lydia Snow North Halton, Mississauga, and Peel North)* (September 2022)

1. The Area Director's position rotates among Area 12's four Branches in the following order: BurlOak, Lydia Snow North Halton, Mississauga, and Peel North. (September 2023)

2. The Area Director is a three-year term

3. One year in advance of her completion date, the current Area Director will inform the appropriate Branch President (next in rotation) that their Branch is responsible for filling the position.

4. If a Branch is unable to appoint an Area Director, then the Area Director should be sought from the next Branch in the rotation until it is filled.

m. Area 13 *(St. Catharines, Niagara South, Niagara Falls, Niagara West)*

1. The Area Director's position is rotated among the four Area 13 Branches. The established rotation is: St. Catharines, Niagara South, Niagara Falls, Niagara West.

2. The Area Director is appointed for a term of two years. She may serve an additional two years and has the option of continuing on the Provincial Executive, providing she wishes to continue and she has the affirmation of all Branches in her Area.

3. If a Branch is unable to recommend a candidate for the position, then the opportunity is passed on to the next Branch in the rotation schedule. (October 2016)

Note: The descriptions were revised to develop an homogenous description, but the process of each area was maintained. (May 2025)

SEE ALSO:

CONSTITUTION

Article IV - Organization
Article VII - Duties of Other Members of the Board of Directors
Article XI - Communication

Policies and Procedures Manual

Appendix: Supporting Documents for the Resignation Form

4. RWTO/OERO NOMINATION and ELECTION PROCEDURE

Details can be found in the Voting and Election Procedures Handbook. (September 2021)

ARTICLE V: DUTIES OF THE BOARD OF DIRECTORS

**Note: There are no related policies that correspond to Constitution Article V.

ARTICLE VI: DUTIES OF THE EXECUTIVE OFFICERS

1. PAST PRESIDENT

The Past President shall:

a. chair the Nominations Committee.

b. submit the advertisement for the Provincial Executive vacant position(s) to the Communications Newsletter Convenor for publication in the December issue of the Provincial Newsletter, *Connections.* (September 2019)

c. receive the Candidate's Form duly signed including the bio with a photo by January 31st. (September 2019)

d. forward the bios and the photos of all new candidates to the Communications Newsletter Convenor for publication in the March issue of the Provincial Newsletter, *Connections.* (September 2019)

e. forward the names and positions of all candidates to the Program Coordinator by April 1st. (September 2019)

f. present the slate of officers and appointees to the Board of Directors, and to the membership at the Annual General Meeting and conduct the elections as necessary. (October 2009)

g. be a member of the Constitution and Resolutions Committee.

h. chair the Review Committee.

i. chair the Policy Committee and, with the help of her committee, update the Policies and Procedures Manual by adding, deleting and clarifying changes approved by the Board of Directors during her term

j. ensure that the newly updated Policies and Procedures Manual is uploaded on the website and that all RWTO/OERO website content is reviewed and revised to correspond with the most recent Policy Manuals. (October 2018)

k. ensure that updates to the Voting and Election Procedures Handbook are uploaded on the website and that all RWTO/OERO website content is reviewed and revised to correspond with the most recent Voting and Election Procedures Handbook.

SEE ALSO:

CONSTITUTION

Article VI - Duties of the Executive Officers 1. Past President

POLICIES AND PROCEDURES Appendix- Supporting Documents - Candidate's Nomination Form

2. PRESIDENT

The President shall:

a. create the agenda and chair all Executive and Board of Directors meetings.

b. create the agenda and chair the Finance Committee.

c. create the agenda and chair the Audit Committee, if one is required.

d. create the agenda and chair the Annual General Meeting at the end of her term.

e. serve as an ex-officio member of all RWTO/OERO committees with full voting rights.

f. be an official signing officer of RWTO/OERO.

g. monitor RWTO/OERO finances and ensure that monies are appropriately used.

h. be an active liaison with the Provincial Insurance Convenor and sign all communications sent to members by the Insurance Company.

i. arrange for hotel accommodation and meals for all Board and Executive meetings.

j. arrange for the signing of the Cora Bailey Awards.

k. prepare and present a report at each Executive and Board of Directors meeting.

l. prepare a report on the year's activities for the Annual General Meeting,

m. visit Branches at the request of the Branch.

n. communicate with Branch Presidents, informing them of pertinent information as often as necessary, throughout her term of office.

o. respond to correspondence and email in a timely fashion.

p. actively participate in the planning of the Annual General Meeting, and invite the current and incoming Board members to a Pre-Annual luncheon.

q. be a member/chair of the Hiring Committee, when a new employee is hired. Note: there are recommended guidelines for the Hiring Committee in the President's box of materials. (May 2021)

r. perform any duty that is necessary to ensure the smooth operations of the organization.

s. present the incoming President with the Gavel of Office.

t. ensure a report of the Convention is prepared by the Convention Convenor for the September *Connections*, and submit according to Newsletter timelines. (October 2013)

u. after receiving from the Executive Secretary-Treasurer the number of printed newsletter copies needed, verify if additional newsletter copies are required and advise the Communications Newsletter Convenor of the final count.

v. send the Honorary Membership Committee a timeline of Provincial positions held and Provincial work that has been accomplished while on the Board of Directors. (September 2021)

w. inform the Past Provincial Presidents of the business of the Board of Directors at least once during her term. (September 2023)

x. request oral or written reports by convenors and committee chairs prior to each Board meeting.

SEE ALSO:

CONSTITUTION

Article VI - Duties of the Executive Officers 2. President

POLICIES AND PROCEDURES MANUAL

Appendix: Supporting Documents - Candidate's Nomination Form

3. FIRST VICE-PRESIDENT

The First Vice-President shall:

a. prepare Board Resolutions, if any are forthcoming, for the September Executive and Board of Directors meetings.

b. prepare any revised Resolutions, as necessary, for the following May Executive and Board of Directors meeting.

c. submit completed Resolutions with their rationales to the Communications Convenor for the March *Connections* Newsletter, according to timelines.

d. make reports for each of the Executive and Board of Directors Meetings.

e. line up movers and seconders for each of the Board Resolutions for the Annual General Meeting.

f. read to the assembly each of the Resolutions for discussion and voting.

g. present the Past President's pin at the Annual General Meeting.

h. prepare the agenda for the Post-Annual Board of Directors Meeting in preparation for chairing it after assuming the Presidency at the Annual General Meeting.

i. assign Board of Directors members to Committees for the year of her Presidency.

j. prepare the time and place for the Executive, and the Board of Directors Meetings for the following year.

SEE ALSO:

CONSTITUTION

Article VI - Duties of the Executive Officers 3. First Vice President

POLICIES AND PROCEDURES MANUAL

Appendix: Supporting Documents - Candidate's Nomination Form

4. SECOND VICE-PRESIDENT

The Second Vice-President shall:

a. chair the Goodwill Committee. (October 2010)

b. chair the Convention Handbook Revision Committee (October 2019)

c. prepare Goodwill articles for the *Connections* newsletter. (October 2010)

d. act as a member of the Policy and Procedures Committee. (October 2010)

e. act as a member of the Audit Committee, if one is required. (October 2010)

f. act as a member of the Finance Committee. (October 2010)

g. prepare rooming lists for the September Executive/Board of Directors meeting. (May 2024)

SEE ALSO:

CONSTITUTION

Article VI - Duties of the Executive Officers 4. Second Vice-President

POLICIES AND PROCEDURES MANUAL

Appendix: Supporting Documents - Candidate's Nomination Form

GOODWILL CONVENOR DUTIES

The Second Vice-President as Goodwill Convenor shall:

a. send greetings (birthdays, Christmas and spring) to all Provincial Past Presidents and all those members who are 90 years of age and over.

b. arrange in consultation with the member's Branch, for flowers or a suitable tribute be sent to each member celebrating her 100th birthday. The member's Branch will verify the correct address and health of the recipient. The amount is not to exceed one hundred dollars ($100). (October 2017)

c. assist the Executive Secretary-Treasurer with keeping the database current for the members over 90.

d. send *Get Well* and *Thinking of You* cards at the direction of the President.

e. send a card and memorial donation in the event of the death of a member of the Executive or Past President, upon consultation with the President.

f. send a card and memorial donation in the event of the death of an immediate family member (spouse, child, parent) of a current Board of Directors member, upon consultation with the President.

g. maintain a record of all expenses incurred in the performance of the above duties and present the report to the June Board meeting.

h. report to the Board of Directors at each meeting.

i. prepare a submission for each *Connections* Newsletter.

j. notify, in writing, a member who reaches the age of 100 that she may become a Life Member and shall no longer be required to pay membership fees as of the September following her one hundredth birthday. (2009)

SEE ALSO:

CONSTITUTION

Article VI - Duties of the Executive Officers 1. Second Vice-President
Article VIII - Duties and Structure of Provincial Committees B. 1. Goodwill Convenor

POLICIES AND PROCEDURES MANUAL

Appendix: Supporting Documents - Candidate's Nomination Form

5. PROGRAM COORDINATOR

The Program Coordinator shall:

a. coordinate the activities of all Area Directors including:

i. chairing a session prior to the AGM at Convention including the present and incoming Area Directors to review their role and responsibilities during Convention

ii chairing a meeting at a later date following the Convention to assess needs and discuss duties of Area Directors.

b. act as a liaison between Provincial Executive and the Area Directors by making reports at all Executive meetings and Board of Directors meetings regarding the activities of the Area Directors and Program Coordinator

c. stay in contact with Area Directors regarding changes and requests from the Provincial Executive.

d. support Area Directors in their planning for Area meetings.

e. remind Area Directors to complete their Area Annual Report. Compile these reports for the Annual Report.

f. prepare Program Report for the Annual General Meeting.

g. ensure the fall Area Directors meeting includes a discussion of suggested topics for the Board Workshops, including suggestions from Marketing and Social Justice Committees, at the Annual Convention.

g. in January, send out information to all Branch Presidents regarding Convention.

h. in coordination with the Executive Secretary-Treasurer and the Convention Registrar, ensure a complete delegate list is compiled.

i. organize the details for the official count of the voting Delegates at the Annual General Meeting.

j. select the Scrutineers, Door Monitors and Timekeeper(s) for the Annual General Meeting in consultation with the hosting Branch. Hold a training session for these positions **prior to the Convention, on Zoom.** (May 2025)

k. select three Steering Committee members from Provincial Past Presidents, of which one member is the Honorary President. (September 2021)

l. prepare a seating plan for all Delegates for the Annual General Meeting business sessions.

m. call for a motion to destroy all ballots, as necessary, at the conclusion of the Annual General Meeting. (September 2019)

SEE ALSO: CONSTITUTION
Article VI - Duties of the Executive Officers 5. Program Coordinator

POLICIES AND PROCEDURES MANUAL
Appendix: Supporting Documents - Candidate's Nomination Form
VOTING AND ELECTION PROCEDURES HANDBOOK

6. PROVINCIAL INSURANCE CONVENOR

The Provincial Insurance Convenor shall:

a. be a member of the RWTO/OERO Executive and Board of Directors, and report at all meetings.

b. train and involve the Provincial Assistant Insurance Convenor in all aspects of the program.

c. study all insurance materials thoroughly in order to represent the Insurance Plan at a highly professional level, and thus provide RWTO/OERO members with accurate information.

d. organize and facilitate Insurance Workshops for all Provincial Areas in cooperation with each Area Director. (June 2009)

e. present an overview of the Insurance Services at Branch Meetings when invited especially during Open-Window opportunities. (June 2009)

f. make use of all available resources to promote the insurance plan to the membership.

g. supply Branch Insurance Convenors with the necessary brochures and application forms. Other information and forms are available at rwto.org under About: Insurance.

h. reply to all telephone and written queries from the membership concerning insurance.

i. provide current insurance information for each *Connections* Newsletter.

j. submit to the Recording Secretary, in April, a report to be included in the Annual Report. (October 2010)

k. Work with the Insurance Broker and the Assistant Insurance Convenor in presenting an in-person workshop as well as having a display of the insurance coverage and materials at the Annual General Meeting and at all in-person conventions.

l. present a report at the Annual General Meeting.

m. keep detailed records of all business transactions, expense receipts, etc. to present to the Executive Secretary-Treasurer by submitting expense claims as needed.

n. transfer all pertinent information and records ~~with Job Description~~ to the Provincial Assistant Insurance Convenor at the end of the term of office.

o. maintain close communication with the Assistant Insurance Convenor regarding changes or issues in the Insurance Portfolio.

p. prepare a preliminary budget and submit it to the Finance Committee for consideration.

<u>The following procedures will be used at the discretion of the Provincial Insurance Convenors and as the budget permits.</u>

1. Annual training workshops for Branch Insurance Convenors, and Branch Presidents will be organized using a central provincial meeting, regional meetings, area meetings or Branch presentations (either in-person or by Zoom).

2. Various forms of communications will be used throughout the year to keep the membership informed, with greater emphasis on the RWTO/OERO website Insurance page, while still including phone, mail, article in *Connections*, email information, an information kiosk at the AGM, as well as a workshop presentation.

3. Contact information for the Insurance Broker, the Provincial Insurance Convenor and the Assistant Insurance Convenor will be readily available to the membership. Members will be encouraged to contact a member of the Insurance Team when questions or concerns regarding the RWTO/OERO insurance plans arise.

SEE ALSO:

CONSTITUTION

Article VI - Duties of the Executive Officers 6. Provincial Insurance Convenor
Article IX - Branch Organization - 1. Guidelines for Branches

POLICIES AND PROCEDURES MANUAL

Article XIV - Financial - 5. Insurance Workshops
Appendix: Supporting Documents - Candidate's Nomination Form

7. RECORDING SECRETARY

The Recording Secretary shall:

a. be elected at the Annual General Meeting for a one-year term. (June 2010)

b. work closely with the Provincial President, to provide accurate Provincial meeting minutes to the Board of Directors. (September 2020)

c. prepare stand-up name cards for all members of the Board of Directors.

d. be responsible for recording the minutes of all Provincial meetings including the minutes of the Audit Committee, if one is required.

e. keep an official copy of all minutes including reports presented at the meetings and a record of consecutively numbered motions including e-motions. (October 2015)

f. distribute a copy of all minutes, including Executive meetings, to each member of the Board of Directors, preferably within a month of the meeting.

g. ensure that the Executive Secretary-Treasurer receives an electronic copy of all minutes which can be stored on disk.

h. receive a copy of all reports two (2) weeks prior to Board of Directors meetings. These shall be collated and distributed one week before the Board of Directors meetings. (September 2020)

i. receive reports from all Directors, Convenors and Officers, electronically whenever possible, by mid-April for the Annual Report. Format, edit and proofread all reports to ensure accuracy and provide consistency throughout the report. Include minutes from the previous Annual General Meeting, summary of Rules of Order and such other items as may be identified by the Board.

j. prepare the Annual Report in consultation with the Provincial President and forward it electronically to the Convention Convenor for printing.

k. be a member of the Audit Committee, if one is required.

l. provide the Archivist with copies of all approved minutes from the Board of Directors and the Executive meetings. (May 2021)

m. compile an on-going list for the year of all motions and distribute it to the Board of Directors after each Board meeting (May 2025)

n. pass a copy of the previous year’s minutes and other materials on to the incoming Secretary.

o. receive and tally e-motion votes and confirm the results with the President. (September 2021)

p. develop and maintain an updated Action Status Report after each Board of Directors meeting

SEE ALSO:

CONSTITUTION

Article VI - Duties of the Executive Officers 7. Recording Secretary

POLICIES AND PROCEDURES MANUAL

Appendix: Supporting Documents - Candidate's Nomination Form

8. PARLIAMENTARIAN:

Criteria for Selection of Parliamentarian

A candidate for Parliamentarian should:

- be an RWTO/OERO member in good standing
- have knowledge of Bourinot's Rules of Order
- have experience in presiding over meetings
- have good diplomatic skills
- have good communication skills, oral and written
- be able to attend all meetings of Board and Executive
- be able to assist and advise the President
- have a comprehensive knowledge of the RWTO/OERO Constitution and Policies and Procedures.

Selection of Parliamentarian

This process should be followed in the selection of a Parliamentarian.

1. The Past President, Chair of the Nominations Committee, may choose to prepare and submit a notice regarding an upcoming vacancy for the position of Parliamentarian. This notice is placed in *Connections* in December, when other positions are announced. Interested persons should contact the Chair of the Nominations Committee by January 31.

2. The Past President, in collaboration with the Nominations Committee and the Board of Directors, identifies prospective candidates.

3. The Past President contacts the prospective candidates to determine their interest and willingness to serve.

4. The Past President presents the prospective candidate to the Board and subsequent approval at the May Board of Directors' meeting.

The Parliamentarian shall:

a. assist the President in following Parliamentary Procedure at Executive, Board of Directors and Annual General Meetings.

b. provide aid in the drafting of motions, amendments to the Constitution, or resolutions to the Annual General Meeting as requested. She may offer recommendations for changes in wording or actions to the members, Executive, Board of Directors and authors of motions or resolutions.

c. when requested, advise the Provincial President or Presiding Officer on questions of Parliamentary Procedure. (Only the Chair has the power to rule on a question of order. If the Parliamentarian has expressed an opinion at the request of the Chair, the Chair must still make the ruling.)

d. during meetings, assist the President by keeping track of the order of those wishing to speak, status of motions or amendment, voting, etc.

e. attend all Executive, Board of Directors and Annual General Meetings or other meetings as requested by the President.

f. clarify points of procedure if necessary.

g. explain the process of passing a resolution.

h. assist in ensuring that the business of the assembly moves along in an orderly manner.

i. ascertain the presence of a quorum for convening meetings and legally transacting business.

j. after the AGM, update the electronic file of the Constitution ~~as needed~~.

k. review and study the Constitution. (If changes are required, ask the Chair of the Constitution and Resolutions Committee to present amendments or recommend the appointment of an Ad Hoc committee to revise the document.)

l. when requested, provide training in simple Parliamentary Procedures: how to state a motion; rules of debate; procedures and other information to promote active participation in debate.

m. preside at the Annual General Meeting during debate of resolutions.

n. before the Annual General Meeting, provide the Program Coordinator with updates for delegate voting cards if required.

o. provide Parliamentary Procedure updates for the final page of the Annual Report if requested by the Convention Convenor.

SEE ALSO:

CONSTITUTION

Article IV - Organization

Article VI - Duties of the Executive Officers 8. Parliamentarian

9. EXECUTIVE SECRETARY-TREASURER

The Executive Secretary-Treasurer shall:

a. liaise with the Provincial President, the Board of Directors, Branches, Committees, and individual members of RWTO/OERO.

b. attend the full session of all Executive meetings, Board of Directors meetings, and Annual General Meeting.

c. update the Provincial database regarding regular memberships, life memberships, canceled memberships, obituary notices, address changes, etc.

d. prepare Treasurer's package in April or May to include (i) Memo to Treasurer, (ii) Remittance Report, (iii) blank Membership cards, (iv) Membership Brochures, and (v) Privacy Form. Note: Packages are usually given to Area Directors at May Board of Directors meeting for delivery to Branches in their respective Areas. (October 2014)

e. prepare a Directory of RWTO/OERO officers including names, addresses, phone numbers and email addresses. The Directory should include all Board of Directors Members, Committee Convenors, and Branch Officers (President, Treasurer, Insurance Convenor, Goodwill Convenor and Communications Convenor). This should be prepared and distributed as soon as possible following the Annual General Meeting to Board of Directors Members, Committee Convenors and Branch Presidents. **The report should be labelled with the Privacy Statement.**

f. post members' fee payments to the Provincial database. Reconcile deposits and fees. Prepare and distribute remittance packages for Treasurers on an ongoing basis including receipts, updated remittance reports, and interim rebate cheques.

g. issue expense cheques and pay other bills throughout the year.

h. issue rebate cheques to Branches in accordance with the provisions of the Policies and Procedures Manual.

i. send monthly financial statements and membership statistics reports to the Provincial President, Past President, and First and Second Vice-Presidents.

j. prepare and send lists of "Over-Nineties" to the Provincial Goodwill Convenor as needed. (October, 2010)

k. make backup copies of all updated files and accounting records for each month, and store them in the RWTO/OERO safety deposit box.

l. prepare and present Financial Statements at each Executive and Board of Directors Meeting, and at the Annual General Meeting.

m. prepare list of names of deceased members and forward to the Communications Newsletter Convenor by January 31st for inclusion in the March *Connections* Newsletter. Send a copy of the list to the Archivist for use in the *In Memoriam* List.

n. advise the President of the number of copies of *Connections* to be printed and email a spreadsheet of the list of names and addresses to the mail house. Receive reports from Canada Post re: undeliverable mail and record in database. Contact Branches for change of address for members where Canada Post has advised a Newsletter was undeliverable. Receive report on incorrect addresses from mail house and update database as required

o. maintain email list for members wishing to receive their Newsletter by email rather than regular mail. Forward email list of members to the Communications Newsletter Convenor for each Provincial Newsletter. (October 2014)

Note:

i. All new members receive an electronic version of the *Connections* Newsletter with the option of requesting a printed copy. (September 2023)
ii. Current members who receive either the printed or electronic copy will continue to do so unless they request otherwise.

p. Assist the Finance Committee in the development of the Annual Budget for each year.

q. arrange for the annual audit, prepare working papers as required by the auditor, and present the audited financial statements for the fiscal year from April 1 to March 31 to the Audit Committee prior to the Annual General Meeting.

r. order office supplies such as cheques, membership cards, etc.

s. print expense forms, Cora Bailey certificates and Honorary Membership awards as requested. (October 2010)

t. assist in the preparation of the Program Coordinator's annual mailing to the Branch Presidents and Area Directors, including the preparation of the Area Director's Annual Report, the Branch President's Annual Report, the Convention Delegate form and list of Branch members.

u. receive instructions from Branches as to their Convention Delegates, and pass information along as needed to the Convention Committee and the Program Coordinator.

v. work with the Convention Committee to collect the information needed to prepare Delegates' and Board of Directors' Expense Report forms. (October 2010)

w. prepare an analysis of the financial implications for presentation at the Annual General Meeting for any proposed resolutions.

x. implement all assigned tasks and requests resulting from policy changes or other decisions passed by the Executive and Board of Directors.

y. in consultation with the President and the Finance Committee invest surplus monies in recommended investments. (October 2017)

z. arrange for the transfer of funds between accounts (brokerage, bank's operating, and bank's savings) as required.

aa. perform office duties as required, pertaining to answering telephone and email (including those from website) and responding to their requests.

ab. contact Insurance Broker and/or Provincial Insurance Convenor in response to any inquiries from members or their family.

ac. obtain Certificate of Insurance for Branches as required for meetings.

Please note:

1. Performance Appraisal

From time to time the Review Committee may review and change the instrument used to evaluate the employee.

2. Accommodation

When the Executive Secretary-Treasurer travels on behalf of RWTO/OERO, and an overnight stay is required, she is entitled to single-room accommodation at the expense of RWTO/OERO.

SEE ALSO:

CONSTITUTION

Article VI - Duties of the Executive Officers 9. Executive Secretary-Treasurer

Article VIII - Duties and Structure of Provincial Committees - 8. Review Committee

POLICIES AND PROCEDURES MANUAL

Article VIII - Duties and Structure of Provincial Committees

ARTICLE VII. DUTIES OF OTHER MEMBERS OF THE BOARD

1. HONORARY PRESIDENT

The Honorary President shall:

a. serve on the Board of Directors for one year.

b. attend the September, the May and Pre-Annual meetings of the Board of Directors.

c. install the elected officers and members of the Board of Directors at the conclusion of the Annual General Meeting. (September 2023)

d. chair the Honorary Membership Committee.

SEE ALSO:

CONSTITUTION

Article VII - Duties of Other Members of the Board of Directors 1. Honorary President

2. AREA DIRECTOR

Criteria for Selection of Area Director

A candidate for Area Director should:

a. be willing to serve the term required by the Area.

b. have given consideration to the responsibilities of the Area Director.

c. have served in a Branch Executive position, if possible.

The following are the responsibilities of an Area Director:

1. When she is first appointed, the Area Director shall:
   - attend the Tuesday afternoon session of the Pre-Annual General Meeting and the following Area Directors Meeting as an observer. (May 2022)
   - attend the Annual General Meeting as a Branch Delegate or visitor.
   - attend the Post-Annual General Meeting as the new Director. (October 2010)

2. During her term, the Area Director shall:
   - attend the Annual General Meeting as a voting member of the Board.
   - attend all Area Directors and Board of Directors Meetings. (May 2022)

- be prepared to work on Provincial Committees.

3. Organize a meeting in her Area to include the Branch Presidents and other members of the Branch Executive as needed.

   Agenda items should include:
   - duties of Branch Officers
   - RWTO/OERO forms and their use
   - sharing of relevant information from the Board of Directors and the Annual General Meeting
   - review of the current Timelines for Presidents as outlined by the Program Coordinator
   - review the contents of the RWTO/OERO website
   - sharing of the individual Branch plans for the upcoming year.
   - Possible workshop topics for the following year's convention

   * The Area Meeting may be a joint Insurance Meeting with the Provincial Insurance Convenors and Branch Insurance Convenor(s). (October 2016)

4. At the discretion of the Area Director and/or the Provincial Insurance Convenor and/or Assistant Provincial Insurance Convenor, provide training and information for the Branch Insurance Convenors and/or membership as needed.

5. Maintain close contact with Branch Presidents to assist in promoting RWTO/OERO or problem solving. Each Area Director should visit each of her Branches at least once yearly. Mileage should be calculated from Area Director’s home to destination. (October 2016)

6. Follow up with Branches on communications and requirements for Provincial operations including:
   - information from the Program Coordinator
   - unpaid dues lists, especially important for RWTO/OERO insured members
   - information regarding over-90 members
   - Annual Branch Program Reports due March 15 to Director
   - names of Delegates for the Annual General Meeting due April 15
   - updated list of Officers for the coming year before the Annual General Meeting
   - support available for Branch Presidents regarding their responsibilities to Provincial as outlined in the Timelines for Presidents. (October 2016)

7. Review the Annual Branch Reports, then collate the reports and submit them as the Area Annual Report to the Program Coordinator by March 30. (October 2016)

8. Assist Branches with writing and submission of Resolutions for the Annual General Meeting.

9. Assist Branches with amalgamation or division of Branches, and with the starting of new Branches in her Area as required. (October 2016)

10. Contact the Program Coordinator to provide assistance, whenever necessary. (October 2016)

Please note:

For a smooth transition, the retiring Area Director and newly appointed Area Director should meet to review instructions from the Program Coordinator, letters or instructions previously sent to Branch Presidents, and questions or concerns about the office of Director.

SEE ALSO

CONSTITUTION

Article IV - Organization
Article VII - Duties of Other Members of the Board of Directors 2. Area Directors

POLICIES AND PROCEDURES MANUAL

Article IV - 3. Procedure for Election/Selection of Area Director

3. COMMUNICATIONS

Criteria for Selection of Communications Convenors (October 2016)

a. A candidate for Communications Newsletter Convenor should have the following experience and qualifications:
    - understanding of and commitment to the vision, goals, and organization of RWTO/OERO
- previous experience on the Board, on a Branch Executive, or preferably, on the Communications Committee
- good planning and organizational skills
- excellent English composition, grammar and proofreading skills
- previous experience with design and preparation of newsletters or other publications.

Note: The final newsletter layout is done by a graphic artist.

b. A candidate for Communication Website Convenor should have the following experience and qualifications:
    - excellent computer skills and experience including ~~the following~~:
        - word processing and graphics applications
        - using various file formats
        - file compression and transfer
        - file management
        - web page design and editing (.HTML files)

Note: The major changes to the website are done by the Website Consultant.

4. COMMUNICATIONS NEWSLETTER CONVENOR

Major Responsibility: Content, currency and accuracy of *Connection*s newsletter

The Communications Newsletter Convenor shall:

a. attend all Board meetings to be fully informed of RWTO/OERO initiatives, goals, activities, concerns, and receive direction/suggestions from the Board.

b. liaise with the Executive Secretary-Treasurer regarding business aspects of the *Connections* newsletter.

c. identify possible changes and/or additions which would enhance members' and visitors' enjoyment and use of the *Connections* newsletter.

d. consult with the President regarding content.

e. notify the Executive Secretary-Treasurer to ensure that the Archivist receives a printed copy of the newsletter *Connections* for the archives.

f. chair the Communications Newsletter Committee and distribute responsibilities among committee members.

g. whenever possible, train a member of the Communications Committee to assume the duties of the Communications Convenor. (October 2010)

Note: Members of the Board of Directors will be identified in *Connections* by name only, unless phone numbers are specifically required by the role. (September 2023)

h. determine what articles and information will be in each of the 3 issues - suggestions from Executive or Board, information from Executive Secretary-Treasurer.

i. establish timeline for production of all issues in a year.

j. establish procedure for receiving items from writers and managing files.

k. identify writers or sources for articles for each issue - e.g. Executive Members, Directors, Committee Chairs and Executive Secretary-Treasurer.

l. receive updated Branch Directory from Executive Secretary-Treasurer and contact Branch Presidents with article submission procedure and schedule.

m. make necessary contacts to get articles by specified time in appropriate format.

n. write and/or prepare articles and items as needed.

o. make follow up contacts for articles if needed to meet deadlines and ensure accuracy.

p. edit documents as submitted when necessary - e.g. to fit space available, style or format.

q. submit finished articles in appropriate format by email to Graphics Layout Artist with instructions as to order of articles, appearance, etc.

r. make necessary changes and corrections to first draft - edit, proofread.

s. receive and proofread final draft before signing off for printing to ensure it is error-free.

t. proof printer’s copy for page order and colour quality.

u. send newsletter to be loaded on website.

v. receive email list from Executive Secretary-Treasurer and email newsletters to members on the list. (October 2014)

5. COMMUNICATIONS WEBSITE CONVENOR

Major Responsibility: Content, currency and accuracy of website

The Communications Website Convenor shall:

a. attend all Board Meetings to be fully informed of RWTO/OERO initiatives, goals, activities, concerns, and receive directions/suggestions from the Board.

b. liaise with the Executive Secretary-Treasurer regarding all business aspects of website.

c. identify possible changes and/or additions which would enhance both member and visitor enjoyment and use of the website.

d. consult with the Provincial President regarding content.

e. whenever possible, train a member to assume the duties of the Communications Website Convenor.

f. ensure that the approved Minutes of the AGM are put on the website ~~as~~ (The Recording Secretary will provide these approved minutes.)

g. following each Executive, Board of Directors and Annual General Meeting, review contents of the website to determine what changes are needed to the existing information based on new activities or decisions and notify the Website Consultant to make changes as soon as possible. (June 2011)

h. obtain accurate information from appropriate sources - e.g. Insurance Convenor, Convention Convenor, and Provincial Office - and edit files as needed.

i. send edited files to Website Consultant to be uploaded.

j. initiate changes to the site which would make it more useful to members and the public - e.g. adding documents or links of interest to members or to facilitate RWTO/OERO activities.

k. Contact Branch Presidents and Branch Communication Convenors to obtain updates for each Branch. Updates to include yearly program, contact person and any newsletters or photos which the Branch wishes to submit.

l. Send updates to the Website Consultant with "cc" to Executive Secretary-Treasurer for payment purposes (October 2016)

SEE ALSO:

CONSTITUTION

Article VII - Duties of other Members of the Board of Directors 3. Communications Convenors

Article X - Annual General Meeting

Article XI - Communication

POLICIES AND PROCEDURES MANUAL

Article X - Annual General Meeting

Article XI – Communications

6. ASSISTANT PROVINCIAL INSURANCE CONVENOR

The Assistant Insurance Convenor shall:

a. become familiar with the Insurance Plans offered by RWTO/OERO in terms of what is covered, how to apply for benefits, how to combine benefits with other insurance plans such as RTO, OTIP or spousal Insurance Plan.

b. attend Insurance Team planning meetings.

c. deliver information as required to Branch Insurance Convenors or Branches as requested. (Divided among the Broker, Provincial Insurance Convenor and Assistant Provincial Insurance Convenor)

d. assist the Provincial Insurance Convenor as requested.

e. provide accurate answers to RWTO/OERO members as required.

f. prepare to take over the role of the Provincial Insurance Convenor at the end of her two-year term.

7. MEMBERSHIP CONVENOR

The Membership Convenor shall:

a. call and chair meetings to carry out the Membership Committee’s business.

b. prepare an agenda for the committee’s business meetings.

c. support existing Branches.

e. identify areas in the province that may wish to learn more about RWTO/OERO.

f. assist in opening new Branches.

g. supply updated and meaningful information to Branch Presidents at least once a year, preferably at the Annual Convention.

h. prepare and submit a Membership Report for each *Connections* Newsletter.

i. work closely with committee members, sharing in the responsibility.

j. report to the Provincial President, the Executive and the Board of Directors.

SEE ALSO:

CONSTITUTION

Article VII - Duties of Other Members of the Board of Directors 4. Membership Convenor

8. ARCHIVIST

The Archivist shall:

a. be a voting member of the Board of Directors.

b. collect and file annually into the Archival records, a hard copy of the following:

i) all approved minutes from the Board of Director meetings, the Executive Meetings and the Annual General Meeting, (provided by the Recording Secretary to the Archivist),

ii) a compilation of the motions for the year, (provided by the Recording Secretary to the Archivist),

iii) a published copy of each Provincial Newsletter (*Connections*),

iv) the Annual Report,

v) the Annual Financial Statement. (May 2021)

c. collect from the Area Directors at the first meeting after the AGM, the envelopes containing the Cora Bailey recipients' information sheets and file them into the Archival records. Each year, the earliest year's photo(s) and write-up(s) will be removed from the Cora Bailey binders and placed in the Archives. (October 2017)

d. maintain the *In Memoriam* book and update the *Honorary Membership* book annually, ensuring that the appropriate names are inscribed in each.

Note: The names inscribed in the *In Memoriam* book are to be those published in the March issue of *Connections*. The names include all members whose notice of death was received by the Executive Secretary-Treasurer up to January 31st of that year. All names submitted by January 31st regardless of the year of passing will be placed in the current year's *In Memoriam* book. (May 2021)

e. place the *In Memoriam* book and the *Honorary Membership* Book on display at the Annual General Meeting.

f. in consultation with the Convention Convenor, plan and conduct the *In Memoriam* Service at the Annual General Meeting using pictures provided by the branches.

g. keep the picture of Cora Bailey donated by Jean Axcell from Peterborough, for display at Provincial Annual General Meetings. (October 2017)

h. arrange for the Archival material to be taken to York University for storage in the Scott Archives every five years, i.e. years ending with a "0" or a "5".

i. keep an inventory of all material sent to York University.

j. keep a record of the recipients of the following awards: Cora Bailey, Barbara Bain, and Feather in Your Hat. (October 2014 and October 2017)

SEE ALSO:

CONSTITUTION
Article VII - Duties of Other Members of the Board of Directors 6. Archivist

POLICIES AND PROCEDURES MANUAL
Article VI - Duties of the Executive Officers 7. Recording Secretary
Article IX - Guidelines for Branches - 2. Responsibilities of Branch President

9. SALES AND MATERIALS CONVENOR

The Sales and Materials Convenor will be advanced $200.00 to be used for postage and packaging. (2024)

The Sales Convenor shall:

a. maintain an inventory of materials available for sale
b. replenish materials with thee agreement of the Board of Directors
c. track the sales of materials
d. mail/distribute materials that have been purchased at the Convention
e. organize a display of materials available for purchase at the Annual Convention if it is in person and arrange appropriate staffing for the sales table.

f. collect monies from Sales at the Convention and submit them to the Executive Secretary-Treasurer with a detailed tally. (May 2025)

10. ISSUES AND CONCERNS CONVENOR

The Issues and Concerns Convenor shall:

a. consider issues of concern relevant to Retired Women Educational Professionals

b . prepare relevant articles up to 400 words on an annual theme of interest to the members to *Connections* by the required date. (May 2025)

ARTICLE VIII: DUTIES AND STRUCTURE OF PROVINCIAL COMMITTEES

1. PROVINCIAL

a. All Provincial Committees, including both Standing and Ad Hoc, but excluding Annual Convention Committees, are established and appointed by the Executive according to the Constitution.

b. The Board of Directors will determine the size, composition, mandate, duration and budget of any Ad Hoc Committee which is established.

c. Each Provincial Committee will have in its membership at least one Board member, in addition to the President in her ex-officio capacity. The appointed member will serve as liaison to the Board of Directors. The Membership and Communications Committees may also include members-at-large. Vacancies for these positions will be advertised in the December "Connections" newsletter. (Convention 2015, Resolution #7)

d. A Committee may not enter into any commitment, agreement or contract - verbal, written or implied - for service or employment, with any individual, organization, or business without prior approval of the Board of Directors. (October 2018)

e. Prior to beginning any of its duties, the Committee shall prepare a proposed budget for approval by the Board of Directors. (October 2018)

f. Funds approved for Committee work will remain in Provincial bank accounts, and expenses will be paid by the Executive Secretary-Treasurer unless otherwise determined by the Board of Directors. (October 2018)

g. A separate bank account may not be opened in the name of RWTO/OERO except as approved by the Board of Directors, and within guidelines determined by the Board of Directors. (October 2018)

2. COMMITTEE REPORTS (May 2015)

a. Committee reports will be informational, clear and concise.

b. A committee's report should be supported by a majority of committee members.

c. The report should be signed by the chair of the committee, or if the committee wants to give the report particular emphasis, by all members of the committee.

d. The chair of the committee shall present its report to the Board of Directors.

e. Recommendations of the committee should be reported to the Board of Directors in the form of motions to be debated and possibly also amended.

f. See Policy XV 2. Format for Writing an Ad Hoc Committee Report. (September 2021)

SEE ALSO

CONSTITUTION

Article V - Duties of the Board of Directors

Article VIII - Duties and Structure of Provincial Committees

3. CONSTITUTIONAL CHANGES

Changes to the Constitution made at the Annual General Meeting will be updated by the Parliamentarian.

4. POLICY

a. Changes to the Policies and Procedures Manual will be made by the Policy Committee chaired by the Past President.

b. The Policy Committee should include at least one member from the previous year's committee to maintain continuity in the updating and formatting.

c. A master file of the Policies and Procedures Manual in PDF should be held at the Provincial Office.

d. The current Policies and Procedures Manuals should be available online for Board of Directors Members and Branches. (October 2018)

e. Only one member of the Policy Committee should have the Word document and the other members should have the Read Only copy.

<u>The following Procedures will be used to implement this policy: (June 2009)</u>

1. Policy revisions must be done after the September Board of Directors Meeting. Any policy change resulting from the Annual General Meeting must

be identified by the incoming Policy Committee and brought to the full Board for approval. (October 2016)

2. After the minutes have been received, the Policy Committee shall make a change in the Policies and Procedures Manual once a policy, a procedure or job description has been duly presented in writing, moved, seconded, approved and designated for inclusion in the Policies and Procedures Manual by the Board of Directors.

3. The committee member who is in charge of computer revisions shall make a working copy only of the pages which need to be changed.

4. The committee member shall make the changes in colour and strike out what has been removed and shall send those pages as an attachment to the Policy Committee. Beside each change or section, she shall write "revised" and date of revision.

5. The committee members shall review and edit the changes if need be and return them to the member in charge of the working copy.

6. The committee member in charge of the working copy shall change the font colour to black and shall replace the amended pages in the document.

7. The committee member responsible for the revision shall send the revised PDF copy to the Executive Secretary-Treasurer indicating on a list the pages which have been changed.

8. The Executive Secretary-Treasurer shall then send a copy of each page that has been changed, in PDF to all the Area Directors who will make sure each Branch in their Area gets a copy.

9. All communications regarding the Policies and Procedures Manual must be shared by all members of the Policy Committee, including the Provincial President.

10. Board members wishing to propose addition or changes to the policies should consult the committee prior to bringing them to the Board to confirm that the revisions are consistent with the rest of the document.

5. GOODWILL DUTIES

Refer to Article VI Duties of the Executive Officers 4. Second Vice-President for information regarding the Goodwill Committee.

6. COMMUNICATIONS NEWSLETTER

The Communications Newsletter Committee edits *Connections* three times a year in August, November and February. The Committee does not change the style and intent of the material but maintain consistency of language and punctuation throughout the edition. This is a one-year term, with the option of renewal for a second year.

Criteria for Communications Committee Members:

An editor requires the following:

a. Excellent language skills, especially grammar and spelling. A style sheet will be provided for consistency.

b. Editing experience.

c. Solid computer skills and access to a computer

d. The ability to commit to on-line editing in the first two weeks of August, November and February. (October 2015)

SEE ALSO:

CONSTITUTION

Article VII - Duties of Other Members of the Board of Directors
3. Communications Convenors

Article VIII - Duties and Structure of Provincial Committees
B. 6. Communications Newsletter Committee

POLICIES AND PROCEDURES MANUAL

Article VII - Duties of Other Members of the Board of Directors
3. Communications Convenors

Article XI - Communications

7. MEMBERSHIP

The Membership Committee will be expected to have an interest in and be willing to:

a. Support existing Branches and assist any Branch in need if requested to do so by the Convenor.

b. Generate ideas for maintaining existing membership and suggest creative ways of encouraging newly retired educational professionals to join RWTO/OERO.

c. Help to identify areas of the province not served by RWTO/OERO where our organization might be of interest and, if required, assist in forming new Branches.

d. Be willing to offer workshops or presentations if requested to do so by the Membership Convenor.

e. Commit to responding to any on-line discussions promptly and thoughtfully. (October 2015)

SEE ALSO:

CONSTITUTION

Article VII - Duties of Other Members of the Board of Directors
7. Membership Convenors

Article VIII - Duties and Structure of Provincial Committees
B. 7. Membership Committee

POLICIES AND PROCEDURES MANUAL

Article VII - Duties of Other Members of the Board of Directors
7. Membership Convenor

8. CONVENTION HANDBOOK REVISION

**Note: There are no related policies that correspond to Constitution Article VIII as of May 2021.

The Convention Handbook is located on the rwto.org website, under the 'About' link. Click
on the Governance section.

9. MARKETING COMMITTEE

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 of Directors.

10. HIRING

a. The Hiring Committee should include: The President (Chair), First Vice-President,
Second Vice-President, Parliamentarian, the outgoing Executive Secretary-Treasurer and up to two Provincial Past Presidents. An uneven number avoids a tie and not all committee members need to be present at the interview.

b. After formal acknowledgement of the resignation of an Executive Secretary-Treasurer, the President will inform the Board of Directors as soon as possible.

c. The Hiring Committee will meet to:
* Review the job description and determine an appropriate salary,
* Identify a technology-based website hiring company,
* Compose the interview questions and determine the format and location of the
interview,
* Rank the top three candidates.

d. The successful candidate will be informed and given a short time period within which to accept or reject the position before other candidates are contacted.

e. The successful candidate will be required to provide a Police Background Check before signing a contract.

f. The President will inform the Board of Directors and Branch Presidents of the Committee's decision. As a courtesy, the Provincial Past Presidents will be notified.

g. Arrangements will be made for training with the outgoing Executive Secretary-Treasurer.

h. A President’s Box which is passed on each year to the incoming President, contains suggested interview questions, past contracts and other pertinent information to support the hiring process. May 2021)

ARTICLE IX: BRANCH ORGANIZATION

GUIDELINES FOR BRANCHES

The Branch Executive in each area is a very important link between the Members-at-Large and the Board of Directors. The Area Director is knowledgeable about Provincial Policies and Procedures and can give ideas regarding local programs and activities.

1. Branch Executive Responsibilities

a. The Branch Executive shall consist of members willing to fulfill the duties of the following: Past President, President or Co-Presidents, Vice-President, Treasurer, Secretary, Communications Convenor and Insurance Convenor. Additional members may be part of the Executive as determined by the Branch including, but not limited to: Honorary President, Membership, Issues and Concerns, Goodwill, Publicity, Newsletter, Social Convenors, Member-at-Large. Note: An Insurance Convenor **must** be appointed.

b. The Branch Executive is encouraged to meet in a timely manner to plan the next year's program (meetings, projects, outreach, etc.)

c. The Executive will ensure that a budget is prepared each year to be approved by the Branch members. The budget should include all expected revenue and proposed expenditures for the fiscal year April 1 to March 31.

d. The Executive is encouraged to produce an Annual Branch Brochure which lists the first names, email addresses and/or phone numbers of the members of the Executive, the Area Director and Committee Convenors. The year's program with dates, places and times of the meetings should be printed and distributed to all members of the Branch and to the Area Director upon completion.

e. A complete membership list with names and contact information of its members will be compiled and may be shared as agreed upon by the Branch. Please be mindful of Privacy concerns.

f. Annual Provincial fees are due to the Branch Treasurer on September 1 each year. They should be forwarded to the Provincial Office by October 15. Fees **must** be received by November 30th for paid members to be counted as eligible Branch convention delegates. **Note:** Fees can be forwarded to Provincial Office as they are received.

g. A Branch wishing to host a Provincial Convention/Annual General Meeting should extend the invitation, in writing, to the Provincial President at least two years prior to the proposed event.

h. The Branch may send resolutions to the Provincial 1st Vice-President as deemed necessary by November 15th.

i. The Branch Executive will send in submissions or applications for awards (e.g. Cora Bailey, Feather-In-Your-Hat) when requested.

2. Branch President or Designate Responsibilities (October 2024)

a. The Branch Executive should be familiar with the current RWTO/OERO Constitution and Policies and Procedures Manual. They are available on the RWTO/OERO website. A current version of the Policy and Procedures Manual should be downloaded by at least one member of the executive.

b. The Branch Executive will ensure that Guidelines for Branches are followed, paying particular attention to Program and Budget requirements (i.e. Financial Report and Membership Fees).

c. The Branch President (or designate) is the ex-officio of all Branch committees.

d. The names, addresses, phone numbers and email addresses of the incoming Branch President, Treasurer, Insurance Convenor, Goodwill Convenor and Communication Convenor must be forwarded to the Provincial Office (for the Annual Provincial Directory) prior to May 15 following the Branch Annual Meeting.

e. The Branch President and the Insurance Convenor are the chief promoters of the insurance program.

f. The Branch President or Designate ensures that the names of deceased members are sent to the Provincial Office. Names received before January 31 will be published in the March edition of "Connections" and in the Provincial *In Memoriam* book, which is displayed at the Convention/ Annual General Meeting. Names received after January 31 will be published the following year.

g. The Branch President or Designate should ensure that her Branch is represented at all Area Meetings that are offered.

h. The Branch President or Designate should invite the Area Director to one Branch Meeting per year (see Duties of Area Director) (October 2010).

i. It is recommended that the Branch President or Designate invite the Provincial President to one meeting each year. This could be accomplished as a single Branch or in combination with another Branch or Branches from the same Area.

j. The Branch President or Designate must send her Branch Annual Report to her Area Director by March 15. (October 2012)

k. The Branch President or Designate ensures that the Branch sends delegates to the Convention/ Annual General Meeting and that the delegates are registered.

l. The Branch President or Designate should follow the "Timelines for Presidents" provided by the Provincial Program Coordinator.

3. Branch Treasurer Responsibilities

a. Each Branch must have a separate bank account under the Branch name.

b. At least two signing officers must be appointed each year - usually the Branch President and the Branch Treasurer - with a third Executive Officer given the authority to sign in the absence of one of the others.

c. The Branch Treasurer must keep a list of all the Branch Provincial members together with a record of the annual fees paid by each member. A list is prepared and provided to the Treasurer by the Provincial Office to assist with record keeping.

d. There is an annual flat fee for membership in RWTO/OERO which became effective April 1, 1999. Members who retired on or before August 31, 1980 will pay a flat fee of $15.00 in perpetuity. Honorary members pay the annual fee.

e. Each Branch Treasurer will receive from the Provincial Executive Secretary-Treasurer a package of materials containing new membership lists and cards, annual financial reporting forms, and "An Invitation to Join" brochures.

f The Branch Treasurer's books must begin April 1 each year when the balance from the last year's audited financial statement is recorded. All the money received, including the revenue from the luncheons

should be recorded. The books must be closed March 31 to allow time for auditing before the Branch Annual General Meeting. The audited financial report should be printed in the Branch Annual Report.

g. A copy of each Branch audited Financial Report must be forwarded to the Executive Secretary-Treasurer no later than April 30th. It is satisfactory for two Branch members to "audit" the Branch Financial Report. Their dated signatures would indicate that they have completed the review and that the Treasurer's books are in order. (June 2011)

h. The Treasurer, the Branch President and one other Executive member are responsible for preparing the budget for the coming year. This budget must be presented first to the Branch Executive and then to the Membership for approval. (October 2010)

i. The Branch Treasurer should attend the Area Directors' training workshop to make sure she understands her responsibilities and gets the latest information from the Provincial Board of Directors.

j. Every Branch Treasurer should have a copy of the current Constitution and the Policies and Procedures Manual and be familiar with the contents of each. The Constitution and Policies and Procedures Manual are available at rwto.org.

k. In the event that a Branch Treasurer does not submit an audited financial report to the Executive Secretary-Treasurer by April 30th, the Executive Secretary-Treasurer shall notify the Branch Treasurer, the Branch President and the Area Director. (October 2012)

l. Where it is impossible to find a Branch Treasurer within the Branch, a non-member bookkeeper could be responsible for the administration of the financial records. This will be a one-year renewable term. Approval of this process must be obtained by the RWTO/OERO Provincial Board of Directors **in advance**.

4. Branch Insurance Convenor Responsibilities

a. The Branch Insurance Convenor should attend the annual training workshop organized by the Area Director to become familiar with new aspects of RWTO/OERO insurance plans, and to share ideas for promotion of these at the Branch level.

b. The Branch Insurance Convenor and the Branch President are the chief promoters of the RWTO/OERO Hospital and Home Care Plan.

c. At each meeting, short, interesting presentations should be made concerning the value and benefits of carrying the plan.

d. A supply of insurance brochures and applications should be available at every meeting to answer individual concerns.

e. Every Branch Insurance Convenor should be familiar with the current RWTO/OERO Constitution, Policies and Procedures, and Insurance Convenor's Manual. At the conclusion of her term of office, she should pass on all insurance-related materials and ensure the incoming Insurance Convenor is able to access the above documents.

5. CORA BAILEY AWARD (October 2017)

Cora Bailey was RWTO/OERO's first Executive Secretary-Treasurer. She held this position for eleven years until 1982 and wrote the RWTO/OERO History Book, ***OASWT 1956-1976***. This award is made in her honour. The picture of Cora Bailey, donated by Jean Axcell from Peterborough, is on display at Provincial Annual General Meetings. (October 2017)

a. The Cora Bailey Award is a Provincial Award that is given to a worthy recipient by an individual Branch.

b. The Cora Bailey Award may be presented to any Branch member who has contributed outstanding service to her Branch. Serving on the Branch Executive is not a requirement.

c. One to three recipients per Branch may receive the award per Membership year (Sept. 1st to August 31st).

d. A recipient receives the award only once from the Branch to which she pays her Provincial fees. She may not receive the award twice from the same Branch.

e. All Branch members are eligible for this award whether or not they have received a Provincial Honorary Membership Award.

<u>The following procedures and timelines will be used for the promotion and maintenance of records of Cora Bailey Award recipients:</u>

1. Area Directors should promote the Cora Bailey Award among their respective Branches.

2. Cora Bailey Awards and Cora Bailey Pins may be presented by a Branch at any time during the year. The Branch President requests the completed and signed certificate from the Provincial Office at least one month prior to the Branch presentation of the Award. Cora Bailey Pins are obtained from the Area Directors at no charge. (Replacement pins are available for $5.00.)

3. Cora Bailey Award recipients are recognized at the Annual Convention via a display.

4. When a Branch has determined The Cora Bailey recipient(s), the Branch President shall forward to her Area Director, an 8½ x 11 page that includes:
    1. identification of the Area, membership year and name of Branch,
    2. a photo of the recipient,
    3. a short summary of the recipient's accomplishments within the Branch

   A page shall be submitted to the Area Director for each recipient. The layout, border and design are at the discretion of each Branch. Please see sample in Appendix: Supporting Documents. May 1st is the deadline date for submission. These information sheets will be placed in the Area Binder for display at the Convention.

5. It is the responsibility of the Area Director to bring the Cora Bailey Award binder for her Area to the Provincial Convention. Insertions for the binder should be organized by Branches and then by successive years, to make the information easier to access by Branch members.

6. The Convention Convenor, with the help of her committee, will determine where the display will be set up. Area Directors will place their binders at the display. (June 2011)

7. After display at the Provincial Annual General Meeting, the Cora Bailey Award binders will be picked up by the Area Directors, to be completed for the next year.

8. Each year, the Area Director will remove the earliest year's information, (maintaining four years in the binder), place it in the designated 9 x 12 envelope (provided by the Archivist), and give the envelope to the Archivist at the September Board meeting, for permanent storage in the Archives at York University. The recipient(s)

name(s), Branch and membership year should be recorded on the outside of the envelope.

9. Branches are encouraged to keep ongoing records of Cora Bailey recipients. (October 2017)

SEE ALSO:

POLICIES AND PROCEDURES MANUAL

Article VII - Duties of Other Members of the Board of Directors 6. Archivist

6. Branch Directory

To facilitate the compilation of the Provincial Branch Directory, the outgoing President of each Branch will supply the names of the Branch President, Treasurer, Insurance Convenor(s), Goodwill Convenor(s) and Communications Convenor for the following year. (September 2014)

The following Procedures will be used to implement this policy:

1. The information must be submitted even if there are no changes.

2. This information should be sent via email or mail to the Executive Secretary-Treasurer by mid-May prior to the Annual General Meeting, so that the preliminary version of the Branch Directory can be distributed at Annual General Meeting.

7. Branch Amalgamation

Occasionally, it becomes feasible to amalgamate one or more Branches. The following Guidelines have been developed to facilitate this:

a. The Provincial President will organize a meeting in that area with the Area Director, Branch Presidents and Treasurers.

b. Costs will be covered by Provincial Office.

c. Each Area will bring audited financial information and a complete list of members to the meeting.

d. The willingness to amalgamate as well as any concerns will be discussed.

e. Each Branch President will take the information to her Executive and full membership who will then vote.

f. A formal letter from the one Branch will be sent to the other Branch's/Branches' members with the signatures of the Area Director, Branch Presidents and the Provincial President.

g. A meeting of members from both groups will then be held.

h. This would include a formal ceremony to turn over books, cheques, photos and artifacts.

i. If possible, the current Provincial President should initiate the process, with the Area Director and Branch President delegated to follow-up.

j. The newly amalgamated Branch shall consider the feasibility of rotating meetings to accommodate the geographic locations for each of the previous Branches. Ensure that all RWTO/OERO meetings and events take place in a venue that is accessible to all. (September 2023)

k. The amalgamated Branches shall continue to further the RWTO/OERO motto of "Caring and Sharing" by participating in community outreach charities and programs that support women and children. (September 2023)

l. The amalgamated Branches shall share in the governance of the amalgamated Branch including the Executive positions. Co-executive positions help with the transitioning leadership responsibilities for the amalgamated Branch. (September 2023)

8. Branch Disbandment

When there continues to be concerns regarding the viability of a Branch, the Executive shall meet with the Area Director to discuss Branch organization and problem solve.

a. The Executive will meet with the Area Director and Provincial President to discuss options available to them. This will include ideas to review the Branch organization, pros and cons of disbandment and the feasibility to amalgamate with another Branch.

A complete list of members for the Branch will be brought to the meeting.

The cost of an initial meeting through a technology platform will be covered by Provincial Office.

b. The Executive will meet with the membership to share options discussed. This will include the feasibility of amalgamating with another Branch. A vote will be taken by the membership to determine whether the Branch will disband.

c. If the Branch chooses to disband, six months' notice must be given in writing to the Provincial President. A formal letter will be prepared by the Branch President indicating their intent and will be signed by the Branch Executive and Area Director. Branch members will receive a copy.

d. The Branch that is disbanding will not collect the Provincial membership fee from their members.

e. Members will be given the name(s) of another Branch(es) where they are encouraged to join. All members with Manulife Insurance must be a Branch member in good standing to keep their insurance current.

f. Funds left in the Branch account should be dispersed (given to charities, enjoy final gathering). Any funds remaining in the Branch account should be sent to the Executive Secretary-Treasurer at the Provincial Office within six months of disbandment

g. The Branch Treasurer will prepare a final Branch Income and Expense Statement, and this should indicate a zero balance. Two Branch members will review and audit this report and send it to the Executive Secretary-Treasurer at the Provincial Office within six months of disbandment. (September 2023)

h. The official Branch books (accounting records, including bank statements and supporting documentation) are to be forwarded to the Provincial Executive Secretary-Treasurer within six months of disbandment. These bank books must be kept for a minimum of seven years. This can be done with the help of the Area Director.

Preservation of the Branch Archives (meeting minutes, photos, artifacts, etc. are considered to be important. Alternate locations such as universities, museums, or libraries may be considered to retain the history of the Branch in the local area. (September

2023)

9. Creating a New Branch: (October 2018)

a. A new Branch will be organized under the direction of the Provincial President, the Provincial Board of Directors, and the Area Director.

b. A new Branch will have a minimum of 10 members, 5 of whom shall be the Executive (President, Vice-President, Secretary, Treasurer, and Insurance Convenor). This is to conform to the Constitution.

c. The prospective new Branch Executive will send a Letter of Intent, asking to be recognized by the Provincial Board of Directors as a Branch.

d. The Area Director will make a presentation to the Provincial Board of Directors for approval of the new Branch and for a start-up fee of no more than $200 for advertising, recruitment, Branch meetings, and administrative costs.

e. Upon approval of the new Branch, the Area Director, with the help of the Provincial Membership Convenor, will assist the newly formed Branch Executive in setting up meeting places, bank account, plans for the year and discussions of the Guidelines for Branches.

f. The newly formed Branch will be formally recognized and welcomed at the Annual Convention.

10. Area Division or Amalgamation (October 2016)

a. The Area Director will have a discussion within the Area that is seeking a change, ensuring that the Executives of the affected Branches are in agreement that the proposal be taken to their membership for approval.

b. The Area Director should include the issue in their Report at meetings if their Area is holding discussions so that the Provincial Board is aware of the possible change.

c. If a vote of the affected Branch membership supports the change, the Area Director will make a presentation, including rationale, to the Provincial Organization. The Provincial Board will hold a discussion and has final approval.

d. The affected Branches, under the direction of their Area Director would update their criteria for Procedures for Election/Selection of Area Directors.

e. The Area numbers will be added or deleted as required. New criteria would be added as submitted by the Area. (October 2016)

SEE ALSO:

CONSTITUTION

Article VII - Duties of Other Members of the Board of Directors
- 1. Area Directors

Article IX - Branch Organization

POLICIES AND PROCEDURES MANUAL

Article IV - Organization
Article VII - Duties of Area Directors
Article XIV - Financial, 3.b. Fee Rebates to Branches

ARTICLE X: ANNUAL GENERAL MEETING (AGM)

1. Convention Planning

a. Convention Reports for the preceding three years shall be kept on the Convention Resource Thumb drives. The Standing Committee for Convention Handbook Revision will update the Convention Handbook electronically after each Convention. Any material that is four years or older will be given to the Archivist for storage. Three copies of the thumb drives are required, with one going to the Provincial President's box and one copy each to the next two Convention Host Branches. (2024)

b. The Provincial President and the Executive Secretary-Treasurer are each entitled to single-room accommodation at the Annual General Meeting. Provincial RWTO/OERO shall pay Convention expenses (meals beginning with the Tuesday Pre-Annual lunch before the Board meeting, travel, accommodations (based on two members per room) for Incoming Board members. (October 2010)

c. The Provincial Annual Report will be shipped camera-ready by the Recording Secretary to the Convention Convenor by mid-May for printing.

<u>The following Procedures are used to implement this policy:</u>

1. The Convention Convenor(s) select(s) her Committee members from the Branch(es) hosting the Convention. (May 2024)

2. The Convention Convenor(s) work(s) closely with the Provincial President throughout the entire planning process (to ensure sufficient time for important business.

3. Progress reports are made to the Executive and the Board of Directors throughout the year.

4. The Board of Directors approves the proposed registration fee at the September Board of Directors meeting.

5. The "Call to Convention" advertisement for the Convention appears in the September and December issues of *Connections.* Registration information and forms appear in the March issue of *Connections.*

6. The RWTO/OERO Annual Convention is held during the first full week of June.

7. When held as an "in-person" convention, the opening ceremonies begin on Tuesday evening and the final luncheon is held Thursday noon at which time the new Officers and Directors are installed. The first business session takes

place on Wednesday morning and the second on Thursday morning. The Annual Banquet is held on Wednesday evening. (May 2024)

8. In the event of a virtual AGM Convention, adjustments to activities and schedules will be made. See the RWTO/OERO Convention Handbook. (May 2024)

2. Resolutions

a. All resolutions to be presented to the Annual General Meeting must be sent to the Constitution & Resolutions Convenor by November 15.

b. Resolutions received by the due date, along with their rationale, will be printed in the March newsletter to allow time for study and discussion.

c. Each resolution must contain only one key issue for decision. The intent of the resolution should be clear and concise.

d. The Constitution and Resolutions Convenor consults with the President and Parliamentarian when preparing the wording of resolutions.

e. Whenever a resolution presented to the Annual General Meeting has a possible financial implication for RWTO/OERO, the Board shall direct the Executive Secretary-Treasurer to prepare an accompanying information sheet for the delegates which outlines exactly what those implications would be and how the upcoming budget would be affected. (October 2017)

SEE ALSO:

CONSTITUTION

Article V - Duties of the Board of Directors - 2.e. Board of Directors
Article VI - Duties of the Executive Officers
Article VIII - Duties and Structure of Provincial Committees - A.
Standing Committees - 1. Constitution & Resolutions Committee
Article X - Annual General Meeting

POLICIES AND PROCEDURES MANUAL

Article VII - Duties of Other Members of the Board 2. Area Directors

3. Registration

a. Registration forms for the Convention will be sent as part of the March

Connections newsletter.

b. Branch Executives must send a list of Branch Delegates attending an in-person or virtual Convention to the Executive Secretary-Treasurer and the Program Coordinator by April 15. (May 2024)

4. Annual General Meeting

a. Incoming Board members attend the Tuesday Pre-Annual Board Meeting, but do not have voting privileges at that meeting. If the Incoming Board member is attending the AGM as an official Delegate from her Branch, she will have voting privileges at the AGM business meeting. Otherwise, she is a visitor at the business meeting. (October2010)

b. RWTO/OERO Provincial shall pay Convention expenses (meals, travel, accommodations) for the three Past Presidents appointed by the Program Coordinator to the Steering Committee. (May 2024)

c. The Host Branch provides four volunteers to be Scrutineers, one or two to be Timekeepers, and two to be Door Monitors for each AGM entrance, for each day of the AGM. They can be the same volunteers for both days, or different ones for each day. Scrutineers, Timekeepers and Door Monitors may be selected from non-voting members attending the AGM if needed. (see the Convention Handbook on the website for important information under About – Governance)

d. Scrutineers, Door Monitors and Timekeeper(s) shall be responsible for their own expenses. (September 2019)

5. Branch Delegates

a. Each Branch is entitled to select voting delegates to represent their Branch at the Annual General Meeting according to the number of paid-up members in their Branch as of November 30 of the previous year. A delegate must represent the Branch through which she pays her Provincial dues.

b. Delegate Categories

i.) Provincial Delegate – The first voting delegate from each Branch.

ii.) Branch Delegate – All other voting delegates. Only Branches with 51 or more members, not including Life Members, qualify to send Branch delegates.

iii.) Alternate Delegate – This applies to Branches with 50 or

fewer members. This delegate is one who can replace the Provincial Delegate on the floor of the AGM when the Provincial Delegate is unable to serve.

c. If an appointed delegate is unable to attend the Annual General Meeting (e.g. illness, family emergency), the Program Coordinator should be notified as soon as possible before the business meetings begin. The name of an alternate delegate should be given at that time.

d. No substitutions will be accepted after the business meetings have begun.

The following procedures will be used to implement this policy:

1. The number of delegates allowed per Branch will be confirmed by the Program Coordinator based on information supplied to her from Provincial Office re paid-up memberships received on or before November 30.

2. Prior to the Annual General Meeting, the delegates should become aware of the issues that will be arising at the Annual General Meeting.

3. The delegates should gather information from their Branch regarding the issues so that they can knowledgeably represent their Branch's interests.

4. The delegates should attend all business meetings of the Annual General Meeting.

5. The delegates should report back to their Branch decisions made at the Annual General Meeting.

6. Individual Branches may remunerate additional delegates at their own discretion.

SEE ALSO:

CONSTITUTION

Article IV - Organization
Article X - Annual General Meeting

POLICIES AND PROCEDURES MANUAL

Article XII - Awards
Article XIV - Financial, Reimbursement of Expenses

CONVENTION HANDBOOK (rwto.org 'About' link under Governance)

6. RWTO/OERO Nomination and Election Procedure

a. The Nomination

Each new candidate shall submit to the Chair of the Nominations Committee by January 31st:

i. the **Candidate's Form for the RWTO/OERO Provincial Executive Position** duly signed. (See Appendix - Supporting Documents)

ii. a photo and a bio (maximum 200 words) for inclusion in the March issue of *Connections.*

iii. Campaigning at the Convention will consist of a three-minute speech at the AGM (October 2019)

b. The Election (September 2021)

i Officer will be the Past President/Chair of the Nomination Committee.

ii. According to the Constitution, Article IV, 4 (b): If more than one candidate is nominated for any Executive Officers' positions, a secret ballot shall be held. Election of the candidate shall be by majority vote of the voting delegates in attendance. The election for each position will be held separately with the AGM business continuing as the ballots are being counted. (October 2016)

iii. Further details can be found in the Voting and Election Procedures Handbook.

SEE ALSO:

CONSTITUTION

Article IV - Organization - 4. Elections
Article VI - Duties of Executive Officers - 2. Past President
Article VIII - Duties and Structure of Provincial Committees - 2. Nominations Committee
Article X - Annual General Meeting

POLICIES AND PROCEDURES MANUAL

Article IV - Organization - Nominations
Article VI - Duties of the Executive - 1. Past President

VOTING and ELECTION PROCEDURES HANDBOOK

Article VI-How is a vote taken?

ARTICLE XI: COMMUNICATIONS

1. **Communications**

a. The *Connections* newsletter and RWTO/OERO website (rwto.org) shall be the official communications with the membership of RWTO/OERO.

b. Publication of the *Connections* newsletter shall be the responsibility of the Communications Newsletter Convenor and committee. Maintenance of the RWTO/OERO website shall be the responsibility of the Communications Website Convenor. (October 2016)

c. RWTO/OERO Provincial Office is identified as the official address for all mail, email, and telephone calls from outside the Board in the *Connections* newsletter and on the RWTO/OERO website. All communications will be forwarded to the Communications Newsletter Convenor and Communications Website Convenor by the Executive Secretary-Treasurer. (October 2016)

d. The Executive Secretary-Treasurer is responsible for business aspects of the *Connections* newsletter and RWTO/OERO website, including, but not limited to, the following:
   i. contracts related to the *Connections* newsletter and the website (May 2025)
   ii. budgeting and payment of bills.

2. *Connections* Newsletter

a. Content may include, but is not limited to:
   i. information about the organization,
   ii. business of the Executive, Board of Directors, and Committees,
   iii. Branch news of interest to all members, (October 2009)
   iv. public service announcements of interest to the general membership.

b. Advertising will not be included in the *Connections* newsletter.

c. Public Service Announcements (e.g., notices of school reunions) will be published at no cost for members.

d. Format for the *Connections* newsletter will be determined by the Communications Newsletter Convenor and Committee in consultation with the Executive Secretary-Treasurer and the Board of Directors. (October 2016)

e. Each issue of the *Connections* newsletter will be posted on the RWTO/OERO website.

3. RWTO/OERO Website

a. Content of the RWTO/OERO website may include, but is not limited to:
   i. history of, and information about, the organization, its goals, benefits, and activities,
   ii. contact information for Provincial Office, Board of Directors and Committees,
   iii. current events, activities and news from the Board of Directors, Committees and Branches,
   iv. links to RWTO/OERO Branches and other educational/retirees' organizations,
   v. links to other sites of relevance to the general membership.

b. Updates to information will be made in a timely manner to ensure accuracy and relevance of information.

c. Advertising will not be included on the RWTO/OERO website.

d. Each Area Director and Branch President will be emailed with Excel and PDF charts that indicate the status of the Branch website page. (October 2018)

4. Social Media

Social media are interactive digitally mediated technologies that facilitate the creation or sharing/exchange of information, ideas, career interests and other forms of expression via virtual communities and networks. "It is important that all communication initiatives fall within the parameters of the spirit and goals of RWTO/OERO." (September 2023)

a. Content of Social Media
   Content of Social Media may include:
   i. information about the organization and its goals, benefits, and activities,
   ii. current events, activities and news from members as approved by the administrators,
   iii. public service announcements for members (e.g., notices of school reunions).

b. Posting of Social Media Content:
   i. all content will reflect human rights regulations,
   ii. political, religious, and social content will not be posted,
   iii. paid advertising will not be accepted,
   iv. the Social Media administrators have final authorization regarding what is posted on any RWTO/OERO Social Media account.

c. Social Media Administrators:
   i. a minimum of two administrators is required,
   ii. one of the administrators should be part of the Communications Team or a Board member. (May 2025)

d. Social Media accounts are sanctioned by RWTO/OERO and are identified by the RWTO/OERO logo.

e. All Branches shall follow RWTO/OERO Social Media Policy guidelines. (May 2021)

5. Member Initiatives Open to all Members

Member Initiatives allow all members to connect with Virtual Interest Groups throughout RWTO/OERO.

a. The following protocols shall be followed according to the processes outlined below:
   i Zoom or other communication platform connections will be provided through the Branch or a personal account. Provincial does not provide communication platforms.
   ii the purpose for a Member-to-Member Initiative will be communicated to the Provincial President on the written form for vetting and then permission to proceed may be given,
   iii the Provincial President will be responsible for sending the information regarding the Initiative to the Program Coordinator,
   iv the Program Coordinator will send the information regarding the Initiative including subject or purpose, date(s) and time(s) to the Area Directors/Presidents.

b. Information regarding Member-to-Member Initiatives will be sent to Branches in the following ways:
   i. using the RWTO/OERO Facebook Page (The responsibility of designing the 'Event Notice' is the responsibility of the Moderator of the event or her designate),
   ii. a one-line statement submitted to the Member-to-Member section in *Connections* by the issue deadlines January 31, July 31, October 31. (September 2023)

6. Marketing

~~A.~~ Brand Identity and Branding

Brand Identity is the personality of an organization. It is comprised of the organization's values that are communicated to its members and the public about who they are and what they have to offer. The goal of establishing a brand identity is to have members and the public view the organization

positively.

Branding helps to identify and promote an organization and can include the name of the organization, logo, colours, motto, voice and more, and can be utilized in newsletters, on the website, on social media, at meetings and at public venues.

a. The official name of our organization is: Retired Women Teachers of Ontario/Organisation des enseignantes retraitées de l'Ontario (RWTO/OERO).

b. Both the English and French names, long and short version, should be used on all Provincial and Branch communication.

c. The official logo of RWTO/OERO is:



d. Correspondence at both the Provincial and Branch levels shall have the RWTO/OERO official logo at the top of all letterhead, in all publications and on all social media.
There are 2 separate ways of saving the logo:
1. right click on logo at the tip of the Home Page and select "Save Image As." OR
2. click on the ABOUT tab and then, click on Common Initiatives (password protected page (September 2023)

e. The size of the logo should be no smaller than three-quarters of an inch (3/4") 1.90 cm (72 pixels).

f. The official designated colours for the logo are:

Blue: Cyan -100%, Magenta – 91%, Yellow – 24%, Black -10%
Gold: Cyan -23%, Magenta – 30%, Yellow – 82%, Black – 0%

SEE ALSO: CONSTITUTION

Article VII - Duties of Other Members of the Board of Directors - Officers -Communication Convenors

Article VIII - Duties and Structure of Provincial Committees - A. Standing Committees - 6. Communications Committee

POLICIES AND PROCEDURES MANUAL

Article VII - Duties of Other Members of the Board of Directors - Communications Convenors

Article VIII - Duties and Structures of Provincial Committees

ARTICLE XII: AWARDS

The following honours may be bestowed on members:

1. **Honorary Membership** - Provincial Honorary Membership in RWTO/OERO is the highest honour that can be bestowed on a member for outstanding services to the organization at the Provincial level. This award is presented at the Annual Meeting.

Criteria for Selecting Honorary Member:

i. the most important consideration must be the member's contribution to RWTO/OERO at the Provincial level,
ii. the contribution may include: length of service, Provincial Offices held with distinction, extraordinary care and devotion to a task, outstanding ideas or innovations introduced,
iii. no more than four members may be selected in any one year,
iv. the Provincial President is automatically recommended by the Honorary Membership Award Committee to receive this honour at the completion of her term of office. (May 2021)

The following procedures will be used to select recipients of this award:

1. A notice and the criteria for selecting a recipient are placed in the December *Connections* Newsletter by the Honorary Membership Chair, inviting Branch Executives and/or Branch members to submit nominations for this award.

2. The name and the accompanying background information about the proposed recipient must be forwarded to the Honorary Membership Chair by January 31.

3. The Committee selects the recipient(s) as soon as possible after January 31. The Chair presents the choices, along with the rationale by March 1st to the Provincial President for distribution to the Board of Directors for an e-vote. The Chair of the Honorary Membership Committee then notifies the recipient(s). (October 2018)

4. The Honorary Membership Committee is responsible for collecting, reviewing and revising Provincial contributions of each recipient to ensure that it is complete and accurate. (May 2021)

The Committee then proceeds as follows:

5. The Honorary Membership certificates are obtained from the Provincial Office.
6. The names of the recipients are inscribed on the certificates. (October, 2009)

7. The citation for each recipient is professionally ~~typed or~~ printed on one page so that it can be affixed to the back of the certificate or be placed in a two-certificate frame. (September 2023)

8. The President signs each certificate. The Vice-President signs the certificate of the outgoing President.

9. The certificates should be mounted and framed for presentation.

10. The citation presenter shall be decided by the Honorary Membership Committee in consultation with the Branch or the individual involved.

11. A corsage is given to each recipient prior to the Annual Banquet.

12. Each recipient's expenses for one night's accommodation and traveling expenses are paid by the Provincial Office. A motion authorizing these payments should be presented at the May Provincial Board of Directors meeting. Recipients who are not presently Board of Directors members will receive an expense form from the Executive Secretary-Treasurer.

13. If the recipient (Honorary Membership) is not attending the full Convention but chooses to attend just the Wednesday banquet and stay overnight, the cost of the recipient's banquet ticket, corsage and Thursday breakfast is the responsibility of the Honorary Membership Committee in conjunction with the Convention Convenor. Cost is reimbursed by Provincial Office. (October 2018)

14. If the recipient(s) are not presently on the Board, the Honorary Membership Chair books the necessary rooms at the Convention venue. She must cancel these rooms if they are not required by the recipients.

2. Barbara Bain Membership Award

The Barbara Bain Membership Award was created to honour Barbara Bain, a Past President and former Membership Convenor. Branches who achieve the Largest actual increase in membership from April 1 to March 31 are eligible for cash awards.

a. This award is presented to the three Branches with the largest increase in the number of regular paid-up members in their respective Branch size group. The calculations are based on the increase in the number of actual members in the Branch (How many new members join, minus

the number of existing members who did not renew that year.) Adjustments are made so that no Branch is penalized by changes in the status of members (Life Members, Obituaries), other than having members cancel their RWTO/OERO membership.

b. The three categories, based on the size of the Branch, are determined by the Executive Secretary-Treasurer in consultation with the President and the Membership Committee.

c. The awards are $200 for 3rd place, $300 for 2nd place and $400 for 1st place within each tier. (September 2019)

d. Awards are presented at each Annual General Meeting. (May 2015)

3. Feather in Your Hat Award

The Feather in Your Hat Award was established by the Membership Committee to recognize creative, innovative and successful activities carried out by a Branch or a group of Branches who have worked cooperatively on ONE current or ongoing project that has clearly enriched the programs offered by RWTO/OERO. (September 2021)

a. Submissions for the award must be made to the Membership Convenor after January 1 and before March 1. They should include:
   - Area and Branch name(s),
   - total number of members,
   - number of members involved in project,
   - clear identification of the project,
   - on-going photos from start to finish
   - outcomes of the project.

   In order to ensure that the submission has been received, the Branch President or her designate will notify the Membership Convenor by email and send the submission (i.e. hard copy) by mail. The Membership Convenor will confirm its arrival by email. (September 2020)

b. Chosen Branches have an article describing their activity or program published in the *Connections* Newsletter and the "Hat" itself is presented at the Annual General Meeting.

c. The award is presented in three tiers, based on the size of the Branch and is determined by the Executive Secretary-Treasurer in consultation with the President and the Membership Committee. (September 2021)

d. The awards are $100 for 3rd place, $100 for 2nd place and $100 for 1st place within each tier. (September 2021)

e. A list of recipients will be kept on file by the Membership Convenor. (June 2011)

f. After five years, the list of recipients will be given to the Archivist to be taken to the Archives at York University. (June 2011)

4. The Cora Bailey Award

This is a Branch Award. The Cora Bailey Certificates are obtained from the Provincial Executive Secretary-Treasurer. The Cora Bailey pins are obtained from the Sales and Materials Convenor. The criteria and process for this award are found in POLICIES AND PROCEDURES IX: Branch Organization 5. Cora Bailey Award.

SEE ALSO: CONSTITUTION

Article III - Membership and Fees - 2. Honorary Member
Article VII - Duties of Other Members of the Board of Directors
1. Honorary President, 4. Membership Convenor
Article VIII - Duties and Structure of Provincial Committees -
A. Standing Committees - 3. Honorary Membership

POLICIES AND PROCEDURES MANUAL

Article VII - Duties of the Other Members of the Board - Honorary President
Article IX - Branch Organization – 5. Cora Bailey Award

ARTICLE XIII: PERSONNEL

1. Performance Appraisal

From time to time the Review Committee may review and change the instrument used to evaluate the employee.

2. Accommodation

When the Executive Secretary-Treasurer travels on behalf of RWTO/OERO, and an overnight stay is required, she is entitled to single-room accommodation at the expense of RWTO/OERO.

SEE ALSO:

CONSTITUTION

Article VIII - Duties and Structure of Provincial Committees - 8. Review Committee

ARTICLE XIV: FINANCIAL

Several sections in Article XIV indicate monetary amounts. To connect with inflation, these monetary amounts will be reviewed by the Policies and Procedures Committee every two years, beginning in 2026. The Bank of Canada Inflation Calculator, available on-line, should be used for this purpose. (May 2024)

https://www.bankofcanada.ca/rates/related/inflation-calculator

1. RWTO/OERO Funds

a. Investment withdrawals/transfers will have two (2) authorized signatures.

b. These signatures shall be those of the Executive Secretary-Treasurer and either the Provincial President or the Provincial First Vice-President.

c. Copies of Financial Reports should be sent monthly by the Executive Secretary-Treasurer to the other members of the Finance Committee: President, Past President, First and Second Vice-Presidents. (October 2012)

d. The Executive Secretary-Treasurer shall, as necessary, obtain a signature from the President or First Vice-President to transfer funds into a single signature interest account to cover day-to-day operations.

e. RWTO/OERO endorses the use of e-transfers. (September 2023)

1. Annual Budget

The following Procedures will be used to implement the budget process:

a. The Executive Secretary-Treasurer presents a proposed budget which has been reviewed by the Finance Committee. The proposed budget is presented to the Executive and the Board of Directors at the May Board Meeting. The budget reflects the program priorities of the organization. (September 2015)

b. The Finance Committee (comprised of Past President, President, First Vice-President, Second Vice-President, and Executive Secretary-Treasurer) is the watchdog of the financial affairs of RWTO/OERO.

3. **Membership Fees**

a. The Provincial fee for each member who retired after August 31, 1980, shall be $50.00 and must be received by the Provincial Office on or before November 30 for inclusion in the calculation of Convention delegates for each Branch.

b. The fee for each member who retired on or before August 31, 1980 shall be frozen in perpetuity at $15.00.

4. **Fee Rebates to Branches**

a. The annual Branch rebate per paid Provincial member shall be thirty percent (30%) of the membership fee. The rebate on the fifteen dollars ($15.00) membership fee shall remain at eight dollars ($8.00) June 2022)

b. The minimum Branch rebate shall be $200.00. (June 2014)

c. Fees received for members who join after March 31 will be considered as fees for the next year, and rebates will be paid in the following year.

d. Rebates will not be paid for renewing members who pay their fees after March 31.

<u>The following Procedures will be used to implement this policy:</u>

1. Rebates for fees received at the Provincial Office by October 15 will be mailed within 60 days of October 15.
2. Rebates for fees received at the Provincial Office by November 30 will be mailed within 60 days of November 30. Rebates for fees received after November 30 will be mailed by March 31.

5. Reserves

a. The amount of funds held in reserves at the end of the fiscal year will be a minimum of two (2) times the anticipated expenses for the following year.

b. When the amount of funds held in reserves exceeds two (2) times the expenses for the following year, the Board of Directors will examine the feasibility of remitting grants to the Branches.

c. When the Board of Directors is distributing special grants to the Branches, these special grants will be paid out equally.

6. Grants

a. RWTO/OERO will fund a grant of $400 annually to small Branches of 50 or fewer members. The funds will be used to assist with programming, operating costs, and coverage of Convention expenses. (October 2018)

b. The Board of Directors will examine the feasibility of remitting special grants to all Branches from the funds in reserves. (See #5 Reserves). When the Board of Directors is distributing special grants to Branches, the same amount will be paid to each Branch.

Note: Past special grants have been provided for:

- the 3R's (Recognition, Recruitment, Retention - $400 per Branch in 2020 and 2021).
– the continuation of Branch programs during Covid ($400 in 2020 and $600 in 2000 per Branch). (October 2024)

7. Honoraria

a. The President's honorarium shall be $1500, effective June 2024.

b. The Recording Secretary's honorarium shall be $750 annually, effective June 2011.

8. Reimbursement of Expenses

a. The primary goal of this policy is to reimburse members for their expenses in a fair and consistent manner so that all members and all Branches are treated equally, while being fiscally responsible to the membership. These provisions provide for the reimbursement of reasonable expenses necessarily incurred for RWTO/OERO business and do not constitute income or other compensation that would open the way for personal gain. (June 2024)

b. Members shall be invited to official meetings by the President or the Committee Chair, and the President or Committee Chair shall inform the Executive Secretary-Treasurer in advance about all meetings with the list of approved attendees. Expenses related to meetings shall be reimbursed only for members whose names are on the invitee list. (June 2011)

9. Summary of RWTO/OERO Reimbursement of Expenses (October 2012)

Expense Reports

Expense claims **must be submitted** to Provincial Office **within 45 days of the event** and not later than March 31, the end of the fiscal year**.** Any claims submitted after the 45-day period will not be allowed unless authorized by the Provincial President. If a 407 bill is included, the allowable time for submission is 60 days.

Expense Reports must be fully completed and **signed.** Fully completed means entering the name(s) of any member(s) who may have travelled in a vehicle with you, or who may have shared a room with you. If you did not drive but travelled with another member, indicate that on your Expense Report including the name of the member you travelled with.

Receipts

a. Credit card and debit receipts alone will not be accepted. The receipt must show what was purchased or consumed if related to meals. Tips can be added to the cost of meals with the tip amount up to 18% which must be printed on the receipt.

b. Whenever possible, asking when necessary, obtain a receipt for items purchased during travel, including purchases under $15.00 (e.g. coffee shops, fast food locations). If a receipt is not possible (e.g. transit fares, vending machines, etc.) items $15.00 and under will be reimbursed. Receipts are mandatory for all items that cost over $15.00.

c. Receipts for accommodations must show the date(s) and charge for the room. (October 2024)

Other Expenses:

Executive, Board Members and Committee Members shall be reimbursed for the reasonable cost of conducting RWTO/OERO's business, including long distance, conference calls, office supplies, copying, photo printing, postage, etc. Receipts are required. The applicable Executive/Board/Committee classification and the reason for the expenditure must be noted on the Expense Report.

RWTO/OERO is not responsible for any member's expenses, even if it occurred while on RWTO/OERO business except as outlined in this article. (i.e. RWTO/OERO is not responsible for claims such as accident-related costs, speeding tickets, lost/damaged luggage, pet-sitting costs, etc.)

5t

Travel:

a. Expenses shall be reimbursed for transportation from the member's home address to the destination and back based on Google Maps, no matter what the member's mode of travel

b. Mileage shall be reimbursed at RWTO/OERO's official mileage allowance ($.60/km) using Google Maps as verified by the Executive Secretary-Treasurer.

c. When the member drives to a meeting, associated parking costs shall be reimbursed. A photo of the receipt or a receipt is required.

d. Whenever possible, members who are claiming mileage expenses are asked to pick up and travel with other members in order to reduce RWTO/OERO's travel costs. In these cases, the distance each way will be from one member's home to the other's and then to the meeting destination. (October 2012)

e. **Driving more than 400 km:**

Any member who is entitled to claim travel, accommodation and meal expenses, and is required to drive more than 400 kilometres each way to attend official meetings, may claim the cost of one (1) extra night's lodging each way and the cost of one (1) extra day's meals each way. This includes Provincial Board Members, Committee Members and Convention delegates who qualify for reimbursement. (as indicated in Convention – Definitions and Delegate Reimbursement (May 2024)

Meals:

Executive and Board of Directors Members shall be reimbursed for the reasonable cost of meals while they are traveling on RWTO/OERO business up to a maximum of $50 per day per person (excluding alcohol) plus up to 18% tip plus applicable taxes. In the event of a dietary concern, the Member will inform the Executive Secretary-Treasurer of the possible need for a maximum per diem of $75 plus up to 18% tip plus applicable taxes. (May, 2025) Receipts are required. Whenever possible, members should ask for separate cheques. If a member pays for a group of members' meals, she must list all the names of the members she has paid for on her Expense Report.

Whenever a meal is available as part of the Convention program, members are expected to register for the Convention meal. There should not be any meal receipts for other meals during the Convention. (October 2024)

Accommodations:

a. Whenever hotel accommodation is required in order to attend a meeting/function, where the member is eligible for reimbursement, expenses shall be reimbursed for the appropriate number of nights, including the evening prior to an early morning event or the evening following the conclusion of an evening event, where it is deemed necessary because of travel arrangements. **Preauthorization from the Provincial Office is required for any additional nights, and an explanation should be noted on the Expense Report.** (May 2024))

b. Members attending the September Board meeting or the Annual General Meeting and who are entitled to submit a claim for accommodations are expected to share a room with at least one other member. Members shall be reimbursed based on the double-occupancy rates of the designated hotel(s) for half a room. If a member travels with a spouse or other guest, RWTO/OERO shall pay for only one-half of the total for the contracted room rate plus associated taxes. Preauthorization from the Provincial Office is required for any member to be reimbursed for the full cost of an unshared room, and the reason must be noted on the Expense Report form. (May 2024)

c. Only the room costs shall be reimbursed, i.e. no reimbursement for personal discretionary expenses such as entertainment, long distance, laundry, internet, etc. (May 2024)

CONVENTION - DEFINITIONS AND DELEGATE REIMBURSEMENT

Provincial Delegate

The first voting delegate from each and every Branch is called the Provincial Delegate. Allowable expenses for her (i.e. Convention Package Fee, travel expenses and her share of the hotel costs) are reimbursed by the Provincial organization.

Branch Delegate

All other voting delegates are called Branch Delegates. The Provincial Organization reimburses only **one Branch Delegate per Branch**, for the cost of the *Convention Package Fee* (which covers registration and included meals, not accommodation) and the portion of travel expenses, which exceed 400 km each way. The Branch Delegate may not claim accommodations or meals on route when travelling less than 400 km each way to an event. (October 2012)

Alternate Delegate

The Alternate Delegate applies **only** to Branches with 50 or fewer members. This delegate is one who can replace the Provincial Delegate on the floor of the AGM when the Provincial Delegate is unable to serve. The Provincial Organization will reimburse the Alternate Delegate for the cost of the *Convention Package Fee*. The Alternate Delegate may not claim accommodations on route when travelling more than 400 km each way to an event. (October 2012

*Convention Package Fee

This fee includes the cost of registration, excluding late fees, plus all the meals when a meal is provided (with the exception of Wednesday lunch) at the Convention.

a. The policies outlined in #9 will apply for reimbursement of all allowable expenses of the Executive, Board of Directors Members, Provincial, Branch and Alternate Delegates (as defined above), Steering Committee Members, and other approved invitees. (May 2024)

b. Tours are a discretionary expense provided for members' entertainment, and so they are not eligible for reimbursement.

c. Board of Directors or Committee members attending to official RWTO/OERO business during the afternoon on the Wednesday of the Convention instead of going on a tour may have the cost of their lunch on Wednesday reimbursed. Prior approval must be obtained. (October 2010)

d. Allowable travel, accommodation for one night and AGM Wednesday banquet costs shall be reimbursed by Provincial for any Honorary Membership Award recipient not already eligible to claim these expenses at the Annual Convention at which she receives her award. (May 2024)

e. The cost of the luncheon for each RWTO/OERO member who attends the Thursday Banquet as an 'Over 90s' guest or as 'Mother and Daughter' guests or as 'Aunt and Niece' guests shall be paid by Provincial. Moreover, the luncheon cost for one companion for an 'Over 90s' guest (as applicable) shall be paid by Provincial. (October 2018)

10. Convention Planning

a. Each Convention Committee will be given $10,000.00 non-refundable grant, payable two years in advance. (October 2017)

b. Each Convention Committee will be advanced a loan $6000.00 two years before the Convention. An additional loan of $6,000.00 is available upon request at the time of the location contract signing. These loans shall be repaid to the RWTO/OERO Provincial Office before any Convention profits are calculated.

c. Profit from the Convention shall be divided; 75% to the Host Branch(es) and 25% to the Provincial Treasury.

d. The Convention Committee Convenor(s) shall submit a Convention Report and a financial statement of Convention income and expenses, including any necessary supporting documentation to the RWTO/OERO Provincial Office for the September Board of Directors Meeting following the Convention. The final financial statement will have been reviewed and signed by two Convention Committee members. (May 2024)

e. The Provincial President and the Executive Secretary-Treasurer are each entitled to single-room accommodation at the Annual General Meeting.

f. RWTO/OERO Provincial shall pay Convention expenses for continuing and incoming Board members. These expenses include travel, accommodations (based on double occupancy), and meals beginning

with the Tuesday Pre-AGM lunch before the Board of Directors meeting. (May 2024)

11. Annual Area Meetings (June 2009)

a. Area Meeting Expenses:

i. RWTO/OERO will cover expenses for the Annual Area Meetings to which all Branches are invited, up to a total of $150 per Branch per year, with a minimum of $200 per Area. (May 2019)
ii Use of the funds will be at the discretion of the Area Director

b. Insurance Workshop Expenses:

The Provincial Insurance Budget, approved annually by the Board of Directors, provides the funds for expenses incurred in delivering Insurance Workshops to Branches. This includes the Provincial Insurance Convenors and Branch Insurance Convenors allowable travel, meals and accommodation expenses. (October 2018)

c. Combined Annual Area Meetings and Area Insurance Workshops:

When an Area holds a Combined Insurance Workshop and Area Meeting, the allowable mileage and meal expenses for the Branch Insurance Convenors, will be paid from the Provincial Insurance Budget. (October 2018)

<u>The following Procedures will be used to implement this policy:</u>

1. Following the event, the Area Director and the Provincial Insurance Convenor will each submit an expense report with receipts for reimbursement of their allowable costs. (October 2018)

SEE ALSO:

CONSTITUTION

Article III - Membership and Fees
Article V - Duties of the Board of Directors
Article VI - Duties of the Executive Officers - 9. Executive Secretary-Treasurer
Article VIII - Duties and Structure of Provincial Committees: A. Standing Committees - 4. Finance Committee and 5. Audit Committee
Article X - Annual General Meeting

POLICIES AND PROCEDURES MANUAL

Article III - Membership and Fees

Article VI - Duties of the Executive Officers – 2. President, 4. Goodwill Convenor Duties, 9. Executive Secretary-Treasurer
Article VII - Duties of Other Members of the Board 2. Area Director, 9. Sales and Materials Convenor
Article VIII - Duties and Structure of Provincial Committees, 1. Provincial
Article XII - Awards

APPENDIX: SUPPORTING DOCUMENTS

1. GUIDELINE FOR ANNUAL BRANCH REPORT TO AREA DIRECTOR

AREA (NO.) REPORTS

BRANCH NAME **PRESIDENT'S NAME**

Guidelines for completion:

1. The first sentence is to include Branch name, number of Branch members, number of general meetings per year and average number attending the meetings.

   Example: *Hamilton-Wentworth has 4 meetings/events a year with approximately 130 of our 304 members in attendance.*

2. The article is to contain approximately but no more than 150 words (about 10 lines of typing).

3. Your report should reflect activities that others would find interesting or that others may be inspired to initiate.

Suggestions for the Report:

- Good **topics** for speaker or activity
- A **charity** that was well supported and could be considered by others
- An idea for demonstrating "Caring and Sharing" in your branch/community
- A special **project** -e.g. how you increased membership, etcetera (October 2017)

2. FORMAT FOR WRITING AN AD HOC COMMITTEE REPORT

This format serves as a suggested guide. There may be other aspects of Committee work that would require more sections.

1. Members – Name the Chair of the Committee and members

2. Mandate – Write the mandate as written in the appropriate Minutes

3. Background Information – Provide any background information that is applicable

4. Process – Write a concise and succinct account of the process involved

5. Recommendations (if applicable)

6. Motions (if applicable) – Write specific suggested amendments to Policy

7. Future Follow-Up Work (if applicable)

2. CANDIDATE'S NOMINATION FORM FOR RWTO/OERO PROVINCIAL EXECUTIVE POSITION

Name _____

Branch: _____

Address: _____

_____

Telephone: _____

Email: _____

Position for which you are nominated: _____

Signature(s) of President/Co-Presidents on behalf of the
Branch Executive recommending nomination:

_____

Instructions:

1. **Download the Candidate's Nomination Form located on the RWTO/OERO Website (rwto.org) under the title 'About.' Click on Governance.**

2. **Submit the following to the Chair of the Nominations Committee (Past President) by January 31st:**
   - **a)** the duly signed **Candidate's Form for RWTO/OERO Provincial Executive Position**
   - **b)** a bio (maximum 200 words) and photo for inclusion in the March issue of *Connections.*

What to include in the Bio:

a) Experience with RWTO/OERO (Branch and/or Provincial)
b) Related Skills (e.g. communications, organization, leadership, computer)
c) Reasons for Interest in this Position

4. RESIGNATION FORM FOR MEMBERS OF THE BOARD OF DIRECTORS

RETIRED WOMEN TEACHERS OF ONTARIO

RWTO/OERO

Date: _____

To: Provincial President

From: _____

Please consider this notification as my resignation from the position of

_____within the Provincial Board of

Directors, effective_____.

Date)

5. CORA BAILEY AWARD TEMPLATE (for Cora Bailey binder)

This is the suggested wording for the Cora Bailey Award. Layout, border and design are at the discretion of the Branch.

Cora Bailey Award (Membership Year) RWTO/OERO
(Insert your Area and Branch)

Insert picture of recipient

Name of the recipient

Summary of what the member has contributed to her RWTO/OERO Branch

Letter size page 8 ½ x 11. Choose your own border/font, etc.

Forward your submission to your Area Director by May 1st.

Write-up with photo will be placed in the Cora Bailey Binder by your Area Director for display at the Convention.

FOR MEMBER-TO-MEMBER INITIATIVE PROPOSAL
Retired Women Teachers of Ontario/
Organisation des enseignantes retraitées de l'Ontario

Member-to-Member Initiative

Name:_____

Branch:_____

Email:_____

Phone Number:_____

Please write a brief description of your proposed member-to-member initiative in this space.

Is this intended to be an ongoing initiative? Yes_____ No_____

If "Yes", please answer the following:

1. How will the Initiative be advertised to members? Please explain.

2. How often will the group meet?_____

3. What platform will be used for the meetings?

4. Will non-members be invited as guests, speakers or presenters? Yes_____ No_____

I have read the Policies and Procedures Section XII. Communications, 4. Social Media and
5. Member-to-Member Initiative and I agree to follow the requirements indica ☐

Signature: _____
(A typed signature is valid)

Date: _____ (September 2023)

7. RWTO/OERO INSTALLATION OF OFFICERS SERVICE

INSTALLATION SERVICE

** Note to Branches: For installation service at the Branch level, please insert the word "Convenors" to replace the word Directors.*

Will the newly elected Officers and Directors come forward as your names are called?

(Read each name and office)

At the beginning of your new year of work, it is fitting to review the goals of The Retired Women Teachers of Ontario / Organisation des enseignantes retraitées de l'Ontario. (RWTO/OERO) These are:

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 educational professionals, and opportunities for cultural enrichment.
3. To provide support for members 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.

To the newly elected Officers and Directors:

Do you promise to fulfill the duties and responsibilities conferred on you by the office to which you have been elected?

Answer: (I do)

To the members of RWTO/OERO:

Do you promise to support and cooperate with these elected Officers and Directors in the coming year as they carry out their duties?

Answer: (I do)

You have chosen your Officers and Directors for the coming year, and they have accepted their duties and responsibilities. They are dependent upon your encouragement and support for the coming year.

Congratulations and Best Wishes for a very successful year. (Shake Hands)