



**RTO**  
**ERO**

A better future,  
together  
Ensemble pour  
un avenir meilleur

District 23  
**North York**

## **District 23 North York Policy**

Approved by the Executive on April, 2022

(Please destroy previous versions.)

## **RTOERO DISTRICT 23 NORTH YORK Policy**

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## **RTOERO District 23 Policy**

**Policies are practices approved by the Executive, which will guide the District in carrying out the Governance and programs.** Policies do not form part of the Governance.

### **1. Invitations to Annual Meeting and Luncheon Policy**

- a. District members celebrating a 70<sup>th</sup> or 90<sup>th</sup> birthday that year be extended a ‘gratis’ invitation to the Annual Meeting and luncheon. A member celebrating a 90th birthday may bring a caregiver.
- b. The Presidents of the other three Toronto Districts, the Executive Director of RTOERO, and any other invited guests along with any guest speaker may be sent a ‘gratis’ invitation.

### **2 Attendance at Activities and Trips Policy**

- a. All District events, activities and services shall be made available to District members and a spouse or one guest, on a priority basis.
- b. For activities that are subsidized, the District member and one guest are entitled to pay the subsidized cost. Additional guests will pay the full-advertised price. This does not apply to governance (i.e., the AM) and recruitment activities.
- c. After a specified date, other RTOERO districts’ members and their guests are welcome to attend, if space permits, and will pay the full advertised price.
- d. That any participant not following the spirit of the previous policies has her/his name brought to the Executive for appropriate action.
- e. That a non-member who is a retired teacher and is not the spouse of a member shall be denied the services of the District until such membership is taken out in RTOERO and the member affiliates directly with the District or through the Corresponding Membership.

### **3a. Virtual Activities**

- i. For district virtual activities, a district member is entitled to attend after receiving the 'link' from the host/co- host.
- ii. Use a unique link for each meeting.
- iii. The 'link' is not to be shared with anyone *except by the host/co-host*.
- iv. The 'link' may be shared by the host to a non-member upon a request from a member. an activity is to be recorded, that shall be indicated at the outset.
- v. If a participant's behaviour in a virtual activity becomes problematic in the opinion of the host, said person can be muted with a warning, or be deleted forthwith from the activity. Any such deletion shall be reported to the President.

### **3b. Guidance for Hosting District Virtual Activities**

- i. Convener shall contact the President/designate who will set up the virtual activity so the Convener can be the co-host.

- ii. All virtual activities must comply with all RTOERO and District 23 policies.
- iii. At all times, it is our obligation to respect and protect the privacy of members.
- iv. When scheduling an activity, consider whether prior registration may be appropriate to participate in each virtual activity.
- v. It is strongly recommended that in every virtual District activity the host should name at least one co-host. A co-host can facilitate the progress of an activity in several ways such as:
  - continuing the activity if the host encounters a technical problem or other distraction.
  - assisting a participant with a technical problem while the host continues.
  - monitoring Chat and Question and Answer activities.
  - monitoring participants' requirements for attention.
  - assisting with distractions in participants' background audio or video feed.
- vi. Each Zoom account has a confidential "host key", a unique 6-digit number that can allow any participant to "Claim Host", to assume the role of host when the host is not present in the activity. The President should understand the utility of the host key, should consider disclosing it to a small number of trusted District members and arranging that at least one of those members plan to participate in each virtual activity.

#### **4. Members' Behaviour at Activities**

The District wishes to ensure the safety and pleasure of participants in any activity. Anyone disrupting any activity may be asked to leave by the Convener of the activity or designate. Subsequently, the President may wish to take further action and/or consult with RTOERO.

#### **5. Philosophy, Policy, and Guidelines for the Sharing of Information with Members**

##### **a. Philosophy:**

The District is committed to providing its members with as wide a range of activities as possible with a view of meeting the diverse interests of its members.

##### **b. Policy:**

- i. To provide District members with every opportunity for physical, social, and intellectual activities.
- ii. To use STONY Bridges, the website, e-News, Twitter and Face Book to announce to members the activities and programmes offered.
- iii. To not accept paid advertisements.
- iv. To adhere to the announced disclaimers articulated by the District.

#### **6. Goodwill**

##### **a. In Memoriam Policy**

- i. An In Memoriam Donation shall be distributed to the RTOERO Foundation by the 31<sup>st</sup> of October of each calendar year.

- ii. The In Memoriam Donation represents our commemoration of our deceased members.
- iii. An In Memoriam card shall be inserted with the Sympathy card and sent to the family of a deceased District member.

#### **b. Cards and Appropriate Recognition Policy**

- i. Birthday cards shall be sent to the District members upon their reaching 80 years of age.
- ii. District members' 100<sup>th</sup> birthdays shall be suitably recognized.
- iii. An annual donation shall be made to the Toronto District School Board's and the Toronto Catholic District School Board's nutrition programmes, to recognize District members marking their 80<sup>th</sup>, 85<sup>th</sup>, 90<sup>th</sup>, 95<sup>th</sup> and 100<sup>th</sup> (and beyond) birthdays. Birthday cards are sent to members at this time
- iv. Cards shall be sent to District members who are ill, or as appropriate.
- v. Cards shall be sent to a member of the Executive upon the death of a family member.

#### **c. For a Member of the Executive who Suffers a Loss in the Immediate Family**

- i. For parent, spouse, or child a \$50.00 donation will be made. In the case of the death of sibling, grandchild or in-law, a \$25.00 donation will be made. Deaths outside of these will be discussed on a case-by-case basis.
- ii. If an Executive member is ill, hospitalized or injured, an appropriate acknowledgement will be made. Flowers or another acknowledgement will be delivered to a maximum of \$75.00.
- iii. If an Executive member dies, flowers/donation will be sent if appropriate to a maximum value of \$150.00.

#### **7. Executive Expense Policy**

Expenses incurred will be reimbursed for:

- a. Refreshments for Executive Meetings.
- b. Event fees for a maximum of two organizers per event, plus the Photographer and others as approved by the President.
- c. Members authorized to perform duties on behalf of the District, such as Toronto District Council and RTOERO meetings. Reimbursement for kilometres driven will be at the RTOERO per kilometre rate, to a maximum of \$50.00.
- d. Purchase of materials and services as authorized by the Executive or related to the member's role and responsibilities with the District.
- e. The President will be exempt from the cost of attending events in the performance of her/his duties as President of the District.
- f. Members of the Executive will be exempt from the cost of the following: the AM/Spring Luncheon, the Champagne Breakfast, and the Holiday Season Luncheon.

**8. Nomination Form for the Executive of RTOERO District 23 North York**

<b>Nomination Form for the Executive of RTOERO District 23 North York</b>	
I, _____, nominate _____	
for the position(s) of _____.	
Telephone: _____	E-mail: _____
Address: _____	
I, _____, am a member of RTOERO District 23 North York,	
accept the nomination.	
Address: _____	
Telephone: _____	Email: _____
Date Submitted: _____	Date Received: _____
Completed Nomination Form shall be forwarded to the current Nominations Committee Chair.	

**9. Election Campaign Procedures regarding the AM**

- a. The membership list is not available due to privacy matters.
- b. The use of our e-mail blast process would not be available other than to advertise the AM and a call for nominations.
- c. An election piece can be placed on each chair in the room or handed out discreetly to not be deemed to be interfering with the registration process or the activity engaged in by the members.
- d. An election piece should not be placed on the registration table or any table where members are placing District information for pick-up.
- e. The election campaign procedure will be distributed to any candidate where a known election will take place.

**10. Protocol for Conducting Business between meetings of the District Executive**

- a. The Executive may find itself in the position of having to make a decision between Executive meetings.
- b. This process should be used sparingly.
- c. There are likely timeline implications.
- d. The President and other Table Officers (Past President, First and Second Vice Presidents, Secretary and Treasurer) are authorized to use electronic mail or conference calls or meet in-person or virtually to discuss the matter and to make a decision. The Executive may be consulted by e-mail as part of the process.

- e. In any event, the Executive will be informed of the matter and any decision(s) will be taken forthwith for ratification at the next Executive meeting.

## **11 Attendance**

### **a. Attendance at Forum/Annual Meeting**

- i) The President and Past President shall attend Forum/Annual Meeting as our District Senators.
- ii) The First and Second Vice Presidents shall attend as our District Observers.
- iii) If one of the above designates is unable to attend, the Secretary and Treasurer shall be offered the alternate District Observer position(s).
- iv) This can alternate between the two if successive opportunities occur.
- v) If neither of the above can attend, then a draw of interested executive members will take place to determine the alternate District Observer(s).

### **b. Attendance at Provincial Workshops**

- i) The Convener or designate shall attend the appropriate RTOERO workshop when offered.
- ii) A member of the appropriate committee with a related role may attend as the District Observer as approved by the Executive.
- iii) Otherwise, there will be a draw of names of interested executive members to select the District Observer for the workshop.
- iv) An executive member can attend one workshop per year as District Observer unless there is no other member able who can attend.