

## **DISTRICT 34 GOVERNANCE**

The name of the District shall be York Region.

The geographical area of District 34 is defined by the boundaries of York Region.

### **Objectives:**

1. To promote the interests of our members receiving pensions under the Teachers' Pension Act, and other pension plans.
2. To have all retired members and their survivors receive the maximum benefits that are rightfully theirs under the terms of the Teachers' Pension Act and other pension plans.
3. To seek support for members in need.
4. To encourage members to participate fully in all the benefits the organization offers in accordance with the RTOERO By-Law 2018-1 and Policies.
5. To increase membership by actively campaigning at all levels to reach potential members through personal contact and by designing programs to meet their interests and needs.
6. To use a variety of media resources to publicize and promote RTOERO activities and accomplishments to its members, and all those eligible for membership, including teachers, school and board administrators, educational support staff, college and university faculty, childcare workers, and Early Years personnel.
7. To develop closer relationships at the District level with organizations representing potential members, in order to explain the RTOERO objectives and to offer assistance in educating potential members to plan ahead for retirement;
8. To provide leadership and guidance to District representatives who attend the Annual Meeting, Special Meetings, and Forum of RTOERO; and,
9. To promote the interest of seniors.

## **Article 1 - DISTRICT MEMBERSHIP**

- 1.01 Membership criteria are set out in Article 1 of the RTOERO Policies.
- 1.02 Rights and Privileges of Membership are outlined in Article 2 of the RTOERO Policies.
- 1.03 The Expectations of Members are outlined in the RTOERO Code of Conduct.

## **Article 2 – DISTRICT EXECUTIVE**

### **Structure of the District Executive and Executive Board:**

- 2.01 The District Executive shall consist of eight members as follows: Past President, President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary, Treasurer, and two Members at Large, to be elected by the members.
- 2.02 The Executive Board shall include the District Executive members, plus Chairs and Coordinators appointed by the District Executive.
- 2.03 All members of the Executive Board shall have equal rights.
- 2.04 The Executive Board shall meet at the call of the President or at the request of any other two members of the Executive.
- 2.05 The quorum for District Executive and Executive Board meetings is greater than 50% of the elected members.

### **Duties of the District Executive:**

- 2.06 To appoint at least two Executive members as the signing officers for District 34.
- 2.07 The District Executive shall appoint the Chairs of Standing Committees and Coordinators of before the first Executive Board meeting.
- 2.08 To determine its local governance policies, which shall not conflict with RTOERO By-law 2018-1 and RTOERO Policies, and to file a copy with RTOERO.
- 2.09 To hold at least one District meeting a year of the general membership which shall be the Annual Meeting of the District.

### **Duties of the Executive Board:**

- 2.10 To review and submit the names of District candidates presented by the Awards Committee for consideration as recipients of RTOERO awards.
- 2.11 To select the project to be submitted to the RTOERO Community Grants Committee for consideration.
- 2.12 To appoint two Corporate Members who, at RTOEROs expense, will represent the District at Annual and Special Meetings and Forums that are called by the Chair of the Board of Directors.
  - a. Each year by June 30 the District President shall provide written notification to the Chief Executive Officer of RTOERO of the Corporate Members appointed by the District Executive.
  - b. Corporate Members shall have a term of one year ending on June 30 each year. The Corporate Members shall be eligible for unlimited re-appointment.
  - c. The Executive Board may remove and replace a Corporate Member. The removal or replacement shall be effective upon the District President providing written notice of the removal or replacement to the Chief Executive Officer of RTOERO.
  - d. If at any time the District has fewer than two Corporate Members, then the Executive Board may appoint an individual to fill the balance of the Corporate Member's term ending on June 30. The District President shall provide written notice to the Chief Executive Officer of RTOERO of such election or appointment.
- 2.13 To send up to two District Alternates to Annual and Special Meetings and Forums at the District's expense.
  - a. The Executive Board may name up to two District Alternates who must be members of RTOERO in District 34. Each year by June 30 the District President shall provide written notification to the Chief Executive Officer of RTOERO of the names of the Alternates.
  - b. The District Alternates shall have a term in such positions for one year ending on June 30 each year. A District Alternate shall be eligible for unlimited re-appointment.
  - c. The Executive Board may remove and replace a District Alternate. The removal or replacement shall be effective upon the District President providing written notice of the removal or replacement to the Chief Executive Officer of RTOERO.

- 2.14 To establish special committees, to appoint their chairs, to ratify their terms of reference, and to require a financial statement from a committee chair whose committee is receiving or spending money on behalf of the District.
- 2.15 To approve the Annual District Budget.
- 2.16 To approve the Annual District Financial Statement and to send it to the Chief Executive Officer of RTOERO.
- 2.17 To send to the Board of Directors of RTOERO resolutions, for consideration, which have been passed at a meeting of the Executive Board.

A Corporate Member may propose that the Board of Directors introduce a resolution on any matter relevant at an Annual or Special Meeting by providing a detailed written description of the resolution by the Executive Board signed by the Corporate Member and the District President and sent to the Chief Executive Officer of RTOERO at least ninety (90) days in advance of an Annual Meeting.

#### **Procedures for Electronic Voting:**

- 2.18 The following procedures will be used when an electronic vote is taken by the Executive between Executive meetings:
  - a. the President or designate shall propose a motion with rationale and e-mail it to the Executive Board.
  - b. members of the Executive Board shall vote by return e-mail via reply all within 5 days of receipt of the motion.
  - c. a quorum of the Executive Board must vote on the motion, or it is deemed lost.
  - d. the President shall declare the motion passed or lost and inform the Executive.
  - e. the motion and its disposition shall be reported as information at the next Executive Board meeting and the minutes shall include the report.

#### **Election of the District Executive:**

- 2.19 A member of the District Executive is eligible for re-election.
- 2.20 A District Executive shall be elected at an Annual Meeting of the District for a specified period of one year and the term of the new Executive shall begin August 1.
- 2.21 Procedures

#### Nominations:

- a. The Nomination Committee shall be chaired by the District Past President.
- b. The Chair of the Nomination Committee shall submit nominations for the elective offices of the District Executive to the Annual Meeting of the District.
- c. Additional nominations for the elective offices may be made from the floor by District members in attendance at the Annual Meeting of the District.
- d. If more than one candidate is nominated for any of the District elective offices then a vote by secret ballot shall be held. The conducting of the election shall be the responsibility of the Past-President.
- e. The Past-President or Chair of the meeting shall appoint members to distribute and count the ballots.
- f. Election of a candidate shall be by plurality vote of those present and voting.
- g. In the event of a tie vote when there are only two candidates, the winner shall be chosen by a flip of the coin by the Chair of the Nomination Committee.

#### 2.22 Resignation/Leave of Absence:

- a. Should any vacancy on the Executive Board occur for any reason, at any time, such vacancy shall be filled at the earliest opportunity. Following a recommendation from the Nomination Committee, the Executive may pass a resolution appointing a substitute for such period of time as may be appropriate under the circumstances.
- b. Any member of the Executive Board may resign from office upon giving a written resignation and such resignation becomes effective when received or at a time specified in the resignation, whichever is later.
- c. Any member of the Executive may request a leave of absence.

#### 2.23 Removal from Office:

Any elected member of the Executive Board may be removed from office only by resolution passed by a two-thirds majority of the Executive Board.

### **Specific Duties of Executive Members:**

#### 2.24 Duties of the President:

- a. to convene and chair the regular and special meetings of the District Executive and Executive Board
- b. to act as Chair for the District Membership Meetings
- c. to be an ex-officio member of all District Standing Committees
- d. to have a general responsibility for all activities of the District organization
- e. to act as liaison with the Board of Directors

- f. to be a signing officer for the District
- 2.25 Duties of the Past President:
- a. to chair the Nomination Committee.
- 2.26 Duties of the 1<sup>st</sup> Vice-President:
- a. to perform the duties of the President when the President is unable to carry out such duties.
  - b. to chair the Governance Committee.
  - c. to organize the Annual Fall Open House.
- 2.27 Duties of the 2nd Vice-President:
- a. to chair the Awards Committee
- 2.28 Duties of the Secretary:
- a. to prepare and present the minutes of District Executive, Executive Board and Membership meetings and of any special meetings called by the President.
  - b. to carry on the correspondence that is required to conduct the business of the District Executive, Executive Board, and its membership.
  - c. to send notices of District Executive, Executive Board, Membership, and special meetings at the direction of the President and District Executive.
- 2.29 Duties of the Treasurer:
- a. to prepare an Annual Budget for the following fiscal year by the end of November of the current budget year to be presented for approval by the District Executive at its December meeting.
  - b. to maintain in a separate account in the name of the District, in an accredited financial institution, all monies accruing to the District.
  - c. to receive the annual rebate of monies from the RTOERO Office.
  - d. to receive and collect charges levied by the District.
  - e. to pay all invoices as directed by the District Executive.
  - f. to receive a financial statement for the fiscal year from the Chair of a standing or special committee that is handling District money.
  - g. to present an Annual District Financial Statement, reviewed by at least two District members, to the District Executive for approval, at least one month before the Annual Meeting of the District.
  - h. to publish the Annual District Financial Statement in the April issue of The 34<sup>th</sup> Story.
  - i. to present copies of the Annual District Financial Statement to members attending the Annual Meeting.

- j. to be a signing officer for the District.
- 2.30 Duties of Corporate Members:

- a. to represent the interests of the District at the Annual and Special Meetings and Forums.
- b. to review and discuss Annual and Special Meetings and Forums issues with the Executive Board; and
- c. to report to the Executive Board and the District members on the business of Annual and Special Meetings and Forums.

### **Article 3 - COMMITTEES: EXECUTIVE AND STANDING**

#### **3.01 Composition of Committees:**

Chairs and Coordinators of Executive Committees and Standing Committees may recruit additional committee members from the District membership to assist in the work of these committees. Appointments will be ratified by the Executive Board on a continuing basis. Terms shall be the same as for the committee chair.

#### **3.02 Executive Committees:**

(a) Awards Committee:

- (i) The Awards Committee shall be chaired by the 2<sup>nd</sup> Vice-President who has the power to add two more members from the Executive Board.
- (ii) The Awards Committee shall present the names of possible recipients of an RTOERO award to the Executive Board for consideration and approval. Award presentations are usually made at the Annual Meeting of the District.
- (iii) The Executive Board may present an RTOERO award:
  - to District Presidents; and
  - to members who, in the opinion of the Executive Board, have given exemplary service to the District over a number of years.

(b) Governance Committee:

- (i) The Governance Committee shall be chaired by the 1st Vice-President and composed of at least two other Executive Board members.
- (ii) The Governance Committee shall be familiar with the RTOERO Governance By-law 2018-1 and Policies, so that the Chair can be a resource to the Executive Board.

- (iii) The Governance Committee may recommend changes that a District might want to propose to the RTOERO Annual Meeting to amend the RTOERO Governance By-law 2018-1 and Policies.
- (iv) The Governance Committee shall make recommendations to the Executive Board for changes in the District 34 Governance document.

(c) Nomination Committee:

- (i) The Nomination Committee shall be chaired by the District Past President.
- (ii) The Chair of the Nomination Committee shall submit nominations for the elective officers of the District Executive to the Annual Meeting of the District.

### 3.03 Standing Committees:

The District Executive shall appoint at its first meeting the Chairs and Coordinators for a period of one year.

a. Benefits Committee:

- i. To assist the membership of the District with information regarding the RTOERO Group Insurance Plan.
- ii. To recommend actions to the Executive Board to support achievement of RTOERO goals in this area.

b. Communications Committee:

- i. To prepare and distribute a newsletter to the District membership whenever the Executive Board deems it necessary.
- ii. To establish and maintain a District Website as required.
- iii. To communicate with the RTOERO Marketing and Communications Committee through the Committee liaison person.
- iv. To establish a monthly reminders communique.

c. Goodwill Committee:

- i. To communicate with District members in keeping with the RTOERO Goodwill Guidelines.

d. Marketing and Communications Committee:

- i. To investigate and recommend to the Executive Board ways and means of increasing membership.



- ii. To assist with the organization of Retirement Planning Workshops (RPWs) at the District level.
- iii. To communicate with the RTOERO Member Services Committee through the Committee liaison person.

e. Membership Committee:

- i. To receive the membership lists from the RTOERO Office and use the information contained within the lists to provide programs and services to members in accordance with RTOERO privacy policies and direction.

f. Political Advocacy Committee:

- i. To coordinate political advocacy with respect to issues that affect members, as determined by the RTOERO Board of Directors and Political Advocacy Committee.
- ii. To liaise with other organizations which express an interest in pursuing political advocacy at the Municipal, Provincial and Federal levels in the best interests of members.
- iii. To communicate with the RTOERO Political Advocacy Committee through the Committee liaison person.
- iv. To recommend actions to the Executive Board to support achievement of RTOERO goals in this area.

g. Social Committee:

- i. To be responsible for and coordinate social activities as determined by the Executive Board.

h. Community Grants/Project Service to Others and Scholarship Committee:

- i. To coordinate and administer the Project Service to Others / Community Grants at the District level.
- ii. To present the candidates for consideration and approval; the presentation of the recipients may be made at any gathering to which all District Members are invited.

**3.04 Coordinators:**

a. Archivist

- i. To retain, store and catalogue copies of past Minutes, Newsletters, and District Governance Policies, and other

historical data of the District and RTOERO, and so maintain a complete historical record of the District, in accordance with the RTOERO Archival Guide for Districts.

b. Foundation

- i. To be responsible for communicating information from the RTOERO Foundation to the Executive Board.

**Article 4 – BANKING AND FINANCE**

- 4.01 The fiscal year shall commence on January 1 and shall terminate on December 31 each year.
- 4.02 All funds accruing to the District shall be deposited in an accredited financial institution in the name of the District.
- 4.03 All accounts payable and other disbursements for expenses more than \$1,000 made by the District shall be made by cheque, signed by any two signing officers.
- 4.04 The signing officers will include the Treasurer and at least two of the following: President / Past-President / 1<sup>st</sup> Vice-President / Secretary.

**Article 5 – POLICIES AND PROCEDURES**

**5.01 Policies**

- a. Policies shall be statements of direction, in keeping with the RTOERO By-law 2018-1 and RTOERO Policies, which shall be used as guidelines for determining District practice. Procedures shall be the notation of methods agreed upon by the Executive members for dealing with day-to-day operations.
- b. Policies shall be appended to this District 34 Governance Model.

**5.02 Procedures**

- a. Procedures shall be the notation of methods agreed upon by the Executive Board members for dealing with day-to-day operations.
- b. Procedures shall be appended to this District 34 Governance document.
- c. Procedures may be amended by the Executive Board.

**Article 6 – GOVERNANCE SAFEGUARDS**

**6.01 Amendments to the District 34 Governance Document**

The District 34 Governance Document may be amended by the consent of two-thirds of the eligible District 34 members voting at the Annual Meeting, or at a

General Meeting of District 34, provided that a Notice of Motion has been sent to the members prior to the meeting.

**6.02 Amendments to Appendices**

Appendices may be amended at any time by an enhanced majority vote (66%) of the Executive Board.

**6.03 Interpretation**

Nothing in this District 34 Governance document shall be interpreted in a manner or in terms inconsistent with RTOERO By-law 2018-1 and RTOERO Policies, nor in a manner or in terms prejudicial to the best interests of RTOERO.

**6.04 Meeting Procedures**

The current edition of The Standard Code of Parliamentary Procedure shall be the parliamentary authority used in the conduct of all meetings of District 34 and its committees. An opportunity to declare a conflict of interest shall be provided at each meeting.

6.05 This District 34 Governance document replaces all Constitutions or recent Constitutions previously in force in District 34.

**Article 7 – DEFINITIONS**

7.01

- a. “Annual Meeting” means an annual meeting of District 34 as provided in Article 2.09.
- b. “Article” means a separate and distinct section of this Governance Document.
- c. “By-law” means by-laws of RTOERO that may be in force.
- d. “Committees” means a committee established by the District 34 Executive from time to time.
- e. “Corporate Members” shall be those individuals identified in Article 2.10.
- f. “District Executive” shall be the individuals responsible for carrying out RTOERO programs in District 34.
- g. “District President” shall be an individual elected by the membership of District 34 as President or any person fulfilling this role on an interim basis.
- h. “Member” means all RTERO members affiliated with District 34.

- i. "Policies" shall mean such Policies approved by the District 34 Executive Board from time to time.
- j. "RTOERO" means The Retired Teachers of Ontario / Les enseignantes et enseignants retraites de l'Ontario, which is a bilingual trusted voice on healthy, active living in the retirement journey for the broader education community.
- k. "Standing Committees" means such Standing Committees as established by this Governance document.

# APPENDIX I – POLICIES

## SECTION 8 – EXTERNAL AFFILIATION

- 8.01 Members of RTOERO whose prime affiliation is with a District other than District 34, may be a member of District 34 upon payment of the annual External Affiliation Fee.
- 8.02 The Executive Board will determine the annual External Affiliation Fee and review it from time to time.
- 8.03 The annual External Affiliation Fee shall be \$20.00.
- 8.04 External Affiliate members will receive copies of The 34<sup>th</sup> Story and may participate in all events organized by District 34.
- 8.05 External Affiliate members will not have voting rights or hold any District 34 Executive Board position.

## SECTION 9 – TERM OF OFFICE

- 9.01 All elected and appointed positions shall commence June 1 and end May 31.

## SECTION 10 – LAND ACKNOWLEDGEMENT

- 10.01 Every District 34 meeting, workshop or presentation shall commence with an acknowledgement of the historical peoples whose land we are present. An example is provided below.

*“Gathering here today, we acknowledge that this land we call York Region is the traditional territory of many First Nations, including the Anishinaabe, Chippewas of Georgina Island and the Mississaugas of the Credit.*

*We recognize that we are benefactors and participants of the Williams Treaties between settlers and First Nations.*

*We thank the First Nations People for sharing this land and acknowledge our obligations made in these treaties.*

*We also recognize the unique relationship the Chippewas have with the lands and waters of this territory. They are the water protectors and environmental stewards of these lands, and we join them in these responsibilities.”*

## **SECTION 11 – EXECUTIVE EXPENSES**

- 11.01 District 34 will pay the expenses of Executive Board members and other members authorized to perform duties on behalf of District 34 and for all events at which their attendance is required.
- 11.02 Executive Board members claiming expenses for meals and mileage will be reimbursed at the same rate as that set by RTOERO Provincial.

## **SECTION 12 – LUNCHEON COSTS**

- 12.01 The cost of the May and October luncheons for members and non-members will be determined by the Executive Board.

## **SECTION 13 – HONORARIA**

- 13.01 Honoraria costs for speakers and/or entertainment at luncheons, workshops or presentations will have a limit of \$500.00. Any costs beyond this amount must be approved by the District Executive.

## **SECTION 14 – ORGANIZERS OF EVENTS**

- 14.01 District 34 members who organize Executive Board approved events may attend that event at no cost. There is a maximum of two (2) organizers for any event.

## **SECTION 15 – GOODWILL EXPENSES**

- 15.01 The costs related to such things as cards, flowers, donations, or any other out-of-pocket expenses will be paid from the District 34 Annual Budget. The Executive Board will deal with expenses exceeding \$100.00.
- 15.02 Special greetings will be sent to District 34 members who have reached the age of 100.
- 15.03 Birthday cards will be sent annually to District 34 members who have reached the age of 90.

## **SECTION 16 – HONORARY LIFE MEMBERSHIP**

- 16.01 The Executive Board, on behalf of the membership, may bestow a long-serving former District Executive member with an Honorary Life Membership. This member would be recognized for outstanding and distinguished service to District 34. The award would be made at the District 34 Annual Meeting. The recipient(s) may attend, along with a guest, at no cost.

## **SECTION 17 – 25 YEAR CERTIFICATES**

- 17.01 A certificate of congratulations will be given to each District 34 member who has reached the 25-year mark of membership in RTOERO at the Annual Meeting held in May.
- 17.02 The District 34 President will offer congratulations and present all certificates. Those who cannot attend will have their certificates mailed to them.
- 17.03 The names of all members honoured with a 25 Year Certificate will be published in the April issue of The 34<sup>th</sup> Story.

## **SECTION 18 – BUDGET CARRYOVER**

- 18.01 The District 34 Treasurer shall budget an amount equal to 20% of the current year's RTOERO Grant to be set aside as a carryover for the following year's budget.

## **SECTION 19 – The 34<sup>th</sup> STORY ADVERTISING**

- 19.01 Free advertising (i.e., Event suggestions or volunteer opportunities) in The 34<sup>th</sup> Story will be allowed providing that it is for the benefit of the members of District 34. It should provide them with a special benefit such as free or discounted prices for a product or service. Excluded would be health benefits, or any plan already provided by RTOERO. The editor of The 34<sup>th</sup> Story, in consultation with the District President, will judge the suitability of all submitted adds against these criteria. Classified ads are for the information of our members and do not imply endorsement by RTOERO District 34.

## **SECTION 20 – EXECUTIVE BOARD ATTENDANCE**

- 20.01 All Executive Board members are expected to attend all Executive Board meetings. However, exceptional circumstances may necessitate absence. The absent member must notify the District President of the absence. After three (3) consecutive unexplained absences the Executive Board may ask the member to resign from their position.

## **SECTION 21 – PERMISSION TO SPEAK AT DISTRICT 34 EVENTS**

- 21.01 Any request received from a person to speak at a District 34 function regarding the collection of donations/contributions, or the need for personnel for some cause other than that of District 34 or RTOERO will be denied.

## **SECTION 22 – ELECTRONIC COMMUNICATIONS**

- 22.01 Any member of the District 34 Executive Board, in consultation with the President may request that an electronic communication containing an issue relevant to their portfolio be sent to the membership by the Secretary.
- 22.02 Any email communication must fall within the parameters of usual District 34 business and be of interest or benefit to the members who would receive it.
- 22.03 Any request for email communication made by anyone other than an Executive Board member must be approved by the President.

## **SECTION 23 – CANCELLATION OF REGISTRATION FOR DISTRICT 34 EVENTS**

- 23.01 The Executive Board, through articles in The 34<sup>th</sup> Story and email communications, will encourage members who participate in District 34 events to contact the organizer(s) of the event if they are unable to attend.
- 23.02 Except in unusual circumstances, refunds for the registration cost made by members for District 34 events will be considered only if the request for such a refund does not result in any extra cost to District 34 and is received prior to the deadline set for registration.



## **APPENDIX II – PROCEDURES**

### **SECTION 24 – HAVA JAVAS (COFFEE GATHERINGS)**

**24.01** The Past President shall be responsible for coordinating the Hava Java events. Their duties will include the following:

- a. Selection of dates and locations.
- b. Notifying event proprietors.
- c. Ensuring at least one Executive Board member will attend each event.
- d. Advertising the events in The 34<sup>th</sup> Story and on the District 34 website.

### **SECTION 25 – PROJECT SERVICE TO OTHERS**

25.01 Names of recipients and amounts of Project Service to Others grants from District 34 shall be maintained as a list by the District 34 Archivist. The Project Service to Others Committee Chair shall be responsible for updating the list.

### **SECTION 26 – OPEN HOUSE (WELCOME FOR NEW MEMBERS)**

26.01 The 1<sup>st</sup> Vice President shall be responsible for coordinating the September Open House for all new District 34 members. Their duties will include the following:

- a. Selection of a date, facility, and caterer.
- b. Working with the Social Committee to arrange the décor for the facility.
- c. Setting the agenda.
- d. Consultation with the Membership and Recruitment Committees to ensure all new members are notified.
- e. Taking reservations for the Open House.
- f. Advertising the Open House in the April issue of The 34<sup>th</sup> Story, and writing an article of invitation for the September issue.

### **SECTION 27 – SOCIAL ACTIVITIES REQUIRING A FEE**

27.01 All District 34 members organizing a social activity requiring participants to pay a fee, shall be responsible for completing an 'Event Reconciliation Form' within one month of the completion of the activity and submitting the form to the District 34 Treasurer.

27.02 All requests for financial support shall be accompanied by a completed 'Expense Claim Form.'

27.03 All overnight or longer trips/excursions must adhere to the regulations of the Travel Industry Council of Ontario (TICO).

## **SECTION 28 – EXECUTIVE BOARD MEETINGS + DISTRICT 34 LUNCHEONS**

28.01 At the June Executive Board Meeting, one Executive Board member will be appointed to coordinate the location and refreshments for all Executive Board Meetings for the next year.

28.02 At the June Executive Board Meeting, one member of the Executive Board will be appointed to coordinate the luncheon for the Annual Meeting.

28.03 At the October Executive Board Meeting, one Executive Board member will be appointed to coordinate the following year's October luncheon.

28.04 Coordinating the luncheons will include:

- a. recommendations to the Executive Board of possible dates and venues.
- b. reserving the venue(s).
- c. menu choices (including specific dietary requirements (i.e., vegetarian, vegan, celiac).
- d. recommending proposed cost of the luncheon and the individual member cost.
- e. selection of entertainment, speaker(s) and presentations (if required).
- f. advertising the luncheon in The 34<sup>th</sup> Story and District 34 website, in a timely and appropriate manner.
- g. providing the District 34 Treasurer with a financial accounting of the event (including all receipts).
- h. Provide the Executive Board with a full evaluation of the luncheon (including recommendations for future luncheons).

## **SECTION 29 – PROTOCOL FOR MAKING PRESENTATIONS AT EXECUTIVE BOARD MEETINGS**

### 29.01

- a. Any person(s) other than an Executive Board member, wishing to make a presentation at an Executive Board Meeting, must submit a written request to the District President.
- b. At the next Executive Board Meeting, the Executive Board will consider the request and decide whether to grant the request.
- c. The District President will contact the person(s) who made the request and inform them of the Executive Board decision.
- d. Any person(s) permitted to make such a presentation will be assigned a period of time to speak at the next Executive Board Meeting.
- e. A written copy of the presentation must be submitted to the District President no later than seven (7) days prior to the next Executive Board Meeting.