



ETFO THAMES VALLEY OCCASIONAL TEACHERS' LOCAL

CONSTITUTION

Definitions:

1. "Federation" means the provincial Elementary Teachers' Federation of Ontario.
2. "Local" means the Thames Valley Occasional Teachers' Local.
3. "Board" means the Thames Valley District School Board.
4. "CBC" means the Collective Bargaining Committee

ARTICLE I - NAME

- 1.1 This organization shall be known as the "Elementary Teachers' Federation of Ontario, Thames Valley Occasional Teachers' Local".

ARTICLE II - JURISDICTION

- 2.1 The Thames Valley Occasional Teachers' Local is a Local of the Elementary Teachers' Federation of Ontario.
- 2.2 The jurisdiction of the Thames Valley Occasional Teachers' Local shall be all Occasional Teachers employed by the Thames Valley District School Board in the elementary panel.

ARTICLE III - OBJECTS

The objects of the Local shall be:

- 3.1 to represent all elementary Occasional Teacher of the Local in a fair and equitable manner;
- 3.2 to secure through collective bargaining the best possible terms and conditions of employment;
- 3.3 to advance the cause of education and the status of the Occasional Teacher in the Local;
- 3.4 to promote a high standard of professional ethics and a high standard of professional competence;
- 3.5 to foster a climate of social justice and provide a leadership role in such areas as anti-poverty, non-violence and equity;
- 3.6 to promote and protect the interests of all members of the Local and the students in their care;
- 3.7 to work in concert with other Thames Valley Locals of the Federation;
- 3.8 to cooperate with other organizations having the same or like objects.

ARTICLE IV - MEMBERSHIP

- 4.1 Active members shall be all members of ETFO in good standing with the Ontario College of Teachers within the jurisdiction of the Local.

ARTICLE V - RIGHTS AND RESPONSIBILITIES

- 5.1 All members shall have full rights, privileges and responsibilities of membership in the Federation unless limited by disciplinary action taken in accordance with Article VII of the Federation Constitution.
- 5.2 The rights of an active member shall be:
 - a) to hold office in the Local and the Federation;
 - b) to attend general meetings of the Local;
 - c) to participate in the vote on the preliminary submission in the collective bargaining process;
 - d) to participate in all votes related to collective bargaining as set out in the Ontario Labour Relations Act;
 - e) to participate in any general membership votes;
 - f) to request Local support in the grievance process;
 - g) to request Local support in any problem directly related to professional duties.
- 5.3 The rights of an honorary member shall be:
 - a) to attend Local functions in a non-voting capacity;
 - b) to receive Local publications; and

- c) to serve by invitation on Local task forces, committees or work groups.
- 5.4 The responsibilities of a member shall be:
- a) to recognize the Local as the official voice of all the members of the Local;
 - b) to adhere to the Constitution and Bylaws of the Local;
 - c) to honour the terms of the collective agreement;
 - d) to refrain from undertaking or supporting actions which undermine established bargaining procedures;
 - e) to strive to achieve and maintain a high degree of professionalism and to uphold the honour, dignity, and ethical standards of the teaching profession;
 - f) to follow the Code of Professional Conduct – Article VI of the Federation Constitution or be subject to disciplinary action under Article VII – Disciplinary Procedures of the Federation Constitution.

ARTICLE VI - LOCAL ORGANIZATION

Section 1 - Local Executive

- 6.1.1 The Local Executive shall include the following positions:
- a) President, which shall be a full-time release position;
 - b) Vice-President(s);
 - c) Secretary;
 - d) Treasurer;
 - e) Chief Negotiator;
 - f) any member of the Local who is a Provincial Committee member or Executive Officer as ex-officio;
 - g) nonvoting member from the other ETFO Local whose members are employed by the Board;
 - h) a maximum of four Executive members at large.
- 6.1.2 The Executive of the Local shall be elected at the Annual Meeting.
- 6.1.3 a) The term of office for the President shall be for two years.
b) The term of office for the Executive shall be for one year.
- 6.1.4 The Executive shall take office on July 1.
- 6.1.5 Vacancies on the Local Executive shall be filled in the following manner:
- a) A vacancy at the position of President shall be filled by the First Vice President;
 - b) A vacancy at the position of First Vice President shall be filled by the 2nd Vice President;
 - c) A vacancy at the position of 2nd Vice President shall be filled by one of the Executive Members as appointed by the Executive;
 - d) A vacancy at the position of Executive Member shall be filled, if deemed necessary by the Local Executive, by posting nomination forms to the membership. Each nomination must be moved and seconded and supported by the signature of one other member. The candidate must also sign the form before forwarding it to the Local President and the form must be received no later than two days prior to the Executive Meeting at which the election will take place. The Executive shall fill the vacancy by secret ballot from among the nominations received.

Section 2 - Committees

- 6.2.1 There shall be the following standing committees:
- a) Collective Bargaining
 - b) Elections
 - c) Professional Development
 - d) Outreach Committee
 - e) Budget Committee
- 6.2.2 Other ad hoc committees required to carry out the work of the Local may be established by the Executive or by the general meeting(s) as necessary.

Section 3 - Release Time

6.3.1 The position of President shall be a full-time release position at the applicable grid rate.

6.3.2 Release time shall be provided to the Executive as deemed necessary.

ARTICLE VII - ORGANIZATIONAL DUTIES

The Local, its officers and committees, shall carry out their duties and responsibilities in accordance with both Local and Federation policies, procedures and resolutions passed at the Annual Meeting.

Section 1 - Duties of the Executive

The Executive shall:

- 7.1.1 uphold the constitution, bylaws and policies of the Federation;
- 7.1.2 execute the business of the Local in accordance with the constitution and the decisions of general meetings of the Local;
- 7.1.3 hold a minimum of five meetings during the school year, some but not all of which may be by teleconference;
- 7.1.4 hold an Executive meeting at the call of the President;
- 7.1.5 receive a financial report at each Executive meeting;
- 7.1.6 forward to the provincial office by September 30 of each year the annual audited financial statement;
- 7.1.7 recommend committee membership to the general meeting;
- 7.1.8 appoint and develop terms of reference for ad hoc committees;
- 7.1.9 appoint at least two signing officers of the Local;
- 7.1.10 appoint when necessary a successor to complete any unexpired term of an elected or appointed Local representative or to fill any vacancies;
- 7.1.11 recommend the appointment of the auditors to the Annual Meeting;
- 7.1.12 develop an investment policy;
- 7.1.13 appoint a Grievance Officer;
- 7.1.14 hire a bookkeeper to an annual contract;
- 7.1.15 assign other duties to the President as needed.

Section 2 - Duties of Officers

7.2.1 The duties of the President shall be:

- a) to chair or designate the chair at all Local Executive and Local General Meetings;
- b) to be an ex-officio member of all committees;
- c) to act as Local Occasional Teacher representative on the Local Non-Occasional Teacher Executive;
- d) to be the official spokesperson of the Local;
- e) to transact the business of the Local between Executive Meetings subject to ratification by the Executive;
- f) to provide liaison between the Board, the Federation, other Federation Locals, the Local Executive and its membership;
- g) to attend Representatives' Councils and the Annual Meeting or to designate an alternate to attend;
- h) to act as a signing officer of the Local;
- l) to supervise the work of the bookkeeper;
- j) to attend any negotiations sessions with the Board;
- k) to attend the Federation Annual Meeting;
- l) to assign other duties to members of the Executive as needed.

7.2.2 The duties of the First Vice-President shall be:

- a) to assume the role of the President in the President's absence as outlined in Article 7, Section 2;
- b) to maintain an up-to date list of all members;
- c) to assist the President with Presidential duties of the Local;
- d) to coordinate the preparation of the newsletter in conjunction with the President;
- e) to attend the Federation Annual Meeting;
- f) to assume other duties as determined by the Executive.

7.2.3 The duties of the Second Vice-President shall be:

- a) to assume the role of the President in the President and First Vice-President's absence as outlined in Article 7, Section 2 ;
- b) to assist the President and First Vice-President with the Presidential duties of the Local;
- c) to chair the Professional Development Committee;
- d) to attend the Federation Annual Meeting;
- e) to assume other duties as determined by the Executive.

7.2.4 The duties of the Secretary shall be:

- a) to maintain accurate past and present records of the Local;
- b) to maintain and file accurate records of correspondence received by and sent on behalf of the Local in conjunction with the President;
- c) to prepare and circulate accurate minutes of Executive and general meetings;
- d) to assume other duties as determined by the Executive;

7.2.5 The duties of the Treasurer shall be:

- a) to act as a signing officer of the Local;
- b) to maintain separate bank accounts for the funds belonging to the Local;
- c) to ensure prompt and accurate payment of expenses and deposit of receipts;
- d) to ensure the accuracy and detail of the financial records of the Local based on the Local fiscal year, July 1 to June 30;
- e) to make investments with the approval of the Executive;
- f) to report investments during each financial report;
- g) to ensure the audit is completed;
- h) to forward the annual audited financial statement of the Local to Federation by September 30;
- i) to make a financial report to each Executive and general meeting of the Local;
- j) to strike a draft budget in co-operation with the President and Budget Committee for approval by the Executive;
- k) to present for membership approval the proposed budget at the Local Annual Meeting and the finalized budget at the Local Fall General Meeting;
- l) to supervise, with the President, all activities performed by the bookkeeper;
- m) to attend the Federation Annual Meeting;
- n) to assume other duties as determined by the Executive.

7.2.6 The duties of the Chief Negotiator shall be:

- a) to act as liaison with the Federation and the Local executive
- b) to report to general meetings and Executive on bargaining issues and the status of negotiations;
- c) to share with the CBC all communications, procedures and policies from Federation and from the Board;
- d) to assume other duties as determined by the Executive;
- e) to be responsible for preparing the agenda in consultation with the Chairperson for each CBC meeting;
- f) to send a copy of the preliminary submission to the Federation for approval prior to its presentation to the membership and to the Board;
- g) to prepare a letter of intent to negotiate to be forwarded to the Board in the appropriate time frame as set out in the collective agreement;

- h) to conduct negotiations based on the priorities of the general membership and the Federation directives;
- i) to work closely with the Local president in all matters.

Section 3 - Duties of Committees

- 7.3.1 Committees are responsible to the Local Executive.
- 7.3.2 Committees shall receive and act upon proposals and referrals from the Local Executive and the membership.
- 7.3.3 The Chairperson of each Standing Committee shall:
- be appointed by Executive or by the Committee as directed by the Executive;
 - hold meetings during the Federation year as approved by Executive;
 - present a budget to the Executive for approval;
 - present written minutes of each meeting to the Local Executive;
 - prepare and present a report for the Annual Meeting;
 - act as the spokesperson for the committee.
- 7.3.4 The Collective Bargaining Committee shall:
- be composed of not more than six members: the Chief Negotiator, the President and up to four others;
 - appoint a Chairperson of the committee;
 - ensure that the Chief Negotiator shall be recognized as the official liaison with the Board;
 - appoint a Secretary for the committee;
 - solicit input from the general membership for inclusion in the preliminary submission;
 - ensure that any preliminary submission and collective agreement is forwarded to and approved by the Provincial office prior to a general membership presentation and vote;
 - present a preliminary submission for a vote at a general membership meeting
 - hold a ratification meeting for the collective agreement;
 - remain in office until the collective agreement is signed;
 - be governed by the current Negotiation Procedures for Occasional Teacher Bargaining Units of the Federation;
 - prepare for and conduct negotiations toward a collective agreement governing terms and conditions of employment;
 - collect information from and distribute information to the membership of the Local by means of membership surveys, and/or membership meetings, and/or mail or courier, and/or email, and/or fax and/or telephone.
- 7.3.5 The Elections Committee shall:
- consist of three members who are not candidates;
 - be appointed by the Executive;
 - produce, distribute to and receive from the membership the necessary election materials;
 - conduct the election at the Annual Meeting of the Local in accordance with Article IX of the constitution.
- 7.3.6 The Professional Development Committee shall:
- be appointed by Executive;
 - organize and conduct professional development workshops that
 - provide teacher effectiveness training and
 - stress the image and role of a teacher as an educational leader.
- 7.3.7 The Outreach Committee shall be appointed by the Executive and shall:
- advance the cause of education and the status of Occasional Teachers in the Local;
 - promote a high standard of professional ethics and a high standard of professional competence;
 - foster a climate of social justice and provide a leadership role in such areas as anti-poverty, non-violence and equity.
- 7.3.8 The Budget Committee shall:
- consist of the President, the Treasurer and other members as appointed by Executive;

- strike a draft budget for approval in principle by the membership at the Local Annual Meeting;
- strike a final budget for approval by the membership at the Fall General Meeting.

ARTICLE VIII - MEETINGS

Section 1 - Parliamentary Procedure

8.1 The current Robert's Rules of Order shall be the procedural guide in all matters at every Local meeting.

Section 2 -Quorum

8.2.1 A quorum for an Executive meeting shall be the majority of the Executive.

8.2.2 A quorum for a general meeting shall be the number of members present.

Section 3 - Local Annual Meeting

8.3.1 An Annual Meeting of the members of the Local shall be held in the period January 1 to May 31 of each year.

8.3.2 The Annual Meeting shall:

- a) receive the printed annual reports of the Officers and Committees of the Local and distribute the same immediately prior to the Call to Order of the Annual Meeting;
- b) elect:
 - a President
 - Vice-President(s)
 - a Secretary
 - a Treasurer
 - a Chief Negotiator
 - up to four Executives at large
 - the Collective Bargaining Committee Members;
- c) approve the budget in principle for the next year;
- d) appoint the auditor;
- e) receive the financial statements as certified by the auditors.

8.3.3 The membership shall be notified of the Local Annual Meeting at least 30 days in advance of the meeting.

Section 4 - General Meetings

8.4.1 There shall be at least two General Meetings annually, one of which shall be held in the Fall and one of which shall be held between January 1 and May 31 and be the Local Annual Meeting.

8.4.2 The Fall General Meeting shall approve the finalized budget.

8.4.3 The membership shall be notified of a General Membership Meeting in advance of the meeting.

ARTICLE IX - ELECTIONS

Section 1 - Eligibility

9.1.1 An active member in good standing may nominate or be nominated to stand for elected office.

9.1.2 For the position of President, candidates should have Local Executive experience.

9.1.3 Members may not run from the floor for the position of President.

Section 2 - Nominations

9.2.1 Members shall be notified of the request for nominations at least thirty (30) days prior to the Local Annual Meeting.

9.2.2 The deadline for receipt of nominations shall be twenty (20) days in advance of the Local Annual Meeting.

9.2.3 Notwithstanding the above, with the exception of nominations for the position of President, nominations duly moved and seconded and with the consent of the nominee shall be accepted at the Annual Meeting.

Section 3 - Election Procedures

9.3.1 The Executive of the Local shall be elected at the Local Annual Meeting.

- 9.3.2 Candidates shall have the opportunity to address the Local Annual Meeting before election.
- 9.3.3 The election shall be by secret ballot.
- 9.3.4 Each candidate may appoint one scrutineer to observe the counting of the ballots for that candidate's election.
- 9.3.5 The vote count for all elected positions shall be released to the members present following each ballot and be published in the minutes of the Annual meeting.
- 9.3.6 The candidate declared successful is the one who obtains a plurality of the votes cast.
- 9.3.7 An unsuccessful candidate may seek another position on the Executive for which the member is eligible.
- 9.3.8 Where the elected position is not contested, a motion to "suspend the rules and elect by acclamation" is in order. A two-thirds majority is required.
- 9.3.9 The ballots will be destroyed by motion of the Annual Meeting.

ARTICLE X - DELEGATES TO THE FEDERATION ANNUAL MEETING

- 10.1 Only active members of the Local may be appointed as Delegates/Alternates to the Federation Annual Meeting.
- 10.2 Delegates and Alternates of the Local shall be:
 - the President
 - the First Vice-President
 - the Second Vice-President
 - the Treasurer
- 10.3 Additional Delegates and Alternates shall be appointed by the Executive with preference given to Executive members.
- 10.4 Names of delegates and Alternates to the Federation of Annual Meeting shall be forwarded to the Federation prior to June 1.

ARTICLE XI - RESOLUTIONS TO THE FEDERATION ANNUAL MEETING

- 11.1 Resolutions to the Federation Annual Meeting shall be passed at a Local general meeting to be held prior to May 31.
- 11.2 Members shall be notified that submission of resolutions should be forwarded to the Executive of the Local prior to February 15.

ARTICLE XII - AMENDMENTS TO THE LOCAL CONSTITUTION

- 12.1 Proposed amendments to the Local Constitution must be submitted to the Executive at least thirty (30) days prior to the General Membership Meeting.
- 12.2 The Executive shall publish all proposed amendments to the general membership at least fourteen (14) days prior to the General Membership Meeting.
- 12.3 The Constitution shall be amended if 60% of the membership present at the General Membership Meeting vote in favour of the proposed amendment.

ARTICLE XIII - BYLAWS

- 13.1 The local shall establish such Bylaws as may be determined by the membership at a General Membership Meeting consistent with this Constitution and the Federation Constitution and Bylaws.

ARTICLE XIV - FINANCES

- 14.1 The Executive of the Local shall develop a financial policy.
- 14.2 All financial transactions shall be signed by the two signing officers. A third signing officer shall be required on cheques to either signing officer.
- 14.3 The fiscal year for the Local shall be the period from July 1 of one calendar year to June 30 of the succeeding calendar year.
- 14.4 The Local shall collect a levy of .30% (.0030) of the salary of each member.

14.5 The Local shall collect an additional levy of .20% (.0020) of the salary of each member to be directed to the Building Fund.