



**CONSTITUTION**  
**&**  
**BY-LAWS**

March 25, 2010

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## **CONSTITUTION ARTICLES**

### **ARTICLE I - NAME**

- 1.1 The organization shall be known as “**OTTAWA CARLETON ELEMENTARY TEACHERS’ FEDERATION**”, hereafter referred to as “OCETF” or “the Federation.”

### **ARTICLE II - OBJECTS**

- 2.1 The Objects of OCETF shall be to conduct business in accordance with the following:
- i) To regulate relations between employees and employer, including but not limited to securing and maintaining through collective bargaining, the best possible terms and conditions of employment;
  - ii) To promote and advance the cause of education;
  - iii) To promote a high standard of professional ethics;
  - iv) To promote professional development;
  - v) To influence public attitudes concerning the professional aims and activities of teachers;
  - vi) To promote a climate of social justice in Ottawa-Carleton and continue to promote the best possible professional services for children who suffer because of poverty, violence or inequity;
  - vii) To promote equal opportunity for teachers regardless of grade or subject taught, age, gender, race, colour, creed, ancestry, place of origin, citizenship or disability. All members shall be afforded the rights of the Human Rights Code (1987).

### **ARTICLE III - MEMBERSHIP**

#### **3.1 Active Membership**

All Elementary Teachers employed by the Ottawa-Carleton District School Board, hereafter referred to as “OCDSB”.

### **3.2 Associate Membership**

Shall include members who are qualified as elementary school teachers and whose application has been approved by the Executive of OCETF and who have paid the annual fee in accordance with the Bylaws.

Associate Members may include:

- i) members of other affiliates of the Ontario Teachers' Federation;
- ii) individuals employed as supervisory officers;
- iii) former members or persons engaged in a professional capacity related to education;
- iv) former members in good standing who are currently not employed by a school board (including retired members);
- v) former members in good standing who have been declared redundant and are not employed by a school board. This membership shall only be held for three years;
- vi) former members who are on LTD and whose contract with an employer has been terminated. This membership shall only be held for three years;
- vii) exchange teachers employed as an elementary teacher by the "OCDSB";
- viii) retired members who were members of OCETF or its predecessors;
- ix) students attending a teacher education institution in Ontario;
- x) occasional teachers employed by the "OCDSB".

### **3.3 Honorary Life Membership**

- i) Former members of OCETF or its predecessors, who have given outstanding service in the Federation shall be granted Honorary Life Membership.
- ii) Honorary Life Members who have been granted an honorary membership by Women Teachers' Association of Ottawa, Ontario Public School Teachers' Federation Ottawa, or Teachers' Federation of Carleton will have that membership continued in the Federation.
- iii) Past Presidents shall be granted Honourary Life Membership.

### **3.4 Member In Good Standing**

- i) Supports the "Objects" of ETFO as outlined in ETFO Constitution, Article III;
- ii) Adheres to the ETFO Code of Professional Conduct, as outlined in the ETFO Constitution, Article VI;
- iii) Adheres to all ETFO and OCETF Advisories and Directives;
- iv) Abides by the OCETF Constitution and By-Laws and supports the Policies and Procedures of OCETF.

## **ARTICLE IV - RIGHTS AND PRIVILEGES**

### **4.1 Active Membership**

An active member in good standing shall have full rights, privileges, and responsibilities in the Federation unless limited by disciplinary action taken in accordance with Article VII - Disciplinary Procedures of the Elementary Teachers' Federation of Ontario (E.T.F.O.) Constitution. The rights of an Active Member in good standing shall be:

- i) to attend and participate in meetings of OCETF;
- ii) to lodge a complaint against another member, through the Federation, in accordance with Article VII - Disciplinary Procedures of E.T.F.O. Constitution;
- iii) to request Federation support, through the grievance arbitration process;
- iv) to request Federation support for employment related matters including:
  - a) termination or resignation of employment;
  - b) protection from being slandered, libeled or harassed in any form;
  - c) protection from fraudulent or malicious allegations or charges;
- v) to request Federation support in any problem directly related to professional duties;
- vi) to request Federation support, in an investigatory or disciplinary procedure undertaken by the College of Teachers;
- vii) to request Federation support, in a member/member complaint;
- viii) to request Federation support for employment related matters which are alleged to have occurred when the individual was a member of the Federation or its predecessors.

### **4.2 Associate Membership**

The rights of an Associate Member shall be:

- i) to attend Federation functions as a non-voting member at the invitation of the President;
- ii) to receive OCETF publications;
- iii) to serve on Federation committees.

### **4.3 OCETF Honorary Life Membership**

The rights of an Honorary Life Member shall be:

- i) to attend Federation functions as a non-voting member at the invitation of the President;
- ii) to receive OCETF publications;
- iii) to serve on Federation committees;
- iv) to attend the Annual Dinner as a guest of OCETF.

## **ARTICLE V - FEES**

### **5.1 Local Levy**

- i) A Local Levy shall be established at the Annual General Meeting or a General Meeting called for that purpose.
- ii) The Local Levy shall be deducted in accordance with the Collective Agreement.

### **5.2 Associate Membership Fee**

Associate members shall pay a fee in accordance with By-Law I.

## **ARTICLE VI - ANNUAL GENERAL MEETING**

6.1 The Annual General Meeting shall be held in May of each year.

6.2 All Active members in good standing in the Federation may attend the Annual General Meeting.

6.3 The duties of the Annual General Meeting shall be:

- i) to elect the Executive;
- ii) to elect the Collective Bargaining Committee;
- iii) **to elect the Collective Bargaining Chair (Revised February 2010)**
- iv) to determine the Local Levy;
- v) to approve the Interim Budget;
- vi) to amend the Constitution and By-Laws of the Federation;
- vii) to receive annual reports of Committees and Associations and Executive;
- viii) to transact other business as determined by the approved agenda;
- ix) to determine the amount of remuneration to be paid to the President, First Vice-President, Second Vice-President and Chief Negotiator.

## **ARTICLE VII - PROVINCIAL ANNUAL MEETING**

7.1 A Provincial Annual Meeting Committee shall be struck by the Executive in accordance with By-Law VII.

## **ARTICLE VIII - OCETF EXECUTIVE**

### **8.1 Elected Executive**

- i) The elected Executive of OCETF shall consist of:
  - a) President,
  - b) First Vice-President,
  - c) Second Vice-President,
  - d) Secretary,
  - e) Treasurer,
  - f) Seven (7) additional members.

### **8.2 Term of Office**

The term of office of an Executive Member shall be from July 1 to June 30 of the following year, or until a successor has been elected or appointed. All Executive Members shall be members in good standing.

### **8.3 Executive Meetings**

Executive Meetings shall be held twice a month from September to June, or as requested by at least seven (7) members of the Executive or at the request of the President. One half day of release time will be provided, if required, for each Executive Member by OCETF for one meeting each month.

### **8.4 Election of Executive Members**

- (i) The Executive of OCETF shall be elected at the Annual Meeting and shall take office July 1<sup>st</sup>. Appointments shall be made after the new Executive takes office. The newly-elected Executive shall be invited, as non-voting members, to attend all meetings of the Executive of the OCETF that are held between the date of the election and the date on which the new Executive assumes office. In the event of a vacancy arising on Executive, a by-election will be held at a General Meeting at the earliest convenient time that such a meeting can be arranged.
- (ii) A Leave of Absence may be granted to an Executive Member at the discretion of the President. Such a Leave may be granted for a specified length of time.
- (iii) In the event of a Leave of Absence of an Executive Member, the Executive shall make a recommendation for an appointment to fill the open position. This appointment shall be put to Council within thirty (30) days for ratification.
- (iv) If ratified by Council, the appointed Executive Member shall carry out the duties and responsibilities of the position until the end of the specified Leave.
- (v) If Council does not ratify the appointment, an election for the open position should be held at a General Meeting within thirty (30) days.

- (vi) At the end of the specified Leave, the Executive Member shall resume their previous duties. If they are unable or unwilling, the position shall be considered to be a vacancy and be filled according to 4.1 (x).

#### **8.5 Other OCDSB Employee Groups**

OCETF Executive shall appoint, when appropriate, a representative as a non-voting member of the Executive of other OCDSB Employee Groups.

### **ARTICLE IX – OCETF COUNCIL**

9.1 The Council of OCETF shall consist of:

- i) the Executive Members;
- ii) a steward or alternate from every school and site;
- iii) chairpersons of standing committees.

### **ARTICLE X – OCETF MEETINGS**

#### **10.1 Annual Meeting**

OCETF shall hold its Annual Meeting in the period between April 1<sup>st</sup> and May 31<sup>st</sup> of each year.

#### **10.2 General Meetings**

OCETF General Meetings shall be held at the discretion of the Executive or of the Council.

#### **10.3 Council Meetings**

OCETF Council Meetings shall be held monthly **except for the month of May when the Annual General Meeting takes place**, or at the request of at least fifty (50) members from twenty-five (25) different educational sites. **(Revised Oct. 2009)**

#### **10.4 Robert's Rules of Order**

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

#### **10.5 Quorum**

For the purpose of establishing quorum, quorum shall be identified as 50% + 1 of stewards / alternates, executive members and released officers. (Rev. 2008)

## **ARTICLE XI - COMMITTEES**

11.1 OCETF shall provide for the following standing committees including but not limited to:

- i) Collective Bargaining
- ii) Communications
- iii) Goodwill
- iv) Historical
- v) Long Term Disability
- vi) New Teacher
- vii) Nominating
- viii) Political Action/Public Education
- ix) Professional Development
- x) Social/Special Events
- xi) Status of Women
- xii) Teacher Education
- xiii) Wellness

11.2 OCETF shall provide for the following annually appointed Ad Hoc Committees:

- i) Annual General Meeting
- ii) Awards
- iii) Budget
- iv) Honouring Retiring Teachers
- v) Provincial Annual Meeting
- vi) Resolutions

## **ARTICLE XII - AMENDMENTS**

### **12.1 Constitution**

The Constitution may be amended by a two-thirds vote of the members present and voting at any General Meeting or at a meeting called for the purpose of amending the Constitution. A written "Notice of Motion" with rationale shall be received by the OCETF Secretary at least one month prior to the meeting. Such motion shall be duly distributed to members at least two (2) weeks prior to the meeting where a vote to amend will be taken.

### **12.2 By-Laws**

The By-Laws under the Constitution may be amended, adopted or rescinded by a simple majority vote of members present at any General Meeting. A written "Notice of Motion" shall be received by the OCETF Secretary at least one month prior to the meeting. Such motion shall be duly distributed to members at least two (2) weeks prior to the meeting where a vote to amend will be taken.

### **ARTICLE XIII - PROFESSIONAL CONDUCT**

- 13.1 Members of OCETF shall conduct themselves with due regard to the honour and dignity of the teaching profession and shall be bound by the Teaching Profession Act and Article 18.1 (b) which states “a member shall on making an adverse report on another member furnish him (her) with a written statement of the report at the earliest possible time and not later than three days after making the report.

### **ARTICLE XIV - FISCAL YEAR**

- 14.1 The fiscal year of the Ottawa Carleton Elementary Teachers’ Federation shall be the period from July 1<sup>st</sup> of one calendar year to June 30th of the succeeding calendar year.

### **ARTICLE XV – ANNUAL AWARDS AND BURSARIES**

- 15.1 OCETF shall provide for the granting of the following OCETF Awards:
- i) OCETF Service Leadership Award;
  - ii) Mary Hill Memorial Award;
  - iii) The Terry Murphy Award of Excellence;
  - iv) New Teacher Service Award.
- 15.2 OCETF shall provide for the granting of the following Honorary Awards:
- i) Honorary Membership;
  - ii) Honorary Life Membership.
- 15.3
- i) OCETF shall provide for the granting of bursaries for upgrading teaching qualifications.
  - ii) OCETF shall appoint a representative to sit on the Florence Dunlop Award Board of Trustees.

## **CONSTITUTION BY-LAWS**

### **BY-LAW I - FEES**

- 1.1 A Local Levy shall be established by approval of the members at the Annual General Meeting or General Meeting called for that purpose.
- 1.2 A Local Levy shall be established where approval is received from a simple majority (50% + 1) of the members present and voting at the Annual or General Meeting where the establishment of the Levy is to be considered.
- 1.3 Each Associate Member shall pay no fee.

### **BY-LAW II - FINANCES**

- 2.1 Council approval is required for expenditures of monies beyond the total budget allocated to Governance, to Service to Members and to OCETF Office Services.
- 2.2 Financial statements shall be presented at regular Council Meetings and Executive meetings during the year.
- 2.3 An audited financial statement shall be sent to the Provincial Federation Office by September 30 and presented to the general membership at the October Council Meeting.
- 2.4 An Interim Budget for the next fiscal year shall be approved at the Annual General Meeting.

### **BY-LAW III - DUTIES OF MEMBERS OF OCETF**

- 3.1 Members of OCETF shall:
  - i) abide by the Constitution and By-Laws and support the Policies and Procedures of the OCETF;
  - ii) carry out decisions of the Council and the Executive;
  - iii) attend all OCETF in-school meetings and General Meetings, and may attend all Council Meetings and Executive Meetings as observers;
  - iv) bring to the attention of the School Steward all matters pertaining to staff morale and their working conditions;
  - v) elect a School Steward to Council, and an Alternate where possible before the end of June, and forward such name(s) to the OCETF office.
  - vi) Elect a School Council Representative and Alternate where possible before the end of June.
  - vii) Elect a School Supervision Committee Representative.
  - viii) Elect a Health and Safety Representative.

## **BY-LAW IV - DUTIES**

### **4.1 Duties of Executive**

The Duties of the Executive shall be the following:

- i) abide by the Constitution and By-Laws of OCETF;
- ii) transact the business of OCETF between Council Meetings;
- iii) advise and make recommendations to Council;
- iv) carry out decisions of the Council;
- v) authorize payment of expenses incurred by Council;
- vi) appoint such committees as may from time to time be deemed necessary, establish their terms of reference and name their chairperson;
- vii) appoint members to all Standing Committees, through application from the membership;
- viii) establish liaison with all Federation and Board Committees;
- ix) approve the nominees for awards of "ETFO" in accordance with ETFO Constitution 10.3.1 d) Awards, and work in conjunction with the Local Awards Committee;
- x) fill any vacancies occurring in any or all positions in the OCETF Executive and CBC within 30 school days by means of a by-election;
- xi) be responsible, through the Chair of CBC, for the Federation's involvement with Grievance and Arbitration;
- (vii) be responsible for the publication of a newsletter (at least monthly, or as is deemed necessary), during the school year;
- (viii) receive balanced budget and levy motion recommendations from budget committee prior to presentation to Council.

### **4.2 Attendance of Executive**

- i) A member of the Executive shall endeavor to attend and remain in attendance until adjournment at all Executive, Council and General Meetings.
- ii) Failure of a member of the Executive to attend fifty per cent (50%) of Executive and Council Meetings counted together in any school term, may be cause for removal from office by Council.

#### **4.3 Duties of President**

The President shall:

- i) be released full time and given remuneration in accordance with Article VI of the Constitution;
- ii) abide by the Constitution and By-Laws of OCETF, and support its policies and procedures;
- iii) be the official spokesperson for OCETF;
- iv) act as an ex-officio member of all committees;
- v) make provisions for the counseling of OCETF members;
- vi) act as a signing officer;
- vii) submit an application to the Provincial Annual Meeting Committee for functionary positions at the Provincial Annual Meeting as soon as possible after January 1<sup>st</sup> of any year;
- viii) serve as a Delegate at the Provincial Annual Meeting;
- ix) administer office staff and coordinate the duties of other members of the Executive, in consultation with other released officers where feasible;
- x) keep open direct two-way communication with the membership;
- xi) perform such other duties as by custom fall to the President;
- xii) as Chief Executive Officer of OCETF, carry out the business of the Federation between meetings of the Executive.

#### **4.4 Duties of First Vice-President**

The First Vice-President shall:

- i) be released full time and given remuneration in accordance with Article VI of the Constitution;
- ii) assume Presidential duties upon request of, or upon the absence of, the President;
- iii) act as a member of the Nominating Committee;
- iv) in consultation with the Treasurer and other members of the Budget Committee, prepare a budget for presentation to the October Council Meeting;
- v) in the event that the position of President becomes vacant between Annual Meetings, assume the office of President until a successor is elected;
- vi) act as an alternate signing officer;
- vii) provide counseling to members as directed by the President;
- viii) act as the Federation representative at Board Budget meetings and liaise with Board and OCETF Committees as directed by the President;
- ix) carry out other duties as assigned by the President.

#### **4.5 Duties of Second Vice-President**

The Second Vice-President shall:

- i) be released full time and given remuneration in accordance with Article VI of the Constitution;
- ii) assume first Vice-President duties upon request of, or upon the absence of, the first Vice-President;
- iii) in the event that the position of First Vice-President becomes vacant between Annual Meetings, assume the office of First Vice-President until a successor is elected;
- iv) provide counseling to members as directed by the President;
- v) liaise with Board and OCETF Committees as directed by the President;
- v) carry out duties as assigned by the President.

#### **4.6 Duties of the CBC Chair (NEW February 2010)**

**Duties shall include but not be limited to: (March 2010)**

- i) be released full time and given remuneration in accordance with Article VI of the Constitution;
- ii) act as Chief Negotiator and Grievance Officer;
- iii) act as Chair of the Collective Bargaining Committee.

#### **4.7 Duties of the Secretary**

The Secretary shall:

- i) receive, answer and file all correspondence directed to the Secretary;
- ii) provide Minutes of the General, Council and Executive meetings to members;
- iii) give notice of all meetings to OCETF members;
- iv) present a written report of the year's activities of the Executive at the Annual Meeting and send a copy to the Provincial Federation Office by June 1<sup>st</sup> each year;
- v) keep on file an up-dated copy of the Local Constitution and notify the membership in writing before the subsequent Local meeting of any proposed amendments to the Constitution;
- vi) prepare an Executive Report to present at Council Meetings.

#### **4.8 Duties of the Treasurer**

The Treasurer shall:

- i) receive, answer and file all correspondence directed to the Treasurer;
- ii) act as a signing officer;
- iii) receive monies and pay bills as directed;
- iv) present financial reports at all Executive, Council and Annual Meetings;
- v) present an audited report of the Local's financial activities to Council by

October and send a copy to the Provincial Federation Office by September 30<sup>th</sup> each year; (Revised 2004)

- vi) prepare in consultation with the Budget Committee, a budget for the ensuing year.

#### **4.9 Duties of the Speaker**

The Speaker shall:

- i) conduct all business sessions of Council, General, and Annual Meetings;
- ii) appoint a Deputy-Speaker, counters and spotters to assist in conducting the meeting;
- iii) be strictly impartial and use his/her authority to protect and preserve the equality of members in the exercise of their rights and privileges;
- iv) adhere to the authority of conducting all Federation meetings using current Robert's Rules of Order.

#### **4.10 Duties of OCETF School Steward**

The OCETF School Steward shall:

- i) abide by the Constitution and By-Laws of OCETF;
- ii) call and preside over regular meetings of OCETF members of the school staff to conduct OCETF business;
- iii) inform staff members of the business related to OCETF;
- iv) carry concerns and questions emanating from staff members to Council; be a voting member of Council;
- v) carry out in-school voting procedures as determined by the current OCETF policy;
- vi) be responsible for distributing notices of meetings, and special functions, and promoting OCETF activities.
- vii) Submit to the OCETF by the end of June the names of the Steward and Alternate, the School Council Rep and Alternate, and the summer phone tree for all current OCETF members on staff.

#### **4.11 OCETF School Steward Alternate**

The OCETF School Steward Alternate shall act in a capacity similar to that of the School Steward in the absence of the School Steward.

#### **4.12 Duties of Committee and Subject Association Chairs**

Each Committee and Subject Association Chairperson shall:

- i) be a voting member of Council;
- ii) provide for an Alternate with full voting privileges in the event that he/she is unable to attend a Council Meeting;
- iii) present a report at Council Meetings;
- iv) Adhere to approved budget plan or submit a proposal for additional items or changes through the treasurer for Executive approval;
- v) speak on any matters at Council or Executive Meetings;

- vi) sponsor any motions concerning the Committee;
- vii) speak to any motions pertaining to the Committee;
- viii) present a proposed budget statement for the fiscal year to the Budget Committee by March 31<sup>st</sup>;
- ix) prepare a written report for the Annual General Meeting.

## **BY-LAW V - DUTIES OF OCETF COUNCIL**

### 5.1 Each Council Member shall:

- i) abide by the Constitution and By-Laws of OCETF;
- ii) act on recommendations of the Executive;
- iii) make decisions consistent with Article II of the Constitution;
- iv) authorize the expenditure of monies by the Executive and the Committees;
- v) establish guidelines for committees;
- vi) establish policy for the Federation;
- vii) approve the Annual Budget at the October Council Meeting.

## **BY-LAW VI - COMMITTEES**

### 6.1 Duties of Standing Committees of OCETF

Each Committee listed in Article XI of the OCETF Constitution shall:

- i) abide by the Constitution and By-Laws of OCETF and support the policies and procedures of OCETF;
- ii) select such officers as deemed necessary;
- iii) take action on any matter referred by the Executive and/or the Council;
- iv) upon approval of the Executive take action on items of its own creation within the specific terms of reference of the Committee;
- v) report to the Executive on all motions referred to it with respect to opinions, recommendations and actions taken on such referrals;
- vi) provide the Executive Liaison with a schedule of meetings for the year, as well as Agendas and Minutes of those meetings;
- vii) consult with and receive approval from the President before entering into communication with the membership at large or with other organizations including the Ottawa Carleton District School Board.
- viii) keep a written record of all meetings and send a copy of same to the President;
- ix) prepare such Motions and/or Notices of Motion as required for the carrying out of these terms of reference;
- x) suggest and prepare any By-Laws and/or Constitutional Amendments necessary to expedite the recommendations of the Committee;
- xi) submit progress reports to the Executive or Council on a regular basis;
- xii) submit a written report to be received at the Annual Meeting;
- xiii) recognize and take appropriate action on correspondence and items

- received from the Provincial Chairperson of related Provincial Committees;
- xiv) provide a detailed accounting as to the spending of the budgetary allotment of the fiscal year, and submit a budget for the ensuing year.

## 6.2 (A) Collective Bargaining Committee

The members of the Collective Bargaining Committee shall:

- i) **be made up of 13 members, 12 of whom shall be elected at the Annual General Meeting and hold office for three year terms. Terms shall be staggered so of the 12 members, only four reach the end of their terms on June 30<sup>th</sup> of each year. The remaining member shall be the Collective Bargaining Chair who shall be elected every two years at the Annual General Meeting as per the Duties of the Annual General Meeting. (NEW February 2010)**
- ii) Those CBC members newly elected at the AGM shall be invited as non-voting members to attend all CBC meetings held between the date of the election and the date on which the new CBC members assume office. In the event the newly elected member is an incumbent, that member attends and fulfills roles as a regular CBC member. (Revised Oct. 2008);
- iii) remain on the committee following their retirement at the AGM, if collective bargaining is currently underway and remain on the committee until a new agreement has been signed provided they remain Active Members;
- iv) remain on the committee following a request for a Leave of Absence, granted at the discretion of the CBC Chair. Such a Leave may be granted for a specified length of time (Revised 2008);
- v) report to OCETF Council each month;
- vi) request that Executive hold a by-election as soon as possible after a vacancy arises;
- vii) make grievance recommendations to OCETF Executive;
- viii) prepare a preliminary submission for ratification by the members;
- ix) request that the Executive hold a General Meeting of all members of OCETF to present a tentative agreement. The members shall receive notice at least seventy-two (72) hours in advance of this meeting;
- x) prepare an annual report that the CBC chairperson will present at the AGM;
- xi) negotiate with the Board and administer the Collective Agreement.

## 6.2 (B)

- i) A member of the Collective Bargaining Committee shall endeavor to attend and remain in attendance until adjournment at all Collective Bargaining Committee Meetings. (Revised 2008)

- ii) Failure of a member of the Collective Bargaining Committee to attend fifty percent (50%) of Collective Bargaining Committee Meetings counted together in any school term, may be cause for removal from office by Council. (Revised 2008)

### **6.3 Communications Committee**

The members of the Communications Committee shall:

- i) establish and maintain contact and liaise with the Chairs of the Professional Development Committee;
- ii) disseminate information that will tend to further the aims and objectives of the OCETF and the teaching profession as determined by the Executive;
- iii) include the Newsletter editor, Newsletter graphic designer, OCETF Beam Notice coordinator, and the Web Page contact person.

### **6.4 Goodwill Committee**

The Goodwill Committee shall:

- i) adopt a standard approach to matters encompassed by its terms of reference;
- ii) implement the terms of reference to the extent that the Goodwill Convenor is notified by the members of the Local of events which qualify for action;
- iii) apply the same terms to OCETF office staff as apply to members of OCETF.

### **6.5 Historical Committee**

The Historical Committee shall:

- i) ensure that a copy of all Minutes is filed in the archives;
- ii) attempt to maintain and store other material and memorabilia they deem appropriate;
- iii) receive historical material and decide on the appropriate placement in order to conserve and/or display the history of education and the Federation.

### **6.6 New Teacher Committee**

The New Teacher Committee shall:

- i) be chaired by an Executive member;
- ii) liaise with the OCDSB Teacher Mentoring Committee;
- iii) report to Executive monthly;
- iv) make new teachers aware of the services available through OCETF;
- v) actively encourage new member involvement in OCETF.

### **6.7 Nominating Committee**

The Nominating Committee shall:

- i) be named by the President no later than January 31<sup>st</sup> of each year;
- ii) include the First Vice-President and at least two members at large;
- iii) accept nominations and solicit nominees from members in good standing for all elected positions in accordance with Article VIII, 8.0.1, Executive and BY-LAW VI, 6.0.2, Collective Bargaining Committee, and shall submit all names for election to the Annual Meeting (Nominations for any elected position will be accepted from the floor at the Annual Meeting).
- iv) distribute election guidelines to those nominated and make the nominations known to the members.
- v) post biographies on the OCETF Beam Folder and distribute election flyers to School Stewards through Board mail prior to May 1.

#### **6.8 Political Action/Public Education Committee**

The Political Action/Public Education Committee shall:

- i) examine and keep informed of existing and proposed government legislation which affects the members of OCETF;
- ii) make known to the Executive of OCETF any new legislation which affects them;
- iii) disseminate, in conjunction with the Executive and the Communications Committee, information received from related Provincial Committees;
- iv) plan and conduct such activities as the committee deems appropriate for the members of OCETF as directed by the Executive and/or Council.

#### **6.9 Professional Development Committee**

The Professional Development Committee shall:

- i) provide a professional development program to suit the needs of the members of OCETF;
- ii) plan such activities as the Committee deems appropriate or as requested by the Executive and/or Council;
- iii) report regularly to Executive;
- iv) consist of three (3) divisions:
  - a) Professional Development Day Committee;
  - b) **Professional Learning Committee** which shall: provide a process for funding **Professional Learning activities for teachers and facilitate local Professional Learning opportunities provided by outside agencies other than the OCDSB (March 2010)**;
  - c) The following Subject/Grade Committees shall:
    - i) Elect or appoint a chairperson
    - ii) Plan and conduct such activities as the Committee deems appropriate for its members, or as directed by the Executive and/or Council.

**Design and Technology Committee (March 2010)**

The Design and Technology Teachers Association shall:

- i) establish an Executive of their Association;
- ii) plan and conduct such activities as the Association deems appropriate for its members or as directed by the Executive and/or Council.

**Drama and Dance Committee (March 2010)**

The Drama/Dance Committee shall:

- i) establish an Executive of their Association;
- ii) plan and conduct such activities as the Association deems appropriate for its members or as directed by the Executive and/or Council.

**English as a Second Language Committee (March 2010)**

The ESL/ESD Association shall:

- i) establish an Executive of their Association;
- ii) plan and conduct such activities as the Association deems appropriate for its members or as directed by the Executive and/or Council.

**French Second Language Teachers Committee (March 2010)**

The French Second Language Teachers Association shall:

- i) establish an Executive of their Association;
- ii) plan and conduct such activities as the Association deems appropriate for its members or as directed by the Executive and/or Council.

**Guidance Committee (March 2010)**

The Guidance Teachers Association shall:

- i) establish an Executive of their Association;
- ii) plan and conduct such activities as the Association deems appropriate for its members or as directed by the Executive and/or Council.

**Intermediate Music Committee (March 2010)**

The Intermediate Music Teachers Association shall:

- i) establish an Executive of their Association;
- ii) plan and conduct such activities as the Association deems appropriate for its members or as directed by the Executive and/or Council.

**Primary / Junior Teachers Committee (March 2010)**

The Junior Teachers Association shall:

- i) establish an Executive of their Association;
- ii) plan and conduct such activities as the Association deems appropriate for its members or as directed by the Executive and/or Council.

*Library Teachers Association*

The Library Teachers Association shall:

- i) establish an Executive of their Association;
- ii) plan and conduct such activities as the Association deems appropriate for its members or as directed by the Executive and/or Council.

*Multicultural Committee (March 2010)*

The Multicultural Association shall:

- i) establish an Executive of their Association;
- ii) plan and conduct such activities as the Association deems appropriate for its members or as directed by the Executive and/or Council.

*Physical Education and Health Committee (March 2010)*

The Physical Ed./Health Ed. shall:

- i) establish an Executive of their Association;
- ii) plan and conduct such activities as the Association deems appropriate for its members or as directed by the Executive and/or Council.

*Special Education Committee (March 2010)*

The Special Education Association shall:

- i) establish an Executive of their Association;
- ii) plan and conduct such activities as the Association deems appropriate for its members or as directed by the Executive and/or Council.

**6.10 Social/Special Events Committee**

The Social/Special Events Committee shall:

- i) keep informed of the wishes of the Members regarding social activities and suggest suitable social functions which could be undertaken by OCEJF;
- ii) arrange for speakers.

**6.11 Provincial Annual Meeting Delegation Chairperson**

The Delegation Chairperson shall:

- i) be elected by the Delegates and Alternates from among the members of

- the Provincial Annual Meeting Delegation;
- ii) be responsible for the preparation of resolutions to the Provincial Annual Meeting;
- iii) be responsible for the transportation, accommodation, reimbursement, and the organization of the Provincial Annual Meeting Delegation;
- iv) report to Council the outcome and decisions reached at the Provincial Annual Meeting;
- v) replace any Delegate or Alternate who withdraws with names from the official waiting list which is based on the election results;
- vi) conduct such other business as to adequately prepare the OCETF Delegation to represent the Local at the Provincial Annual Meeting;
- vii) schedule a debriefing meeting of the Delegation in September;
- viii) present a summary report on the Annual Meeting and the Delegation, including a balanced Budget Statement and recommendations, to the OCETF Executive by the end of October.

#### **6.12 Status of Women Committee**

The Status of Women Committee shall:

- i) establish an Executive of their Association;
- ii) plan and conduct such activities in accordance with the “ETFO” Constitution and By-Laws as the Committee deems appropriate for its members or as directed by the Executive and/or Council;
- iii) encourage members to access and participate in programmes for women and to seek leadership roles.

#### **6.13 Provincial Annual Meeting Delegation**

The Provincial Annual Meeting Delegation shall:

- i) shall be elected at a general meeting before the end of February;
- ii) consist of all elected representatives to the Provincial Annual Meeting;
- iii) review all resolutions from other Locals;
- iv) attend preparation meetings prior to the Annual Meeting;
- v) attend caucus meetings during the Annual Meeting;
- vi) ensure the OCETF has its full complement of delegates seated on the assembly floor.

#### **6.14 Teacher Education Committee**

The Teacher Education Committee shall:

- i) establish an Executive of their Association;
- ii) plan and conduct such activities as the Committee deems appropriate for its members or as directed by the Executive and/or Council.

### **6.15 Wellness Committee**

The Wellness Committee shall:

- i) establish an Executive for the Committee;
- ii) plan and conduct such activities as the Committee deems appropriate for members or as directed by the Executive and/or Council.

### **6.16 Long Term Disability Advisory Committee**

LTDAC will abide by the Trust Agreement between OCETF and the LTDAC.

## **BY-LAW VII - OCETF AD HOC COMMITTEES**

### **7.1 Provincial Annual Meeting Committee**

OCETF Ad Hoc Committees shall:

- i) be appointed by the Executive by October 31 of each year;
- ii) be comprised of the 1<sup>st</sup> Vice-President and/or 2<sup>nd</sup> Vice-President and two Executive Members; (Revised 2004)
- iii) establish a Resolutions Committee from volunteers solicited at the November OCETF Council Meeting;
- iv) schedule and conduct the election of the Delegation;
- v) schedule and conduct the election of the Delegation Chair;
- vi) conduct delegation business until the election of the Delegation Chair;
- vii) ensure that resolutions arising from local sources after March 1<sup>st</sup> are presented for debate and approval at an OCETF Council or General Meeting;
- viii) ensure that resolution arising from the Local after March 1<sup>st</sup> are brought to the floor at the Provincial Annual Meeting using the "Order Paper" process.

### **7.2 Resolutions Committee**

The Resolutions Committee shall:

- i) solicit resolutions from the OCETF membership through the January OCETF Council Meeting;
- ii) receive resolutions intended for presentation to the ETFO Annual Meeting;
- iii) ensure that each motion is acceptable according to Roberts' Rules of Order, is in proper form, and worded to present the original intent of the motion;
- iv) present resolutions to the Provincial Annual Meeting Committee and to the OCETF Executive for information and comment;
- v) publish resolutions to the membership ten (10) days prior to the February OCETF General Meeting;

- vi) present resolutions for ratification at an OCETF General Meeting to be held in February;
- vii) ensure that motions arising from the Local are forwarded to the Provincial Office no later than March 1<sup>st</sup> each year;
- viii) present resolutions to the Delegation.

### **7.3 Awards Committee**

The Awards Committee shall:

- i) consist of two executive members, two members at large and where possible two former award recipients.
- ii) advertise the Awards criteria and accept nominations;
- iii) receive nominations and select recipients in accordance with the criteria;
- iv) present awards to members in good standing of OCETF, and others who have made outstanding contributions and realized significant achievement in education;
- v) recognize recipients at the Annual General Meeting or any other agreeable time as determined by the Executive.

### **7.4 Budget Committee**

The Budget Committee shall:

- i) be chaired by the 1<sup>st</sup> Vice-President, and include the Treasurer, two members at large and the comptroller (non-voting);
- ii) receive budget requests from the Executive, Committee, and Subject Association Chairs;
- iii) establish a budget amount for active Subject Associations, and not budget for dormant Subject Associations;
- iv) present a draft of a balanced budget for Executive and Council in April;
- v) present an Interim Budget for approval at the OCETF Annual General Meeting;
- vi) bring a motion regarding a Local Levy to the Executive for approval at the OCETF Annual Meeting;
- vii) make changes to the Interim Budget that are necessitated by the ETFO Annual Meeting or by year end actuals, and present the final budget for approval at the October Council Meeting;
- viii) submit an audited Financial Statement for the President to forward to the Provincial Office.

## **BY-LAW VIII - COLLECTIVE BARGAINING**

- 8.1 Only members under contract to the Ottawa-Carleton District School Board may vote on Collective Bargaining matters directly affecting OCDSB teachers.

## **BY-LAW IX – PROXY VOTING**

- 9.1 When absent due to educational responsibilities or serious medical reasons, voting on the preliminary submission or tentative Collective Agreement may be done by proxy. A proxy form shall be provided, upon request, by the President and/or Chief Returning Officer. (Appendix I Proxy Form)
  
- 9.2 When absent due to educational responsibilities or serious medical reasons, and voting on matters at the OCETF Annual Meeting, a proxy form shall be provided by the President and/or Chief Returning Officer. (Appendix II Proxy Form)