

**ELEMENTARY TEACHERS' FEDERATION OF ONTARIO**

**UPPER GRAND ETFO  
OCCASIONAL TEACHERS' LOCAL  
CONSTITUTION**

**June 7, 2007**

**CONSTITUTION FOR  
UPPER GRAND ETFO OCCASIONAL TEACHERS' LOCAL**

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**CONSTITUTION FOR  
UPPER GRAND ELEMENTARY TEACHERS' FEDERATION OF ONTARIO  
OCCASIONAL TEACHERS' LOCAL**

Definitions:

- Federation means the provincial Elementary Teachers' Federation of Ontario.
- Local means the Upper Grand ETFO Occasional Teachers' Local.

**ARTICLE 1 - NAME**

- 1.1 This organization shall be known as the "Upper Grand ETFO Occasional Teachers' Local."

**ARTICLE II - JURISDICTION**

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

**ARTICLE III - OBJECTS**

The objects of the Local shall be:

- 3.1 to represent members of the Upper Grand ETFO Occasional Teachers' 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 in the Local.
- 3.4 to promote a high standard of professional ethics and 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 co-operate with other organizations having the same or like objects.
- 3.8 to work with other Locals of the Federation.

## **ARTICLE IV - MEMBERSHIP**

### **Section 1 - Active Membership**

4.1 Members shall all be members of the Federation within the jurisdiction of the Local and the Upper Grand District School Board.

## **ARTICLE V - RIGHTS AND PRIVILEGES OF ACTIVE MEMBERSHIP**

5.1 An active member 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 in the Federation;
- b) to attend General and Annual Meetings of the Local;
- c) to 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;
- h) to request Local support in an investigation of disciplinary procedure undertaken by the College of Teachers.

## **ARTICLE VI - LOCAL ORGANIZATION**

### **Section 1 - Local Executive**

6.1.1 The Local Executive shall include the following positions:

- President; (must have one year's Executive experience on a Local of the Federation).
- Past-President; (If there is no Past-President then one additional Executive member will be elected);
- Vice-President;
- Secretary;
- Treasurer;
- Six additional Executive Members.

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

6.1.3 The term of office for the Executive shall be one year.

6.1.4 The Executive shall take office on July 1.

## **Section 2 - Committees**

6.2.1 The following standing committees may be established:

- Budget
- Collective Bargaining
- Elections
- Professional Development
- Constitution

6.2.2 Other ad hoc committees required to carry out the work of the Local may be established by the Executive or by General Meetings as necessary.

## **ARTICLE VII - ORGANIZATIONAL DUTIES**

The Local, its officers and committees, shall carry out their duties and responsibilities in accordance with both the 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, By-laws, and Policies of the Elementary Teachers' Federation of Ontario.
- 7.1.2 execute the business of the Local in accordance with the Constitution and the decisions of the General Meetings and the Annual Meeting of the Local.
- 7.1.3 hold at least six (6) regular Executive Meetings per school year and a Local Annual Meeting.
- 7.1.4 attend meetings regularly.
- 7.1.5 hold an Executive Meeting at the call of the President.
- 7.1.6 receive a financial report at each Executive Meeting.
- 7.1.7 forward to the Federation by September 30 of each year the annual audited financial statement of the Local.
- 7.1.8 forward to the Federation by September 30 of each year the annual report of the Local.
- 7.1.9 recommend committee membership to the General Meeting.
- 7.1.10 appoint and develop terms of reference for standing and ad hoc committees, if and when established.

- 7.1.11 appoint a member to fill any vacancy on the Executive according to Article IX.
- 7.1.12 establish by April 1, an Elections Committee consisting of the Past-President or Executive Designate, the Vice-President and one other member.
- 7.1.13 appoint three (3) signing officers of the Local (Treasurer, President and Vice-President).
- 7.1.14 appoint when necessary, a successor to complete the unexpired term of an elected or appointed Local representative.
- 7.1.15 recommend the appointment of auditors to the Annual Meeting.
- 7.1.16 develop an investment policy.
- 7.1.17 develop an annual budget, including release days, for presentation to the Local Annual Meeting.
- 7.1.18 assign other duties to the President, as required.

## **Section 2 - Duties of Officers**

7.2.1 The duties of the President shall be:

- a) to abide by the Constitution and By-laws of the Local and ETFO;
- b) to call and chair meetings of the Executive and Local;
- c) to set the agenda for Executive, General, and Annual Meetings;
- d) to be the official spokesperson for the Local
- e) to act as an ex-officio member of all committees;
- f) to act as one of the signing officers of the Local;
- g) to ensure representation at the ETFO Annual Meeting;
- h) to inform and advise members on issues affecting the Local and its members;
- i) to ensure Executive Committees report regularly to Executive and Annual Meetings;
- j) to report steps taken to transfer information to the incoming President at the last Local Executive Meeting for which s/he is responsible;
- k) to share information, discuss issues with the Executive prior to any decision-making by the Local;
- l) to serve as the Grievance Officer and to make grievance decisions by filing personal/policy grievances and hearing appeals;
- m) to maintain accurate records of correspondence received by and sent on behalf of the Local;
- n) to prepare an annual budget, in co-operation with the Executive.

7.2.2 The duties of the Vice-President shall be:

- a) to assume the President's duties upon the request of or in the absence of the President;
- b) to act as a member of the Elections Committee;
- c) to act as one of the signing officers;

- d) to assume the office of President until a successor is elected, in the event that the position becomes vacant between Annual Meetings;
- e) to prepare an annual budget, in co-operation with the Executive;
- f) to assume any other duties as requested by the Executive or the President.

7.2.3 The duties of the Treasurer shall be:

- a) to keep accurate and detailed financial records of the Local based on the Local's fiscal year, July 1 to June 30;
- b) to prepare an annual budget in co-operation with the Executive;
- c) to act as one of the signing officers;
- d) to make a financial report to each Executive, General, and Annual Meeting of the Local;
- e) to make and maintain investments on instruction of the Executive;
- f) to report investments during each financial report;
- g) to ensure the audit is completed by an independent chartered accountant;
- h) to forward the annual audited financial statement of the Local to the provincial office of the Federation by September 30;
- i) to maintain a separate bank account for funds belonging to the Local.
- j) to perform other duties as assigned by the Executive.

7.2.4 The duties of the Secretary shall be:

- a) to maintain accurate records of all meetings of the Local;
- b) to maintain accurate records of correspondence received by and sent on behalf of the Local;
- c) to prepare and circulate minutes of Executive, General and Annual Meetings;
- d) to forward the annual report of the Local to the provincial office of the Federation by June 1;
- e) to keep on file an updated copy of the Local Constitution and notify the membership in writing before the Local Annual Meeting of any proposed amendments to the Constitution;
- f) to compile motions to be kept in the Local office and passed on to future secretaries;
- g) to perform other duties as assigned by the Executive.

7.2.5 The duties of the Executive Members shall be:

- a) as assigned by the Executive

### **Section 3 - Duties of the Past-President**

7.3.1 The duties of the Past-President shall be:

- a) to act as a member of the Elections Committee;
- b) to act as a resource during the transitional year;
- c) to perform other duties as assigned by the Executive.

## **Section 4 - Duties of Committees**

7.4.1 The duties of all committees shall be:

- a) to develop Terms of Reference for the committee;
- b) to report to the Executive on a regular basis;
- c) to prepare and present to the Executive, initiatives to support the Terms of Reference and to request budgetary funds to conduct the work of the committee annually;
- d) to submit an annual report to the Annual Meeting.

7.4.2 The Elections Committee shall:

- a) consist of the Past-President or Executive Designate, the Vice-President and at least one other member appointed by the Executive;
- b) be chaired by the Past-President or Executive Designate.

7.4.3 The Duties of the Elections Committee shall be:

- a) to adhere to the provisions of Article IX;
- b) to prepare a Nomination Form to be sent to all members 30 days prior to the Local Annual Meeting;
- c) to prepare a proposed slate of officers for presentation at the Local Annual Meeting
- d) to prepare and present a budget request to the Executive.

## **ARTICLE VIII - MEETINGS**

### **Section 1 - Local General Meetings**

8.1.1 A quorum for Local General Meetings shall be the members present.

8.1.2 The official authority for conducting all Local meetings shall be the current Roberts Rules of Order.

8.1.3 A Local General Meeting may be called at any time by the President in consultation with the Executive.

### **Section 2 - Local Annual Meeting**

8.2.1 A quorum for the Local Annual Meeting shall be the members present.

8.2.2 An Annual Meeting of the members of the Local shall be held prior to June 15 of each year.

8.2.3 The Annual Meeting shall:

- a) receive the annual reports of the officers and committees of the Local;

- b) elect the executive for the next year;
- c) approve the budget for the next year;
- d) appoint the auditor, an independent chartered accountant for the next year;
- e) receive the financial statements as certified by the auditor;
- f) amend the Local Constitution as required.

## **ARTICLE IX - ELECTIONS**

### **Section 1 - Eligibility**

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

### **Section 2 - Nominations**

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

9.2.2 The deadline for receipt of nominations shall be fifteen (15) days prior to the Local Annual Meeting. Nomination forms shall be forwarded to the Elections Committee.

9.2.3 Notwithstanding the above, a nomination for a position which is duly moved and seconded, and with the consent of the nominee, shall be accepted on the floor of the Annual Meeting provided that no nomination for that position has been received by the deadline described in 9.2.2. Article 9.2.3 shall not preclude an unsuccessful candidate for one position from dropping down in order to run for another position as per Article 9.3.7 effective July 1, 2004.

### **Section 3 - Election Procedures**

9.3.1 The Executive of the Upper Grand ETFO Occasional Teachers' Local shall be elected at the Local Annual Meeting.

9.3.2 Candidates shall have the opportunity to address the Local Annual Meeting before the 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 ballots for that candidate's election.

9.3.5 Candidates who are elected at the Annual Meeting shall be declared successful once they obtain a majority of the votes cast (50%+1). There shall be one election for the Executive Members positions. In the case of more than two (2) nominees for any of the above stated offices, and failing a majority for any candidate on the first ballot, the count of the vote will be announced and the name of the candidate with the least number of votes shall be dropped from the second and succeeding ballots until one of the candidates has a majority of the votes cast (50%+1). The vote count for all elected positions shall be released to the members present following each ballot.

- 9.3.6 An unsuccessful candidate may seek another position on the Executive for which the member is eligible.
- 9.3.7 The names of the members elected to the Executive shall be released to the members present following each ballot and the names of the elected Executive shall be communicated to the membership within fifteen (15) days.
- 9.3.8 The ballots will be destroyed by motion of the Annual Meeting immediately following the elections. The Returning Officer, with the approval of each scrutineer, shall destroy all ballots following this motion.

#### **Section 4 - Filling Vacancies**

- 9.4.1 Should the office of the President be vacant, the Vice-President shall assume the office of the President in accordance with Article IX.
- 9.4.2 Should the office of the Vice-President be vacant:
- a) the Executive may appoint, on recommendation from the President, a member to fill the vacancy for a term of office that shall expire immediately following the next Local General Meeting or Local Annual Meeting;
  - b) a Vice-President shall be elected at the next Local General Meeting or Local Annual Meeting.
- 9.4.3 Other vacancies shall be filled by the Executive, on recommendation from the President, at the next Local Executive Meeting.

#### **ARTICLE X - DELEGATES TO THE FEDERATION ANNUAL MEETING**

- 10.1 An active member of the Local, in good standing, may be appointed by the Executive as a delegate/alternate to the Federation Annual Meeting.
- 10.2 Delegates/alternates of the Local to the Federation Annual Meeting must include the President or designate.
- 10.3 Members who wish to serve as delegates/alternates may submit their names to the Executive for consideration at the Local Annual Meeting.
- 10.4 Names of delegates/alternates to the Federation Annual Meeting shall be forwarded to the Federation office.

## **ARTICLE XI - RESOLUTIONS TO THE FEDERATION ANNUAL MEETING**

- 11.1 Resolutions to the Federation Annual Meeting shall be passed at a Local General Meeting.
- 11.2 Resolutions to the Federation Annual Meeting shall be forwarded to the Local Executive 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 thirty (30) days prior to the Annual Meeting.
- 12.2 The Executive shall publish all proposed amendments to the general membership fifteen (15) days prior to the Annual Meeting.
- 12.3 The Constitution shall be amended if sixty percent (60%) of the members present at the Annual Meeting vote in favour of the proposed amendment.

## **ARTICLE XIII - FINANCES**

- 13.1 The Executive of the Local shall develop financial procedures.
- 13.2 All financial transactions shall be signed by two (2) of the three (3) signing officers (the Treasurer, the President and the Vice-President).
- 13.3 To be eligible for reimbursement all expense accounts shall be accompanied by official receipts. If one (1) of the signing officers is claiming the expenses, the other two (2) signing officers shall sign the expense account.
- 13.4 The fiscal year of the Upper Grand ETFO Occasional Teachers' Local shall be July 1 to June 30 of the succeeding year.