

Constitution of ETFO Niagara Occasional Teachers' Local

Definitions:

“Federation” means the provincial Elementary Teachers' Federation of Ontario.

“Local” means the Niagara Occasional Teachers' Local.

“Board” means the District School Board of Niagara.

Article I – Name

- 1.1 This organization shall be known as the Elementary Teachers' Federation of Ontario Niagara Occasional Teachers' Local.

Article II – Jurisdiction

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

Article III – Objectives

- 3.1 The objectives of the Local shall be:
 - 3.1.1 to represent members of the Local.
 - 3.1.2 to regulate relations between the members of the Local including but not limited to securing and maintaining, through collective bargaining, the best possible terms and conditions of employment.
 - 3.1.3 to advance the cause of education and the status of occasional teachers in the Local.
 - 3.1.4 to promote a high standard of professional ethics and a high standard of professional competence.
 - 3.1.5 to promote and protect the interests of all members of the Local and the students in their care.
 - 3.1.6 to co-operate with other organizations having the same or like objectives.
 - 3.1.7 to foster a climate of social justice and continue a leadership role in such areas as anti-poverty, non-violence, and equity.

Article IV – Membership

- 4.1 Members shall be all occasional teachers who are covered by the collective agreement between the Local and the Board.
- 4.2 Associate members of the Local are those members whose application has been approved by the Local and approved by the Federation's bylaws (reference 4.2.1 of the Federation Constitution).
- 4.3 Eligibility for associate membership in the Local is as defined in article 4.2.3 of the Federation's Constitution.
- 4.4 Honourary life membership may be granted to a member who has retired from the ETFO

Niagara Occasional Teacher Local and has given outstanding service to the Local.

Article V – Rights and Privileges of 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's Constitution.
- 5.2 The rights of an active member shall be:
 - 5.2.1 to run for and be elected to office in the Local and in the Federation.
 - 5.2.2 to participate in Local committees or task forces as directed by the Executive.
 - 5.2.3 to attend and vote at any annual or general meetings of the Local.
 - 5.2.4 to participate in all votes related to the collective bargaining process.
 - 5.2.5 to request the Local's support in the grievance process; and
 - 5.2.6 to request the Local's support in any problem directly related to professional duties.

Article VI – Responsibilities of Active Members

- 6.1 Members shall uphold the objectives of the Federation and shall abide by Article VI of the Federation Constitution's Code of Professional Conduct, which states that a member shall:
 - 6.1.1 recognize the Federation as the official voice of all the active members of the Federation;
 - 6.1.2 adhere to the Constitution and Bylaws of the Federation;
 - 6.1.3 support collective bargaining initiatives, including a strike authorized by the Executive;
 - 6.1.4 refrain from undertaking or supporting actions which undermine established bargaining procedures;
 - 6.1.5 honour the terms of the collective agreement;
 - 6.1.6 strive to eliminate all forms of harassment between individuals in the educational system;
 - 6.1.7 endeavour to ensure equity and inclusiveness in the workplace; and
 - 6.1.8 strive to achieve and maintain a high degree of professionalism and to uphold the honour, dignity, and ethical standards of the teaching profession.
- 6.2 Members shall attend the annual general meeting to elect members to the Executive and to approve the annual budget of the Local.
- 6.3 Members shall attend other general meetings of the Local throughout the year.
- 6.4 Members shall abide by the Constitution and support the policies and procedures of the Local.

Article VII – Local Organization

Section 1 – Local Executive

- 7.1.1 The Local Executive shall include the following positions:
 - 7.1.1.1 President

- 7.1.1.2 Vice-President
- 7.1.1.3 Secretary
- 7.1.1.4 Treasurer or Secretary/Treasurer
- 7.1.1.5 Executive Members
- 7.1.1.6 non-voting members from ETFO Niagara, CUPE Local 4156, and OSSTF District 22, whose members are employed by the District School Board of Niagara.
- 7.1.2 The Executive of the Local shall be elected at the annual meeting.
- 7.1.3 The Executive shall take office on July 1.
- 7.1.4 The Executive shall serve a term of two years.
- 7.1.5 The Executive will not exceed nine voting members including the President.

Section 2 – Committees

- 7.2.1 The Local may form such ad hoc Committees as are deemed necessary at the Annual Meeting or by the Executive. Such ad hoc committees (such as Budget, Collective Bargaining, Equity, and Professional Development) should be formed as members make themselves available for committee involvement.

Article VIII – Organizational Duties

Section 1 – Duties of the Executive

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

- 8.1.1 The Executive shall:
 - 8.1.1.1 uphold the constitution, bylaws and policies of the Federation.
 - 8.1.1.2 execute the business of the Local in accordance with the constitution and the decisions of general and annual meetings of the Local.
 - 8.1.1.3 hold a minimum of four Executive meetings in a year. A quorum shall be fifty percent (50%) of the Executive.
 - 8.1.1.4 hold an Executive Meeting at the call of the President.
 - 8.1.1.5 receive a financial report at an Executive meeting in September, January, March, and June.
 - 8.1.1.6 forward to the Provincial Office of the Federation by September 30 of each year the annual audited financial statement.
 - 8.1.1.7 when requested by the Federation, forward to the Federation Office the annual report of the Local.
 - 8.1.1.8 appoint members to committees. Develop terms of reference for these committees and receive reports from the Chairpersons of these committees.
 - 8.1.1.9 appoint at least two signing officers of the Local.
 - 8.1.1.10 appoint when necessary, members to fill vacant positions on the Executive.
 - 8.1.1.10.1 An Executive member shall be deemed to have resigned their position if

they fail to attend three consecutive Executive meetings without explanation and approval of the President.

8.1.1.10.2 At the next general or annual meeting, any such appointments shall be confirmed by a motion, put to the membership, to serve until the next election.

8.1.1.11 recommend the appointment of the auditor to the Local's annual meeting.

8.1.1.12 develop an investment policy.

8.1.1.13 determine the location and time of the Local's annual and general meetings.

Section 2 – Duties of the Officers

8.2.1 The duties of the President shall be:

8.2.1.1 to be the official representative of the Federation, the Local, and its members.

8.2.1.2 to preside at Executive, general, and annual meetings.

8.2.1.3 to be an ex-officio member of all committees of the Local.

8.2.1.4 to be one of the signing officers.

8.2.1.5 to transact the business of the Local between Executive meetings.

8.2.1.6 to forward the annual report of the Local to the provincial office

8.2.2 The duties of the Vice-President shall be:

8.2.2.1 in the President's absence, to assume the responsibilities of President.

8.2.2.2 to be responsible for additional duties as assigned by the President and/or the Executive.

8.2.3 The duties of the Treasurer shall be:

8.2.3.1 to keep accurate and detailed financial records of the Local.

8.2.3.2 to deposit monies and pay bills.

8.2.3.3 to make a financial report to four Executive meetings annually, and all general and annual meetings.

8.2.3.4 to make investments with the approval of the Executive.

8.2.3.5 to report investments at each financial report.

8.2.3.6 to forward the annual audited financial statement of the Local to the Federation by the date required by the Federation.

8.2.4 The duties of the Secretary shall be:

8.2.4.1 to maintain accurate records of the Local.

8.2.4.2 to prepare and present records.

Section 3 – Duties of the Committees

8.3.1 Committees are responsible to the Local Executive.

8.3.2 Committees shall fulfill the terms of reference of their mandates.

Article IX – Meetings

Section 1 – General Meetings

9.1.1 A quorum for general meetings shall be the membership in attendance.

9.1.2 The Local may hold such general meetings of the membership as may be determined by

the Executive or on the written request of ten percent (10%) of the membership.

9.1.3 The membership shall be notified of a General Meeting at least fourteen (14) days in advance.

9.1.4 The official authority for conducting all Local meetings shall be the current Robert's Rules of Order.

Section 2 – Annual Meeting

9.2.1 An annual meeting shall:

9.2.1.1 receive the annual reports of the officers and committees of the Local.

9.2.1.2 elect the Executive for their next term.

9.2.1.3 receive the financial statements.

9.2.1.4 approve the proposed budget for the next year.

Article X – Elections

Section 1 - Eligibility

10.1.1 An active member in good standing and in attendance who has served on the Local's Executive for one year may be eligible to be nominated and to run for President of the Local.

10.1.2 An active member in good standing may be nominated to stand for any of the other elected offices but President.

Section 2 – Nominations

10.2.1 Members shall be notified of the request for nominations prior to the Local's annual meeting and may submit their own name for intention to run for office.

10.2.2 Nominations duly moved and seconded, and with the consent of the nominee, shall be accepted at the annual meeting.

Section 3 – Election Procedures

10.3.1 The Executive of the Local shall be elected at an annual meeting of the Local.

10.3.2 The order of elections shall be President, Vice-President, Treasurer, and Secretary, followed by general Executive members.

10.3.3 Candidates shall have the opportunity to address the Local's annual meeting before the election for a maximum of three (3) minutes.

10.3.4 The election shall be held by secret ballot.

10.3.5 Each candidate may appoint one scrutineer to observe the counting of the ballots for that candidate's election.

10.3.6 The successful candidate will have received more than fifty percent (50%) of the ballots.

10.3.7 In the event of a tie a new ballot shall be cast.

10.3.8 In the case of more than two nominees for any of the offices, and failing a majority for any candidate on the first ballot, the candidate with the least votes will have their name

removed from the ballot and a new ballot shall be cast. This process shall repeat until one candidate receives the majority of the votes.

10.3.9 The result for all elected positions shall be released to the members present following each ballot.

10.3.10 An unsuccessful candidate may seek another position on the Executive for which the member is eligible.

10.3.11 The marked ballots shall be destroyed by motion of the annual meeting immediately following the elections.

Article XI – Delegates to the Federation's Annual Meeting

11.1 An active member in good standing of the Local may be nominated as a delegate to the Federation's annual meeting.

11.2 Members shall be notified of the request for delegates prior to the Local's annual meeting and may submit their own name for the intention to run as a delegate.

11.3 Delegates in attendance shall be elected at the annual meeting. The number shall be determined by the Federation office.

11.4 In addition, a number of alternates may be elected at the wish of the membership.

11.5 The President is an ex officio delegate to the Federation's annual meeting. Other members of the Executive are ex officio alternates to the Federation's annual meeting.

11.6 The Executive may revise the roster of delegates and alternates if necessary, provided the integrity of the election results is respected.

Article XII – Resolutions to the Federation's Annual Meeting

12.1 Resolutions to the Federation's annual meeting shall be passed at a Local general meeting prior to the date required by the Federation.

Article XIII – Amendments to the Local Constitution

13.1 Proposed amendments to the Local Constitution must be submitted to the Executive at least thirty (30) days prior to the Local's general or annual meetings.

13.2 The Local Executive shall publish all proposed amendments to the general membership at least fourteen (14) days prior to a general or annual meeting.

13.3 The Constitution shall be amended if at least sixty percent (60%) of the membership present vote in favour of the proposed amendments.