

# **CONSTITUTION**

## **ELEMENTARY TEACHERS' FEDERATION OF ONTARIO**

**GREATER ESSEX COUNTY  
OCCASIONAL TEACHERS LOCAL**  
(Amended June 2004, June 2006, May 2007, October 2009,  
May 2011, October 2016, May 2017, May 2021, November  
2022)

# CONSTITUTION

## ELEMENTARY TEACHERS' FEDERATION OF ONTARIO GREATER ESSEX COUNTY OCCASIONAL TEACHERS LOCAL

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# CONSTITUTION

## ELEMENTARY TEACHERS' FEDERATION OF ONTARIO GREATER ESSEX COUNTY OCCASIONAL TEACHERS LOCAL

### Definitions:

- Federation means the provincial Elementary Teachers' Federation of Ontario
- Local means the Greater Essex County Occasional Teachers' Local

### ARTICLE I - NAME

- 1.1 This organization shall be known as the Elementary Teachers' Federation of Ontario Greater Essex County Occasional Teacher's Local

### ARTICLE II - JURISDICTION

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

### ARTICLE III - OBJECTIVES

The objectives of the Local shall be:

- 3.1 to represent members of the Greater Essex County Occasional Teachers' Local;
- 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 Occasional Teachers 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;
- 3.7 to co-operate with other organizations having the same or like objectives.

## **ARTICLE IV - MEMBERSHIP**

### **Section 1 – Active Membership**

4.1 Active members shall be all members of ETFO within the jurisdiction of the Greater Essex County Occasional Teachers' Local.

### **Section 2 – Associate Membership**

4.2.1 Associate members of the Greater Essex County Occasional Teachers' Local are those members whose application has been approved by the local and approved by the Federation Executive and who have paid the annual fee in accordance with the Federation Bylaws.

4.2.2 Eligibility for associate membership in the Greater Essex County Occasional Teachers' Local is as defined in Article 4.2.3 of the Federation Constitution.

## **ARTICLE V – RIGHTS AND PRIVILEGES OF MEMBERSHIP**

### **Section 1 – Rights and Privileges of Active Membership**

5.1.1 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.

5.1.2 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 submissions 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.

### **Section 2 – Rights and Privileges of Associate Membership**

5.2.1 An associate member may:

- (a) attend Local functions in a non-voting capacity by invitation;
- (b) receive such Local communications as the Local decides;
- (c) serve on Local task forces and workgroups as the Local decides.

5.3.1 Members of the Local shall conduct themselves with due regard to the honour and dignity of the teaching profession and shall be governed by the Teaching Profession Act and the Constitution of ETFO, Article VI.

## ARTICLE VI - LOCAL ORGANIZATION

### Section 1 – Local Executive

6.1.1 The Local Executive shall include the following positions:

- a) President;
- b) Immediate Past President, where the most recent President chooses to continue to serve in an executive capacity and is a dues paying member;
- c) 1<sup>st</sup> Vice-President;
- d) 2<sup>nd</sup> Vice President
- e) Secretary;
- f) Treasurer or Secretary/Treasurer;
- g) Executive Members; Members at Large; maximum of 10;
- h) a non-voting member from each of the other Federation Locals whose members are employed by the Greater Essex County District School Board.

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

6.1.3 a) President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Treasurer and Secretary will be known as the Executive Positions of the Executive.

b) The term of office for the President, Vice President, Secretary and Treasurer shall be two (2) years.

c) The term of office for the Executive Members at Large shall be one (1) year.

6.1.4 The Executive shall take office on July 1<sup>st</sup>.

### Section 2 – Committees

6.2.1 Committees may include but not be limited to the following:

- Budget
- Collective Bargaining
- Elections
- Professional Learning
- Social
- Teacher Board Relations
- Political Action
- Equity and Social Justice
- New Members
- Goodwill
- Status
- Awards
- Health and Safety Committee

- 6.2.2 Other ad hoc committees required to carry out the work of the Local may be established by the Executive by general meetings as necessary.
- 6.2.3 All Committee Chairpersons shall have served at least one year on the Local's Executive.

## **ARTICLE VII – ORGANIZATIONAL DUTIES**

The Local, its officers and committees, shall carry out their duties and responsibilities in accordance with both the Local and ETFO 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 Elementary Teachers' Federation of Ontario.
- 7.1.2 execute the business of the Greater Essex County Occasional Teachers' Local in accordance with the constitution and the decisions of the general meetings of the Greater Essex County Occasional Teachers' Local.
- 7.1.3 hold at least eight regular Executive meetings.
- 7.1.4 shall attend at least 75% of the scheduled Executive meetings.
- 7.1.5 shall attend the Local Annual Meeting.
- 7.1.6 hold an Executive meeting at the call of the President.
- 7.1.7 receive a financial report at each Executive meeting.
- 7.1.8 forward to the provincial office by September 30th of each year the annual audited financial statement.
- 7.1.9 forward to the provincial office each year the annual report of the Local.
- 7.1.10 recommend committee members to the general meeting.
- 7.1.11 appoint and develop terms of reference for ad hoc committees.
- 7.1.12 appoint at least 2 signing officers to the Local.
- 7.1.13 appoint, when necessary, a successor to complete any unexpired term of an elected or appointed Local representative.
- 7.1.14 recommend the appointment of the Auditors to the Annual Meeting.

7.1.15 develop an investment policy.

## **Section 2 – Duties of Officers**

7.2.1 The Duties of the President shall be:

- a) to chair 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 register on Pres-Net and any other applicable network
- g) to provide liaison between the Greater Essex County District School Board, the Federation, other Federation Locals, the Local Executive, and its membership.
- h) to attend the Representative Council and the Annual Meeting or to designate an alternative to attend.
- i) to assign other duties to members of the Executive as needed.
- j) to attend any negotiations sessions with the Greater Essex County District School Board.
- k) to act as a signing officer of the Local.
- l) to forward the annual report of the Local to the Provincial office of the Federation by September 30th.

7.2.2 The duties of the Vice-President(s) shall be:

- a) to assume the role of the President in the President's absence as outlined in Article VII, Section 2.
- b) to assume other duties as determined by the Executive.
- c) to assist the President with Presidential duties of the Local.
- d) to attend Representative Council Meetings and the Annual Meeting with the President.
- e) to maintain an up-to-date list of all members.
- f) to chair the Communications committee.

7.2.3 The duties of the Treasurer shall be:

- a) to keep accurate and detailed financial records of the Greater Essex County Occasional Teachers' Local based on the Local fiscal year, July 1 to June 30.
- b) to make a financial report to each Executive and General Meetings of the Local.
- c) to make investments with the approval of the Executive.
- d) to report investments during each financial report.
- e) to ensure the audit is completed.



- f) to forward the annual audited financial statement of the Greater Essex County Occasional Teachers' Local to the provincial office of the Federation by September 30th.
  - g) to act as signing officer of the Local.
  - h) to maintain a separate bank account for the funds belonging to the Local.
  - i) to ensure prompt and accurate payment of expenses and deposit receipts.
  - j) to assume other duties as determined 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 and General Meetings.
- 7.2.5 The duties of the Members at Large shall be:
- a) to uphold, honour and respect the Objectives of the Local listed in Article III.
  - b) to act as chairs for the committees.
  - c) to represent the Local at various union and community events.
  - d) to attend training sessions as needed.
  - e) to engage with members at the workplace and respond to inquiries for information from the members.
  - f) to monitor the implementation of the Collective Agreement in the workplace.
  - g) to be responsible for additional duties as assigned by the President and/or Executive

### **Section 3 – Duties of the Committees**

- 7.3.1
- a) Committees are responsible to the Local Executive.
  - b) All committees shall consist of two or more members.
- 7.3.2 The Elections Committee shall:
- a) be appointed (ie. Appointed by Executive or elected);
  - b) be responsible for: calling for nominations and carrying out elections at the Annual Meeting.
- 7.3.3 The Collective Bargaining Committee is governed by the Provincial Joint Negotiation Procedures for the current year's Collective Agreements.
- 7.3.4 The Professional Learning Committee shall:
- a) be appointed by Executive.
  - b) organize and conduct Professional Learning workshops that
    - Provide teacher effectiveness training and
    - Stress the image and role of a teacher as an educational leader.
- 7.3.5 The Budget Committee shall:
- a) consist of the President, Treasurer and at least one other member.
  - b) be appointed.

- c) be responsible for drafting the annual Budget and reviewing it periodically.
- 7.3.6 The Social Committee shall:
- a) be appointed.
  - b) be responsible for organizing the Annual Meeting and other social events held during the year.
- 7.3.7 The Teacher Board Relations Committee shall:
- a) consist of the President and at least one other member.
  - b) be responsible for attending Relations meetings with the Board.
- 7.3.8 The Communications Committee shall:
- a) consist of one of the Vice Presidents and at least one other member.
  - b) shall compile and distribute a regular newsletter to all members.
  - c) be appointed by the Executive.
- 7.3.9 The Political Action Committee Shall:
- a) act as liaison between ETFO and its local membership.
  - b) liaison with other local political action groups.
  - c) be appointed by the Executive.
- 7.3.10 The Equity and Social Justice Committee shall:
- a) Act as liaison between ETFO and its local membership.
  - b) Liaison with other local Equity and Social Justice Groups
  - c) Choose one member to act as the Human Rights Officer at every Local function.
  - d) Be appointed by the Executive
- 7.3.11 The New Members Committee shall:
- a) be appointed.
  - b) be responsible for organizing social events during the year to engage new members and facilitate networking of all members.
- 7.3.12 The Goodwill Committee shall:
- a) be appointed.
  - b) be responsible for acknowledging teachers who:
    - are ill or had surgery,
    - have given birth or adopted a child,
    - have lost a loved one,
    - have celebrated graduations,
    - have celebrated engagements or marriages,
    - other momentous occasions not listed above.
- 7.3.13 The Status of Women Committee shall:
- a) be appointed.
  - b) educate members about women's issues.

- c) provide members with information, materials, and resources about women's issues.
- d) inform members of women's programming workshops through ETFO Provincial.
- e) organize events such as but not limited to International Women's Day.
- f) ensure that all local ETFO functions and activities abide by the ETFO Human Rights Statement.

7.3.14 The Awards Committee shall:

- a) be appointed.
- b) receive nominations for all awards as determined by the Local.
- (c) encourage and promote members of the Local to be considered for local/provincial and other awards.

7.3.15 The Health and Safety Committee shall:

- a) be appointed.
- b) be offered the ability for Level 1 training in H&S
- c) participate in Board Health and Safety discussions where necessary
- d) monitor ever changing Health and Safety concerns of our members
- e) encourage members of the Local to report Health and Safety concerns to their Health and Safety committees (school level) following the Internal Responsibility System (IRS)
- f) bring forward to the President any health and safety concerns that may need to be addressed with the Board.

**ARTICLE VIII - MEETINGS**

**Section 1 – General Meetings**

- 8.1.1 A quorum for general meetings shall be 5% of the membership.
- 8.1.2 The official authority for conducting all Local meetings shall be the current Roberts Rules of Order.

**Section 2 – Local Annual Meetings**

- 8.2.1 An Annual Meeting of the members of the Greater Essex County Occasional Teachers' Local shall be held prior to June 15 each year.
- 8.2.2 The Annual Meeting shall:
  - a) receive the annual reports of the officers and committees of the Local.
  - b) elect the officers for the next year.

- c) approve the budget for the next year.
- d) appoint the auditor.
- e) receive the financial statements as certified by the auditors.

## **ARTICLE IX - ELECTIONS**

### **Section 1 – Eligibility**

- 9.1.1 An active member in good standing may be nominated to stand for elected office.
- 9.1.2 Candidates for the positions of President and 1<sup>st</sup>/2<sup>nd</sup> Vice President shall have served at least one year on the Greater Essex OT Local Executive within the past two school years.
- 9.1.3 Members may not run from the floor for President or 1<sup>st</sup>/2<sup>nd</sup> Vice President
- 9.1.4 The Executive positions will be held by 5 distinct individuals. Should there be vacancies in an Executive Position after the elections at an annual meeting, then the Executive will determine how that position will be filled in accordance with 9.3.10

### **Section 2 – Nominations**

- 9.2.1 Members shall be notified of the request for nominations 30 days prior to the Local Annual Meeting.
- 9.2.2 The deadline for receipt of nominations shall be 10 days prior to the meeting.
- 9.2.3 Should there be no nominations for 2<sup>nd</sup> Vice President, the position may remain vacant at the discretion of the remaining Executive. The duties will be spread amongst the Executive as needed.
- 9.2.4 Should the number of nominations for a position be less than or equal to the number of vacancies for that position, immediately after the closing of the nomination period, the nominated candidates will be acclaimed to those positions. Elections will then be held for any vacancies remaining for that position. (For Example, there are 10 Member at Large positions available. Should there be 7 nominations received during the nomination period, then those 7 will be acclaimed and there will be nominations from the floor and a vote for the 3 remaining vacancies for Member at Large)
- 9.2.5 Should the number of nominations for a position be greater than the number of vacancies for that position, there will be an election for all of the vacancies for that position. (For Example: there are 10 Member at Large positions available.

Should there be 12 nominations received during the nomination period, then there will be a vote for all 10 vacancies for Member at Large)

### **Section 3 – Election Procedures**

- 9.3.1 The Executive of the Greater Essex County Occasional Teachers’ Local shall be elected at the Annual Meeting as follows:
- a) Odd Year – President, Secretary and Executive Members at Large to be elected.
  - b) Even Year – Vice President and Treasurer and Executive Members at Large to be elected
- 9.3.2 Candidates shall have the opportunity to address the Local Annual Meeting before election.
- 9.3.3 Candidates should attend the Local Annual Meeting. Should a candidate be unable to attend the meeting, the mover or seconder may represent the candidate with prior written consent from the candidate.
- 9.3.4 The election shall be by secret ballot.
- 9.3.5 Each candidate may appoint one scrutineer to observe the counting of the ballots for that candidate’s election.
- 9.3.6 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.
- 9.3.7 To be declared successful, a candidate must obtain a simple majority of the votes cast. For elections for positions where there is more than one vacancy, candidates will be declared successful by a ranking of votes from the highest vote count to the lowest vote count. The first vacancy will be filled by the candidate with the highest vote count. The second vacancy will be filled by the candidate with the second highest vote count. This procedure will continue until all vacancies have been filled.
- 9.3.8 An unsuccessful candidate may seek another position on the Executive for which the member is eligible.
- 9.3.9 The ballots will be destroyed by motion of the Annual Meeting immediately following the elections.
- 9.3.10 Procedure to fill an Executive Vacancy
- a) A vacancy at the position of President shall be filled by the 1<sup>st</sup> Vice-President
  - b) A vacancy at the position of 1<sup>st</sup> Vice-President shall be filled by the 2<sup>nd</sup> Vice-President.
  - c) A vacancy at the position of 2<sup>nd</sup> Vice-President shall be appointed by the Executive from the Executive members

- d) Notwithstanding the above, in the event there is a vacancy in a 2-year term Executive position, the position will be filled by Executive appointment until the end of the current term
- e) Notwithstanding 9.1.4 the Executive can choose to appoint one person to hold two Executive positions should there be no other persons interested in the vacant position.
- f) If any vacancy still exists following an Annual Meeting, the position shall be filled by Executive appointment

#### **ARTICLE X – DELEGATES TO THE ETFO ANNUAL MEETING**

- 10.1 The delegate entitlement for the Greater Essex County Occasional Teachers Local will be forwarded to the Local by the Provincial Federation.
- 10.2 Delegates of the Greater Essex County Occasional Teachers Local to the ETFO Annual Meeting shall include the President and the Vice Presidents.
- 10.3 The Greater Essex County Occasional Teachers Local may choose to register up to three (3) alternates
- 10.4 Any remaining delegate and/or alternate positions shall be nominated from the present active members at a general membership meeting. Any election that is needed is to follow Article IX – Elections, Section 3 – Election Procedure 9.3.2 through 9.3.6
- 10.5 Names of Delegates to the ETFO Annual Meeting shall be forwarded to the provincial office prior to June 1.

#### **ARTICLE XI – RESOLUTIONS TO THE ETFO ANNUAL MEETING**

- 11.1 Resolutions to the Federation Annual Meeting shall be passed at a Local general meeting to be held prior to March 1.
- 11.2 Members shall be notified that submissions of resolutions should be forwarded to the Executive of the Local prior to February 15.

## **ARTICLE XII – AMENDMENTS TO THE LOCAL CONSTITUTION**

- 12.1 Amendments to the Constitution can be made at either the General Meeting (Fall) or the Annual Meeting (Spring) since both meetings are open to all members.
- 12.2 Proposed amendments to the Local Constitution must be submitted to the Executive 30 days prior to the Meeting.
- 12.3 The Executive shall publish all proposed amendments to the general membership 10 days prior to the Meeting.
- 12.4 The Constitution shall be amended if 60% of the members present at the Meeting vote in favour of the proposed amendment.

## **ARTICLE XIII - FINANCES**

- 13.1 The Executive of the Local shall develop a financial policy.
- 13.2 All financial transactions shall be signed by two signing officers.
- 13.3 The fiscal year for the Greater Essex County Occasional Teachers' Local shall be the period from July 1 of one calendar year to June 30 of the succeeding calendar year.
- 13.4 The Local shall collect a levy of .30% (.0030) of the salary of each member.
- 13.5 The Local Executive shall receive the following responsibility allowance:  
President 10% of A4 max  
1st Vice President 5% of A4 max  
2nd Vice President (if there is one) 2.5% of A4 max