

**LOCAL CONSTITUTION
ELEMENTARY TEACHERS' FEDERATION OF ONTARIO-
KAWARTHA PINE RIDGE
OCCASIONAL TEACHERS' LOCAL**

Definitions:

- Federation means the provincial Elementary Teachers' Federation of Ontario (ETFO)
- Local means the Kawartha Pine Ridge (KPR) Occasional Teachers' Local
- Superintendency means the schools under the supervision of a Superintendent of Schools

Article I – Name

- 1.1 This organization shall be known as the “Elementary Teachers’ Federation of Ontario KPR Occasional Teachers’ Local.”

Article II – Jurisdiction

- 2.1 Elementary Teachers’ Federation Ontario – KPR Occasional Teachers’ Local is a Local of the Elementary Teachers’ Federation of Ontario.
- 2.2 The jurisdiction of the KPR Occasional Teachers’ Local shall be all Occasional Teachers who are members in good standing with the College of Teachers, employed by the Kawartha Pine Ridge District School board in the elementary panel.

Article III – Objects The objects of the Local shall be;

- 3.1 to represent members of the Elementary Teachers’ Federation of Ontario – KPR Occasional Teachers’ Local;
- 3.2 to regulate relations between the members of the Elementary Teachers’ Federation of Ontario – KPR Occasional Teachers’ Local and the KPR District School Board including but not limited to securing and maintaining 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 antipoverty, non-violence and equity;
- 3.6 to promote and protect the interests of all members of the Local and the students in their care; and
- 3.7 to co-operate with other organizations having the same or like objects.

Article IV – Membership

Section 1 – Active Membership

- 4.1 Members shall be all the Occasional Teachers who are covered by the collective agreement between the KPR Occasional Teachers’ Local and the KPR District School Board.

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 in the Federation;
 - (b) to attend general meetings of the Local;
 - (c) to participate in the vote on the preliminary submission in the Collective Bargaining process
 - (d) to participate in the ratification of the collective agreement;
 - (e) to participate in any general membership votes;
 - (f) to request Local support through the grievance process;
 - (g) to request Local support in any problem directly related to professional duties;
 - (h) to have the right to participate in local professional development activities;
 - (i) to attend, as an observer, an executive meeting with prior notification to the President.

Article VI – Local Executive

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;
 - (c) Vice President;
 - (d) Secretary;
 - (e) Treasurer;
 - (f) Five Executive Members
 - (g) A Health and Safety representative shall be elected. This member shall have, or agree to acquire. Certification in Health and Safety from a provider recognized by the Workers' Safety Insurance Board.
 - (h) A non-voting member from each of the other Federation Locals whose members are employed by the KPR District School Board.
- 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 for one year.
- 6.1.4 The Executive shall take office on July 1.
- 6.1.5 The positions of President and Vice President must be filled by individuals who have previously served on the Local OT Executive.

Section 2 – Executive Vacancies

- 6.2.1 A President shall be replaced, until the end of the term of office, by the Vice President, if possible. Otherwise the position shall be filled by a current Executive Member, elected by the Local OT Executive
- 6.2.2 A Vice President, Treasurer, Secretary shall be replaced, until the end of the term of office, by an OT Local Executive member.
- 6.2.3 A Health and Safety Representative shall be replaced, until the end of the term of office, by an OT Local Executive member with the required training, or who will seek to obtain the required training.
- 6.2.4 Local OT Executive Members shall be replaced by the non-elected member with the most votes at the previous OT AGM.

Section 3 – Committees

- 6.3.1 There shall be the following standing committees:
 - Collective Bargaining
 - Professional Learning
 - Communications
- 6.3.2 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 Elementary Teachers' Federation of the KPR Occasional Teachers' Local and the Elementary Teachers' Federation of Ontario 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 Elementary Teachers' Federation of Ontario – Occasional Teachers' Local in accordance with the constitution and the decisions of general meetings of the Elementary Teachers' Federation of Ontario – KPR Occasional Teachers' Local;
- 7.1.3 hold at least 3 regular Executive meetings;
- 7.1.4 hold an Executive meeting at the call of the President;
- 7.1.5 receive a financial report at each Executive meeting;
- 7.1.6 forward to the Provincial Office by September 30th of each year the annual audited financial statement;
- 7.1.7 recommend committee membership to the General Meeting;
- 7.1.8 appoint and develop terms of reference for ad hoc committees;

- 7.1.9 appoint three (3) signing officers of the Local usually the Treasurer, the President and the Vice-President;
- 7.1.10 appoint when necessary, members to fill vacancies;
- 7.1.11 to recommend the appointment of the auditors to the Annual Meeting;
- 7.1.12 to review the President's remuneration to ensure that the needs of the Local are met.
- 7.1.13 deem a member to have vacated their position, that member having failed to attend three (3) meetings without reasonable cause and notice.

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 Elementary Teachers' Federation of Ontario – KPR Occasional Teachers' Local;
- (b) to call and chair meetings of the Executive and the Elementary Teachers' Federation of Ontario –KPR Occasional Teachers' Local;
- (c) to be the official spokesperson for the Elementary Teachers' Federation of Ontario –KPR Occasional Teachers' Local and its members;
- (d) to maintain accurate records of correspondence received by and sent on behalf of the Local and its members;
- (e) to act as a member of all committees concerning KPR OT Local issues or designate a replacement;
- (f) to act as a signing officer;
- (g) to ensure representation at the Annual Provincial Meeting;
- (h) to provide nomination forms to each member of the Local at least one month prior to the Local Annual General Meeting; and
- (i) to establish and maintain contact and liaison with the KPR District School Board, its administrative staff, affiliated organizations and the news media.

7.2.2 The duties of the Vice President shall be:

- (a) to assume the Presidential duties upon request of, or the absence of, the President;
- (b) to assume the office of President until a successor is elected, in the event that the position becomes vacant between Annual Meetings;
- (c) to act as an alternate signing officer.

7.2.3 The duties of the Treasurer shall be:

- (a) to keep accurate and detailed financial records of the Elementary Teachers' Federation of Ontario – KPR Occasional Teachers' based on the Local fiscal year, July 1 to June 30th.
- (b) to act as a signing officer;
- (c) to receive monies and pay bills as directed, and to prepare T4s as required.
- (d) to make a financial report to each Executive and General Meeting of the Local;
- (e) to ensure the audit, by a qualified auditor, is completed; and

- (f) to forward the annual audited financial statement of the Elementary Teachers' Federation Ontario – KPR Occasional Teachers' Local to the Provincial Office of the Federation by September 30th.
- (g) to deliver a balanced budget proposal to the OT Local Executive prior to the AGM, and to present the proposal to the AGM
- (h) to maintain accurate records of correspondence with Canada Revenue Agency (CRA)
- (i) to provide own SIN to CRA

7.2.3 The duties of the Secretary shall be:

- (a) to maintain accurate records of all meetings of the Local;
- (b) to prepare and circulate minutes of Executive and General Meetings;
- (c) to keep on file an updated copy of the Local Constitution and notify the membership in writing before the subsequent Annual General meeting of any proposed amendments to the Constitution.

7.2.4 The duties of the Health and Safety (H &S) Representative shall be:

- (a) to maintain a position on the required joint H&S committees
- (b) to report to the OT Executive any H&S issues
- (c) to present any H&S concerns from Members to the OT Executive

Section 3 – Duties of Committees

7.3.1 Committees are responsible to the Local Executive

7.3.2 The Collective Bargaining Committee shall:

- (a) consist of at least four (4) members appointed by the Executive;
- (b) draw up terms of reference respecting the method of presentation of tentative agreements, the method of voting on tentative agreements and the minimum period of time between presentation and the voting;
- (c) be responsible for the Local negotiations; and
- (d) solicit input from the general membership to be included in the preliminary submission.
- (e) The term of the Committee shall be from their appointment until a new Collective Agreement has been ratified by both parties.

7.3.3 The Professional Learning Committee shall:

- (a) consist of at least two (2) members;
- (b) be appointed by the Executive; and
- (c) shall be responsible for planning and initiating professional learning programs and disseminating relevant information to the members on Professional Learning and Educational Studies.
- (d) Establish a budget line through which members can access funds to support Professional Learning activities. The Executive shall determine details of the funding provisions annually.

7.3.4 The Communications Committee:

- (a) shall consist of at least two (2) members;
- (b) shall be appointed by the Executive; and
- (c) shall be responsible for assisting in the preparation and distribution of regular newsletters, and facilitating any other communications deemed necessary by the President or the Executive.

Section 4 – Code of Professional Conduct

The Executive Member shall:

- 7.4.1 strive to achieve and maintain a high degree of professionalism and to uphold the honour, dignity, and ethical standards of being a member of the Elementary Teachers Federation of Ontario.
- 7.4.2 strive to eliminate all forms of harassment between individuals in the educational system
- 7.4.3 refrain from undertaking or supporting actions which undermines the Constitution, Bylaws or Policies of the Elementary Teachers’ Federation of Ontario and/or the KPR Occasional Teachers’ Local.

Article VIII – Meetings

Section 1 – General Meetings

- 8.1.1 A quorum for general meetings shall be the majority of the members present, at the start of the meeting
- 8.1.2 The official authority for conducting all Local meetings shall be the current edition of Robert’s Rules of Order.
- 8.1.3 A General Meeting shall be called when recommended by the Executive.

Section 2 – Local Annual Meeting

- 8.2.1 An Annual Meeting of the members of Elementary Teachers’ Federation of Ontario –KPR Occasional Teachers’ Local shall be held in the period of January 1 to May 31 of 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) elect the delegates to the Annual Provincial Meeting.

Article IX – Elections

Section 1 – Eligibility

- 9.1.1 Candidates for election must hold active membership as defined in Article 4.1.

Section 2 – Nominations

- 9.2.1 Members shall be notified of the request for nominations twenty-one (21) days prior to the Local Annual Meeting.

- 9.2.2 The deadline for receipt of nominations shall be one (1) day before the General Meeting.
- 9.2.3 Notwithstanding the above, nominations duly moved and seconded and with the consent of the nominee, shall be accepted at the Annual Meeting except for the position of President.

Section 3 – Election Procedures

- 9.3.1 The Executive of the Elementary Teachers’ Federation of Ontario – KPR 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 election up to a maximum of two (2) minutes.
- 9.3.3 The election shall be by secret ballot, counted by two (2) volunteers appointed by the Chair of the meeting.
- 9.3.4 Each candidate may appoint one scrutineer to observe the counting of the ballots for that candidate’s election.
- 9.3.5 Candidates shall be declared successful by the majority of votes from members present.
- 9.3.6 An unsuccessful candidate may seek another position on the Executive for which the member is eligible.
- 9.3.7 After the volunteers have recorded the results, the ballots will be destroyed by a motion of the Annual Meeting immediately following the election.
- 9.3.8 The recorded results of the election will be held by the president in a sealed envelope, in case a vacancy arises during the term of office of the elected Executive members.
- 9.3.9 Results of the secret ballot will be kept confidential.

Article X – Delegates to the ETFO Annual Meeting

- 10.1 Delegates shall be elected at a General Meeting and the Delegates shall include the President or designate.
- 10.2 Names of delegates to the ETFO Annual Meeting shall be forwarded to the Provincial Office prior to June 1.
- 10.3 The number of Delegates and Alternates shall be determined by the Local Executive, based on information provided by the Provincial Executive.

Article XI – Resolutions to the ETFO Annual Meeting

- 11.1 Resolutions intended for the Provincial Annual Meeting must be passed at a Local General Meeting.
- 11.2 Resolutions intended for the Provincial Annual Meeting will be forwarded to the membership one month prior to the Local General meeting.
- 11.3 Passed resolutions must be submitted to ETFO by March 1.

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 60% of the members present at the Annual Meeting vote in favour of the proposed amendment.

Article XIII – Finances

- 13.1 All financial transactions shall be signed by two signing officers.
- 13.2 The fiscal year for the Elementary Teachers' Federation of Ontario –KPR Occasional Teachers' Local shall be the period from July 1 of one calendar year to June 30 of the succeeding calendar year.
- 13.3 The Executive of the Local may establish a Local levy as prescribed in the Collective Agreement between the Local and KPR District School Board.
- 13.4 The Treasurer shall receive a salary equivalent to that paid for two days of Occasional Teaching per month to complete the responsibilities of the position. Should additional hours be required, the Treasurer shall be reimbursed at a daily rate equivalent to that described above.
- 13.5 The Secretary shall receive a salary equivalent to that paid for one half day of Occasional Teaching per month to complete the responsibilities of the position. Should additional hours be required, the Secretary shall be reimbursed at a daily rate equivalent to that described above.
- 13.6 The above salaries shall be paid monthly.

Revised by Local Annual Meeting May 18th, 2011