



Constitution & By-Laws

October 2023

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CONSTITUTION ARTICLES

ARTICLE I - NAME

- 1.1 The organization shall be known as “**OTTAWA CARLETON ELEMENTARY TEACHERS’ FEDERATION OF ONTARIO**”, hereafter referred to as “Ottawa Carleton ETFO/FEEO” or “the Federation.”

ARTICLE II - OBJECTS

- 2.1 The Objects of Ottawa Carleton ETFO/FEEO 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, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status, gender identity, gender expression, record of offences, sex or sexual orientation. All members shall be afforded the rights of the Ontario 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 Ottawa Carleton ETFO/FEEO 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)* former members or persons engaged in a professional capacity related to education;
- iii)* former members in good standing who are currently not employed by a school board (including retired members);
- iv)* 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;
- v)* former members who are on LTD and whose contract with an employer has been terminated. This membership shall only be held for three years;
- vi)* exchange teachers employed as an elementary teacher by the "OCDSB";
- vii)* retired members who were members of Ottawa Carleton ETFO/FEEO or its predecessors.

3.3 Honorary Life Membership

- i)* Former members of Ottawa Carleton ETFO/FEEO 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 Honorary Life Membership;
- iv)* Past Presidents shall be honored at the Awards Ceremony.

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 Ottawa Carleton ETFO/FEEO Advisories and Directives;

- iv)* Abides by the Ottawa Carleton ETFO/FEEO Constitution and By-Laws and supports the Policies and Procedures of Ottawa Carleton ETFO/FEEO.

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 Ottawa Carleton ETFO/FEEO;
- 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 Ottawa Carleton ETFO/FEEO publications;
- iii)* to serve on Federation committees.

4.3 Ottawa Carleton ETFO/FEEO 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 Ottawa Carleton ETFO/FEEO publications;
- iii)* to serve on Federation committees;
- iv)* to attend the Annual Dinner as a guest of Ottawa Carleton ETFO/FEEO.

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 Chief Negotiating Officer;
- 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, Chief Negotiating Officer and Third Vice-President

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 - OTTAWA CARLETON ETFO/FEEO EXECUTIVE

8.1 Elected Executive

The elected Executive of Ottawa Carleton ETFO/FEEO shall consist of:

- a) President,
 - b) First Vice-President,
 - c) Second Vice-President,
 - d) Chief Negotiating Officer,
 - e) Third Vice-President,
 - f) Secretary,
 - g) Treasurer,
 - h) Seven (7) additional members.
- i) One (1) of the Executive Member at Large positions must be only open to members who are First Nations Metis or Inuit, members with a disability, lesbian, gay, bisexual, transgender, intersex, queer or questioning members or racialized members. (Self-Identification)

8.2 Term of Office

The term of office of the President, Vice-Presidents and Chief Negotiating Officer shall be 2 years beginning on July 1 immediately following the election. The term of all other Executive Members shall be 1 year from July 1 to June 30 of the following year beginning on July 1 immediately following the election or until a successor has been elected. 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 Ottawa Carleton ETFO/FEEO for one meeting each month.

8.4 Election of Executive Members

- i) The Executive of Ottawa Carleton ETFO/FEEO shall be elected at the Annual Meeting and shall take office July 1st. 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 Ottawa Carleton ETFO/FEEO 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

Ottawa Carleton ETFO/FEEO Executive shall appoint, when appropriate, a representative as a non-voting member of the Executive of other OCDSB Employee Groups.

ARTICLE IX – OTTAWA CARLETON ETFO/FEEO COUNCIL

9.1 The Council of Ottawa Carleton ETFO/FEEO shall consist of:

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

ARTICLE X – OTTAWA CARLETON ETFO/FEEO MEETINGS

10.1 Annual Meeting

Ottawa Carleton ETFO/FEEO shall hold its Annual Meeting in the period between April 1st and May 31st of each year.

10.2 General Meetings

Ottawa Carleton ETFO/FEEO General Meetings shall be held at the discretion of the Executive or of the Council.

10.3 Council Meetings

Ottawa Carleton ETFO/FEEO 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.

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 Ottawa Carleton ETFO/FEEO.

10.5 Quorum

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

ARTICLE XI - COMMITTEES

11.1 Ottawa Carleton ETFO/FEEO shall provide for the following Standing Committees including but not limited to:

- i)* Collective Bargaining Committee
- ii)* New Teacher Committee
- iii)* Nominating Committee
- iv)* Political Action/Public Education Committee
- v)* Professional Development Committee
- vi)* Social/Special Events Committee
- vii)* Status of Women Committee

11.2 Ottawa Carleton ETFO/FEEO shall provide for the following annually appointed Ad Hoc Committees:

- i)* Awards Committee
- ii)* Budget Committee
- iii)* Honoring Retiring Teachers Committee
- iv)* Provincial Annual Meeting
- v)* Resolutions Committee

ARTICLE XII - AMENDMENTS

12.1 Constitution

The Constitution may be amended by a two-thirds vote of the members present and voting by secret ballot, where the number of votes cast is at least 5% of Ottawa Carleton ETFO/FEEO membership. Voting may take place 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 Ottawa Carleton ETFO/FEEO 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 Ottawa Carleton ETFO/FEEO 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 Ottawa Carleton ETFO/FEEO shall conduct themselves with due regard to the honor 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 1st of one calendar year to June 30th of the succeeding calendar year.

ARTICLE XV – ANNUAL AWARDS

15.1 Ottawa Carleton ETFO/FEEO shall provide for the granting of the following Ottawa Carleton ETFO/FEEO Awards:

- i)* Ottawa Carleton ETFO/FEEO Service Leadership Award;
- ii)* Mary Hill Memorial Award;
- iii)* The Terry Murphy Award of Excellence;
- iv)* New Teacher Service Award;
- v)* Social Justice Award;
- vi)* Conservation Award.

15.2 Ottawa Carleton ETFO/FEEO shall provide for the granting of the following Honorary Awards:

- i)* Honorary Membership;
- ii)* Honorary Life Membership.

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 Executive approval is required for expenditures of monies beyond the total budget allocated to Governance, to Service to Members and to Ottawa Carleton ETFO/FEEO Office Services.
- 2.2 Financial statements shall be presented at regular Council Meetings and Executive meetings during the year.
- 2.3 A 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 A proposed Budget for the next fiscal year shall be approved at the Annual General Meeting.
- 2.5 The interim Budget with any changes necessitated by the ETFO Annual Meeting decisions or changes to the year end budget actuals shall be presented for final ratification at the October General Meeting attached to October Council.

BY-LAW III - DUTIES OF MEMBERS OF OTTAWA CARLETON ETFO/FEEO

- 3.1 Members of Ottawa Carleton ETFO/FEEO shall:
 - i)* abide by the Constitution and By-Laws and support the Policies and Procedures of the Ottawa Carleton ETFO/FEEO;
 - ii)* carry out decisions of the Council and the Executive;
 - iii)* attend all Ottawa Carleton ETFO/FEEO 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 Ottawa Carleton ETFO/FEEO 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 Ottawa Carleton ETFO/FEEO;
- ii) transact the business of Ottawa Carleton ETFO/FEEO between General Meetings;
- iii) through Released Officers and the Secretary, report its activities to regular monthly Council meetings;
- iv) appoint such committees as may from time to time be deemed necessary, establish their terms of reference and name their chairperson;
- v) establish liaison with all Federation and Board Committees;
- vi) 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;
- vii) fill any vacancies occurring in any or all positions in the Ottawa Carleton ETFO/FEEO Executive and CBC within 30 school days by means of a by-election;
- viii) be responsible, through the Chief Negotiating Officer, for the Federation’s involvement with Grievance and Arbitration;
- ix) be responsible for the publication of a newsletter as is deemed necessary, during the school year;
- x) 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 the 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 Ottawa Carleton ETFO/FEEO, and support its policies and procedures;
- iii)* be the official spokesperson for Ottawa Carleton ETFO/FEEO;
- iv)* act as an ex-officio member of all committees;
- v)* make provisions for the counseling of Ottawa Carleton ETFO/FEEO 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 1st of any year;
- viii)* serve as a Delegate at the Provincial Annual Meeting;
- xi)* administer office staff and coordinate the duties of other members of the Executive, in consultation with other released officers where feasible;
- xii)* keep open direct two-way communication with the membership;
- xiii)* provide counseling to members;
- xiv)* designate one released officer as the LTD advocate;
- xi)* perform such other duties as by custom fall to the President;
- xii)* as Chief Executive Officer of Ottawa Carleton ETFO/FEEO, carry out the business of the Federation between meetings of the Executive.

4.4 Duties of the 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 Ottawa Carleton ETFO/FEEO Committees as directed by the President;
- ix)* carry out other duties as assigned by the President;

- x) serve as Delegate at the Provincial Annual Meeting.

4.5 Duties of the 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 Ottawa Carleton ETFO/FEEO Committees as directed by the President;
- vi) carry out duties as assigned by the President;
- vii) serve as Delegate at the Provincial Annual Meeting.

4.6 Duties of the Chief Negotiating Officer

Duties shall include but not be limited to:

- 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 Chief Negotiating Officer of the Collective Bargaining Committee;
- iv) serve as Delegate at the Provincial Annual Meeting;
- v) provide counselling to members as directed by the President;
- vi) carry out other duties as assigned by the President;
- vii) provide counseling to members as directed by the President;

4.7 Duties of the Third Vice-President

Duties shall include but not be limited to:

- i) be released full time and given remuneration in accordance with Article VI of the Constitution;
- ii) provide counseling to members as directed by the President;
- iii) serve as Delegate at the Provincial Annual Meeting;
- iv) carry out other duties as assigned by the President.

4.8 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 Ottawa Carleton ETFO/FEEO 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 1st 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.

4.9 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 30th each year;
- vi) prepare in consultation with the Budget Committee, a budget for the ensuing year.

4.10 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.

4.11 Duties of Ottawa Carleton ETFO/FEEO School Steward

The Ottawa Carleton ETFO/FEEO School Steward shall:

- i) abide by the Constitution and By-Laws of Ottawa Carleton ETFO/FEEO;
- ii) call and preside over regular meetings of Ottawa Carleton ETFO/FEEO members of the school staff to conduct Ottawa Carleton ETFO/FEEO business;
- iii) inform staff members of the business related to Ottawa Carleton ETFO/FEEO;
- 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 Ottawa Carleton ETFO/FEEO policy;

- vi) be responsible for distributing notices of meetings, and special functions, and promoting Ottawa Carleton ETFO/FEEO activities;
- vii) Submit to the Ottawa Carleton ETFO/FEEO 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 Ottawa Carleton ETFO/FEEO members on staff.

4.12 Ottawa Carleton ETFO/FEEO School Steward Alternate

The Ottawa Carleton ETFO/FEEO School Steward Alternate shall act in a capacity similar to that of the School Steward in the absence of the School Steward.

4.13 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 31st;
- ix) prepare a written report for the Annual General Meeting.

BY-LAW V - COUNCIL

5.1 Duties of Ottawa Carleton ETFO/FEEO Council

Each Council Member shall:

- i) abide by the Constitution and By-Laws of Ottawa Carleton ETFO/FEEO;
- ii) act on recommendations of the Executive;
- iii) make decisions consistent with Article II of the Constitution;
- iv) establish Policies and Procedures for the Local;
- v) refer items to Executive for consideration;
- vi) call for a General Meeting of OCETFO/FEEO Membership as per Article 10.2.

BY-LAW VI - COMMITTEES

6.1 Duties of Standing Committees of Ottawa Carleton ETFO/FEEO

Each Committee listed in Article XI of the Ottawa Carleton ETFO/FEEO Constitution shall:

- i)* abide by the Constitution and By-Laws of Ottawa Carleton ETFO/FEEO and support the Policies and Procedures of Ottawa Carleton ETFO/FEEO;
- 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;
- xv)* 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 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 30th of each year. The remaining member shall be the Chief Negotiating Officer who shall be elected every two years at the Annual General Meeting as per the Duties of the Annual General Meeting;
- 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;
- 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;

6.2 Collective Bargaining Committee *(cont.)*

The members of the Collective Bargaining Committee shall:

- iv)* remain on the committee following a request for a Leave of Absence, granted at the discretion of the Chief Negotiating Officer. Such a Leave may be granted for a specified length of time;
- v)* report to Ottawa Carleton ETFO/FEEO Council each month;
- vi)* request that Executive hold a by-election as soon as possible after a vacancy arises;
- vii)* make grievance recommendations to Ottawa Carleton ETFO/FEEO Executive;
- viii)* prepare a preliminary submission for ratification by the members;
- ix)* request that the Executive hold a General Meeting of all members of Ottawa Carleton ETFO/FEEO 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 Chief Negotiating Officer will present at the AGM;
- xi)* negotiate with the Board and administer the Collective Agreement;
- xii)* one (1) of the Collective Bargaining Committee Members positions shall be only open to members who are First Nations, Métis or Inuit, members with a disability, lesbian, gay, bisexual, transgender, intersex, queer or questioning members or racialized members. (Self Identification)

6.2 a) Attendance of the Collective Bargaining Committee

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

6.3 New Teacher Initiatives

The New Teacher Initiatives 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 Ottawa Carleton ETFO/FEEO;
- v)* actively encourage new member involvement in Ottawa Carleton ETFO/FEEO.

6.4 Nominating Committee

The Nominating Committee shall:

- i)* be named by the President no later than January 31st 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 Ottawa Carleton ETFO/FEEO GEM Folder and distribute election flyers to School Stewards through Board mail prior to May 1.

6.5 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 Ottawa Carleton ETFO/FEEO;
- ii)* make known to the Executive of Ottawa Carleton ETFO/FEEO 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 Ottawa Carleton ETFO/FEEO as directed by the Executive and/or Council.

6.6 Professional Development Committees

The Professional Development Committee shall:

- i)* provide a professional development program to suit the needs of the members of Ottawa Carleton ETFO/FEEO;
- 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;
 - c)* The Subject/Grade Committees, as listed in the Standing Committees section of the Annual Budget, 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.

6.7 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 Ottawa Carleton ETFO/FEEEO;
- ii)* arrange for speakers.

6.8 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 Ottawa Carleton ETFO/FEEEO 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 Ottawa Carleton ETFO/FEEEO Executive by the end of October.

6.9 Status of Women Committee

The Status of Women Committee shall:

- i)* select a chairperson or chairpersons;
- 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 programs for women and to seek leadership roles.

6.10 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 Ottawa Carleton ETFO/FEEO has its full complement of delegates seated on the assembly floor.

BY-LAW VII - OTTAWA CARLETON ETFO/FEEO AD HOC COMMITTEES

7.1 Provincial Annual Meeting Committee

Ottawa Carleton ETFO/FEEO Ad Hoc Committees shall:

- i)* be appointed by the Executive by October 31 of each year;
- ii)* be comprised of the 1st Vice-President and/or 2nd Vice-President and two Executive Members;
- i)* establish a Resolutions Committee from volunteers solicited at the November Ottawa Carleton ETFO/FEEO Council Meeting;
- ii)* schedule and conduct the election of the Delegation;
- iii)* schedule and conduct the election of the Delegation Chair;
- iv)* conduct delegation business until the election of the Delegation Chair;
- v)* ensure that resolutions arising from local sources after March 1st are presented for debate and approval at an Ottawa Carleton ETFO/FEEO Council or General Meeting;
- vi)* ensure that resolution arising from the Local after March 1st 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 Ottawa Carleton ETFO/FEEO membership through the January Ottawa Carleton ETFO/FEEO 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 Ottawa Carleton ETFO/FEEO Executive for information and comment;
- v)* publish resolutions to the membership ten (10) days prior to the February Ottawa Carleton ETFO/FEEO General Meeting;
- vi)* present resolutions for ratification at an Ottawa Carleton ETFO/FEEO 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 1st 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 Ottawa Carleton ETFO/FEEO, 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 1st 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 a proposed Budget for the following fiscal year for approval at the Ottawa Carleton ETFO/FEEO Annual General Meeting;
- vi)* bring a motion regarding a Local Levy to the Executive for approval at the Ottawa Carleton ETFO/FEEO Annual Meeting;
- vii)* make changes to the Budget passed at the Annual General Meeting that are necessitated by the ETFO Annual Meeting or by year end actuals and inform Members of these changes for ratification at the General Meeting attached to the October Council Meeting;
- viii)* submit a 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, serious medical reasons or circumstances beyond their control, voting on matters at the Ottawa Carleton ETFO/FEEO Annual General Meeting, for a by-election at a general meeting or on the preliminary submission or tentative Collective Agreement may be done by proxy. A proxy form shall be provided, upon request, by the Chief Returning Officer. No person shall hold more than one (1) proxy. The Chief Returning Officer will make the final decision on granting/declining proxies. (Appendix I Proxy Form)
- 9.2 When absent due to educational responsibilities of serious medical reasons, and voting on matters at the Ottawa Carleton ETFO/FEEO Annual Meeting or for a by-election at a general meeting, a proxy form shall be provided by the President and/or Chief Returning Officer. (Appendix II Proxy Form).