

OC ETFO/FEEO Constitution, By-Laws and Policies & Procedures

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).

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.

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 LearningCommittee 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.

Policies and Procedures

Ottawa Carleton ETFO/FEEO Committees/Associations

POLICY: It is the policy of Ottawa Carleton ETFO/FEEO that:

1. All Committees/Associations shall be directly responsible to the Executive.
2. All policy items emanating from Committees/Associations shall be forwarded to the Executive for review.

3. Committees/Associations who wish to survey or determine the opinions of the membership shall first request and receive approval of the Ottawa Carleton ETFO/FEEO Executive.
4. Communication to Trustees, the Director or Senior Staff shall be made through the Executive. All contracts must be signed by the President or his/her Designate. Agreements and obligations must be approved by the President.
5. Communication with the Executive shall be done through the Executive Liaison.
6. The Executive liaison members shall be informed of all Committee/Association meetings/workshops, and meetings of the Committee/Association Executive.
7. Executive liaison members shall receive copies of both any outgoing Committee/Association correspondence and minutes of the meetings.
8. Committees/Associations shall operate within the budget guidelines.
9. Each Committee/Association shall prepare a budget annually on a standardized form at the direction of the Executive, and, shall bring said budget to the budget meeting attended by the Committee/Association Chairpersons and the Budget Committee.
10. Light refreshments may be provided at regularly scheduled Committee/Association Executive Meetings. This item is to be included in Committee/Association budgets.
11. Committee expenses must be in accordance with their approved budget proposal and within the budget amount allotted in the budget.
12. In honour of Denis Landry, all profits generated through Wellness Committee activities shall be donated to activities or programs to enhance the wellness of children, such programs to be determined by the Wellness Committee.

PROCEDURE:

Unexpected expenses or expenses beyond the budget line must be approved by the President.