

Constitution of the ETFO Hastings-Prince Edward Teacher Local



June 2023

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ETFO Hastings - Prince Edward Teacher Local Vision Statement:

ETFO supports and promotes the professional and personal development and the well-being of its members. It does so in a climate of mutual respect, fairness, equal opportunity, collegiality, clarity of process and democracy. ETFO's strength and effectiveness are in its grassroots nature.

ETFO Human Rights Statement:

The Elementary Teachers' Federation of Ontario is committed to:

- providing an environment for members that is free from harassment and discrimination at all provincial and local Federation sponsored activities;
- fostering the goodwill and trust necessary to protect the rights of all individuals within the organization;
- neither tolerating nor condoning behaviour that undermines the dignity or self-esteem of individuals or the integrity of relationships; and
- promoting mutual respect, understanding, and co-operation as the basis of interaction among all members.

Harassment and discrimination on the basis of a prohibited ground are violations of the Ontario Human Rights Code and are illegal. The Elementary Teachers' Federation of Ontario will not tolerate any form of harassment or discrimination, as defined by the Ontario Human Rights Code, at provincial or local Federation sponsored activities.

ETFO Land Acknowledgement:

The Elementary Teachers' Federation of Ontario acknowledges and thanks the First Peoples of this territory and other Indigenous peoples for sharing this land in order for us to continue our work today.

Constitution of The Elementary Teachers' Federation of Ontario Hastings - Prince Edward Teacher Local

Definitions:

1. "Federation" shall mean "The Elementary Teachers' Federation of Ontario (ETFO);
Fédération des enseignantes et des enseignants de l'élémentaire de l'Ontario (FEEO).
2. "Local" shall mean " ETFO Hastings-Prince Edward Teacher Local".
3. "Executive" shall mean the "Executive of the Local" as identified in this Constitution.
4. "Ex Officio Member" shall mean a member who has all rights, responsibilities and duties as any other member of a committee or group, including the right to vote on issues; the attendance or non-attendance of the ex officio member shall have no effect on the Quorum.
5. "Meeting of the Local" shall mean any General or Annual Meeting of the Members of the Local.
6. "HPEDSB" shall refer to the Hastings and Prince Edward District School Board.
7. "in good standing" shall refer to a member who is abiding by Article VI.
8. "REM" shall refer to a Released Executive Member.

Article I

Name

This organization shall be known as " ETFO Hastings-Prince Edward Teacher Local and FEEO Hastings-Prince Edward"

Article II

Jurisdiction

The jurisdiction of the Local shall be all elementary teachers other than Occasional Teachers employed by the Hastings and Prince Edward District School Board.

Article III

Objects

1. The Local shall represent the members of ETFO/FEEO Hastings-Prince Edward.
2. The Objects of the Local shall be the Objects of the Federation as set forth in Article III of the Federation's Constitution.

Article IV

Membership

1. "Active Members" shall be all Active Members of the Federation within the jurisdiction of the Local as defined in Article IV: MEMBERSHIP of the Federation's Constitution.
2. "Associate Members" shall be those members whose application has been approved by the Local and approved by the Federation Executive. Eligibility for Associate Membership in the Local is as defined in Article IV: MEMBERSHIP of the Federation's Constitution.
3. "Honorary Life Membership" may be granted, according to established procedures, to retired teachers who have given outstanding service to the Local. Honorary Life Members of preceding local elementary Affiliates may be recognized as Honorary Life Members of the Local.

Article V

Rights and Privileges of Members

1. Active Members:

1.1 shall have full rights and privileges and responsibilities of Membership in the Local, unless limited by disciplinary action taken in accordance with Article VII, DISCIPLINARY PROCEDURES of the Federation's Constitution and Bylaw 12 of the Local's Constitution Disciplinary Procedures.

1.2 The rights of an active member shall be:

- (a) to attend and participate and vote at all meetings of the Local, whether the meeting be in person or virtual.
- (b) to hold office in the Local and in the Federation, in accordance with Bylaw 7;
- (c) to participate in the vote on the preliminary submission in the Collective Bargaining process;
- (d) to participate in all votes related to collective bargaining as set out in the Ontario Labour Relations Act and any other relevant legislation;
- (e) to participate in any general membership votes;
- (f) to request Local support in the grievance arbitration process;
- (g) to request Local support in any problem directly related to professional duties; and
- (h) to make application to serve on Local task force(s), committee(s) & work group(s)

2. Associate Members

2.1 The rights of an Associate Member shall be:

- (a) to attend Local functions in a non-voting capacity, by invitation.
- (b) to receive such Local communications as the REMs decide.
- (c) to serve on Local task force(s) and work-group(s) as the Executive decides.

3. Honorary Life Members

3.1 The rights of an Honorary Life Member shall be:

- (a) to attend Local functions in a non-voting capacity, by invitation.
- (b) to receive such Local communications as the REMs decide.
- (c) to serve on Local task force(s) and work-group(s) as the Executive decides.

Article VI

Code of Professional Conduct

A member shall:

1. Recognize the Federation as the official voice of all the Active Members of the Federation.
2. Adhere to the Constitution, Bylaws and Directives of the Federation and the Local.
3. Support collective bargaining initiatives, including a strike authorized by the Federation Executive.
4. Refrain from undertaking or supporting actions which undermine established bargaining procedures.
5. Honour the terms of the collective agreement.
6. Strive to eliminate all forms of harassment between individuals in the educational system.
7. Endeavour to ensure equity and inclusiveness in the workplace.
8. Strive to achieve and maintain a high degree of professionalism and to uphold the honour, dignity, and ethical standards of the teaching profession.

9. Conduct oneself with due regard to the honour and dignity of the teaching profession and shall be bound by section 18(1)(b) of the Regulation made under the Teaching Profession Act which states that 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 VII

Local Organization

1. There shall be an Executive of the Local consisting of:
 - President
 - First (1st) Vice-President
 - Second (2nd) Vice-President
 - Treasurer
 - Chair of Status of Women Committee
 - Chair of the Professional Learning Committee
 - Secretary
 - Chair of Equity and Social Justice Committee
 - Chair of New Members Committee
 - Chair of Political Action Committee
 - Chair of Social and Wellness Committee
 - Chair of Health and Safety Committee
2. The Executive may invite an ex officio, non-voting representative of the Occasional Teachers' Local to executive meetings.
3. The Chair of the Status of Women Committee shall be elected by all members of the Local from among the members who are women and/or identify as women of the Local.
4. There shall be the following Standing Committees:
 - 5.1 Chaired by Executive Members:
 - Awards and General Meetings - REM
 - Budget Committee - 1st Vice-President
 - Collective Bargaining – President or the designated Local Chief Negotiator
 - Communications / Public Relations - REM
 - Equity and Social Justice – Equity and Social Justice Chair
 - Federation Annual Meeting - President
 - New Member – New Member Chair
 - Pension and Retirement - REM
 - Political Action – Political Action Chair
 - Professional Learning – Professional Learning Chair
 - Status of Women - Status of Women Chair
 - Social and Wellness – Social and Wellness Chair
 - Health and Safety – Health and Safety Chair
 - Goodwill – 2nd Vice-President

5. Committees Chaired by Appointed Members:
 - Nominations and Elections
 - Constitution
 - Arts
6. Term of office:
 - (a) The term of office for the Local's, full time released President shall be for 2 years, beginning July 1st, unless otherwise determined by the Executive in accordance with Bylaw 3.
 - (b) The term of office for the Local's, Vice-President(s) and Treasurer shall be for 2 years, beginning July 1st, unless otherwise determined by the Executive in accordance with Bylaw 3.
 - (c) The term of office for the remainder of the Executive Members shall be two years, beginning on July 1st, unless otherwise determined by the Executive in accordance with Bylaw 3.
 - (d) The term of office for the appointed Committee Chairs (Arts, Constitution, Nominations and Elections) shall be for 1 year beginning on July 1st, unless otherwise determined by the Executive in accordance with Bylaw 3.
7. There shall be guaranteed funded programs for members who are women and/or identify as women at the Local level.

Article VIII

Meetings

1. Annual Meeting

- 1.1 The Annual Meeting of the Local shall be held prior to May 1st each year.
All Active Members in good standing in the Local may attend.
- 1.2 The duties of the Annual Meeting shall be to:
 - (a) approve amendments to the Constitution;
 - (b) approve a draft budget for the next fiscal year;
 - (c) appoint the auditor;
 - (d) hear speeches from candidates for Executive positions;
 - (e) receive the annual reports of the officers and committees of the Local;
 - (f) undertake new business of the Local as introduced by the Executive or Members, in accordance with the terms of this Constitution and its Bylaws; and
 - (g) provide direction for the Local for the next year.
- 1.3 The Quorum for the Annual Meeting shall be 5% of the Membership.
- 1.4 The Agenda of the Annual Meeting shall be distributed to Members in advance of the Meeting.

2. General Meeting

- 2.1 A General Meeting of the Local may be called by a majority of the Executive or by 10% of the Membership.
- 2.2 The Purpose of the General Meeting shall be distributed to Members in advance of the Meeting.
- 2.3 The Quorum for a General Meeting shall be 5% of the Membership.

3. Executive Meetings

3.1 The Executive shall meet at least 8 times each school year.

3.2 A meeting may be called by the President or a majority of the Executive.

4. Parliamentary Procedure

The official authority for conducting all Local meetings shall be the current Roberts' Rules of Order, or as determined by the Federation Annual Meeting.

Article IX

The Local Executive

1. The Local, its Executive and Committees, shall carry out their duties and responsibilities in accordance with both the Local and the Federation policies, procedures, and resolutions passed at the Annual Meeting.
2. The Executive shall:
 - (a) uphold the Constitution, Bylaws, Policies, Directives and practices of the Federation;
 - (b) execute the business of the Local in accordance with the Constitution, Bylaws, Policies and practices of the Local;
 - (c) meet at least 8 times each school year;
 - (d) meet at the call of the President or a majority of Executive Members;
 - (e) receive a financial report at each meeting;
 - (f) forward to the Provincial office by September 30th of each year, the annual audited financial statement;
 - (g) appoint and develop terms of reference for ad hoc committees and task forces;
 - (h) appoint, or call for an election for a successor when necessary, to complete any unexpired term of an elected or appointed Local representative;
 - (i) recommend the appointment of the auditors to the Annual Meeting;
 - (j) develop investment policy; and
 - (k) determine Honorary Life Membership.
 - (l) approve resolutions to the Federation's Annual Meeting, subject to approval of a Local General meeting.

Article X

The Federation Annual Meeting

1. An Active Member, in good standing, may be nominated as a delegate to the Federation Annual Meeting.
2. Delegates of the Local shall include the President and Vice-President(s) or (an) appointed Member(s) of the Executive in their place.
3. Remaining delegates shall be elected in accordance with Bylaw 8.
 - 3.1 Notwithstanding Article X (1), an active member **may** continue to represent the local as a delegate at the first Annual Meeting subsequent to the member's retirement.
 - 3.2 An active member who accepts a position outside of the Local prior to the commencement of the Federation Annual Meeting, will forfeit their position as a delegate or alternate of the Local delegation at the subsequent Federation Annual Meeting.

4. Resolutions to the Federation Annual Meeting from committees or individuals shall be received by the Local President prior to the February Executive meeting.
5. Submissions will be reviewed by the Executive at its February meeting. The Executive will have the authority to clarify or amend the resolution. Contact will be made with an individual or a Committee Chair should the need arise.
6. The resolutions approved by the Executive will be forwarded to the Federation by March 1st.
7. The resolutions will need to be passed by the Local at a General Meeting.
8. Any resolution that is not passed by the Local at a General Meeting shall be withdrawn.

Article XI

Finances

1. The fiscal year for the Local shall be from July 1st of one calendar year to June 30th of the succeeding calendar year.
2. The Budget Committee of the Local shall develop a draft budget for presentation, required revision, and adoption by the members at the Annual Meeting.
3. All financial transactions shall be signed by any two of the signing officers: the President, 1st V.P., 2nd V.P. and/or the Treasurer.
4. Responsibility Allowance(s) paid to released officers, President, Vice-President(s) and the Treasurer shall be processed through the Board as part of payroll, as provided for in the Elementary Collective Agreement.
 - 4.1 The amount payable to the President to be no less than fifteen (15) percent of the maximum grid rate.
 - 4.2 The amount payable to the Vice-President(s) to be no less than a minimum of 7.5 percent of the maximum grid rate.
 - 4.3 The amount payable to the Treasurer to be no less than a minimum of 2.5% (0.025) of the maximum grid rate, and fifteen (15) school days release time.

Article XII

Amendments

1. Proposed amendments to the Articles and Bylaws of the Local Constitution must be submitted in writing to the REMs prior to January 31st.
2. The Executive shall forward all proposed amendments to the Articles and Bylaws to the membership at least 10 school days prior to the Local's Annual Meeting.
3. The Articles of the Constitution shall be amended if 60% of the Members present at the Annual Meeting vote in favour of the proposed amendment.
4. Bylaws may be amended if a majority of the Members at the Annual Meeting vote in favour of the proposed amendment.
5. Amendments passed shall take effect immediately unless stated otherwise.

BYLAWS

ETFO Hastings - Prince Edward Teacher Local

Bylaws are designed to add detail and “process” to the framework or foundation of an organization established by the Articles in the Constitution. The structure provided by the Articles should be relatively stable, whereas the operations and processes provided by the bylaws may be more fluid and able to meet changing needs within the organization.

Bylaw 1

Honorary Life Members:

Honorary Life Members of the Local, as defined in Article IV, shall be selected by the Executive, and recognized at the Celebration Dinner.

Bylaw 2

ETFO Stewards:

1. (a) There shall be an ETFO Steward for each school within the Local, elected by the ETFO members of that school no later than the 3rd Friday in September.
(b) Duties will begin upon election.
2. The name of the ETFO Steward elected for each school shall be received by the Executive immediately following the election.
3. The ETFO Steward shall diligently fulfil these duties:
 - (a) act as a communications link between the Federation and the Local and the members in the school site;
 - (b) chair meetings of members in the school site as needed;
 - (c) monitor that the Collective Agreement, Federation and Local Policies are followed in the school site;
 - (d) attend meetings called by the Local or appoint a designate to attend on their behalf;
 - (e) reflect the ideas of members in the school site to the Executive, or the meetings of the Local, as appropriate;
 - (f) encourage and advise members in the school site regarding the use of Federation or Local services, programs, activities, and personnel;
 - (g) ensure members receive fair representation;
 - (h) carry out in-school voting procedures as determined by the Local Executive; and
 - (i) assume responsibility for distributing notices of meetings and special functions and promoting Local and Federation activities.
 - (j) with the approval of the President, appoint a designate in the event of a part-time assignment or an extended absence.
 - (k) The steward shall collect all staff timetables and surveys, including the Steward/Principal portion, in accordance with Article L 17.04 of the Collective Agreement by October 15.

Bylaw 3

The Executive:

In addition to the duties assigned to the Executive in Article IX of this Constitution it:

- (a) shall regularly receive reports from committees;
- (b) shall determine the method for filling a vacancy;
- (c) shall determine the method for filling an extended absence;
- (d) shall have the authority to declare an Executive position vacant, given that the member has been absent from three (3) consecutive Executive meetings without justification to the Executive via the President;
- (e) shall have the authority to replace any committee member who does not represent the ETFO position;
- (f) shall have the authority to declare an ETFO Steward position vacant;
- (g) shall undertake duties and tasks as assigned by the Annual Meeting or meeting of the Local or the Federation;
- (h) shall review and allocate release time for Executive Members;
- (i) shall recommend a qualified person to review the Local's finances and the financial statement annually;
- (j) shall assign duties and responsibilities for Executive Members as requested;
- (k) shall develop policies and practices for the Local;
- (l) shall select members to represent the ETFO position on Board Committees for a term of two years; including two (2) reps to the Joint Health and Safety committee;
- (m) shall direct all budget submissions to the Budget Committee;
- (n) shall appoint Local members to the Federation House Management Committee;
- (o) shall appoint the chairs for the committees chaired by appointed members as per Article VII #6; and
- (p) shall approve the Terms of Reference of the Local's committees.

Bylaw 4

The Duties of Executive Positions:

In addition to general duties, individual Executive positions shall endeavour to fulfil the following duties:

The duties of the President shall be:

- (a) the spokesperson for the Local;
- (b) the official representative of the Local and its members;
- (c) one of the signing officers;
- (d) an ex officio member of all Committees;
- (e) to preside at meetings of the Executive and the Annual Meeting(s), unless otherwise delegated;
- (f) to inform and advise the Executive members of the Local on issues concerning the Federation and education;
- (g) to attend meetings as designated by the Federation;
- (h) to ensure minutes of Executive meetings are provided to Executive members;
- (i) to act as the Grievance Officer or appoint a designate;
- (j) to act as the Chief Negotiator or appoint a designate;
- (k) to ensure that the Local website is operational and current;
- (l) to approve all materials to be released to the members or to the public;

- (m) to represent the Local on the Humanity Fund Board of Directors or appoint a designate;
- (n) determined by the Executive according to Article VII;
- (o) to forward a copy of the Local Annual Meeting report, Constitution and Bylaws to the Federation by June 1st;
- (p) to perform such duties that will serve the members of the Local; and
- (q) to prepare the Release Fund Account for submission to the Federation in consultation with the Treasurer.

The duties of the 1st Vice-President shall be:

- (a) in the President's absence, to assume the responsibilities of the President;
- (b) to be responsible for additional duties assigned by the President and/or Executive;
- (c) to chair the Budget committee;
- (d) one of the signing officers;
- (e) determined by the Executive according to Article VII; and
- (f) to perform such duties that will serve the members of the Local.

The duties of the 2nd Vice-President shall be:

- (a) to be responsible for additional duties assigned by the President and/or Executive;
- (b) to chair the Goodwill committee;
- (c) one of the signing officers;
- (d) determined by the Executive according to Article VII; and
- (e) to perform such duties that will serve the members of the Local.

The duties of the Secretary shall be:

- (a) to record the minutes of all Local Meetings; and
- (b) forward the minutes to the Local ETFO office for distribution to the Executive.

The duties of the Treasurer shall be to:

- (a) keep account of all monies received and disbursed;
- (b) deposit monies received on behalf of the Local in a chartered bank or a recognized trust company in the name of ETFO Hastings-Prince Edward Teachers' Local;
- (c) present an annual financial statement for the preceding fiscal year, duly reviewed by a qualified person appointed by the Executive, at a meeting of the Executive or of the Stewards or of the Local;
- (d) present an interim financial statement for each Executive meeting and at such times and in such detail as required by the Executive;
- (e) pay all accounts and expenses incurred by the Local, by cheque whenever practical and possible;
- (f) present an interim financial statement at the Annual Meeting of the Local;
- (g) review the Release Fund Account for submission to the Federation in consultation with the President.
- (h) prepare financial information required for the Budget Committee, and be in attendance as a committee member.
- (i) ensure that an incoming Treasurer is trained, as required, prior to the end of the fiscal year. Training time to be in addition to the time allocated to the treasurer, exclusive of the fifteen (15) release time days;
- (j) to submit the T1044 Non-Profit Organization (NPO) Information Return to be received by the CRA no later than Dec. 31st;

- (k) ensure the annual audited financial statement is forwarded to the Provincial office by September 30th of each year; and
- (l) be one of the signing officers.

Bylaw 5

Duties of Committee Chair(s):

It shall be the duties of a Committee Chair to:

- (a) submit a report to the Annual Meeting of the work of the Committee and the use of the Committee's budget during the year;
- (b) provide Executive with a list of committee members with updates as necessary;
- (c) work within the budget approved by the Executive;
- (d) ensure that written notes of each meeting are retained;
- (e) submit a written estimate of budget needs for the following year to the Budget Committee upon request;
- (f) ensure initiation of worthwhile projects, after approval by the Executive;
- (g) inform the Executive if the committee does not reflect the diversity of the Local;
- (h) encourage the nomination of members as delegates to the Annual Meeting that fosters equity in accordance with Article XI section 2,11.2.7 of the Federation's Constitution;
- (i) ensure that committee programming is offered throughout geographic regions of the Local; and
- (j) ensure a report is submitted regularly for each edition of the Local's newsletter.

Bylaw 6

Committees:

- a) Committee members must be an Active Member of the Local;
- b) Standing Committees, as listed in Article VII, shall have duties and terms of reference as approved by the Local's Executive;
- c) Standing Committees will operate in accordance with the Constitution and Bylaws and policies of the Local and of the Federation;
- d) Standing Committees will report to the Executive, and to Meetings of the Local when necessary;
- e) Standing Committees will work within a budget approved by the Executive. Individual expenditures shall not exceed \$500 without approval of the executive.
- f) All donations made by committees shall require the approval of the executive.
- g) Ad Hoc Committees, Task Forces, and Work Groups may be formed when necessary for specific purposes;
- h) Where possible, Committee representation should reflect the diversity of the Local;
- i) Local members named by the Executive to Board Committees shall represent the Local and report regularly to the President and the Executive;
- j) The Professional Learning Committee shall review annually the Terms of Reference for the three negotiated funds; and
- k) They shall review the Terms of Reference and submit any changes to the Executive for approval, by the April Executive meeting.

Bylaw 7

Elections for the Executive:

- a) An Active Member in good standing may be nominated to stand for elected office at the Annual Meeting. A member seeking election to a released executive position must have an equal to or greater contractual entitlement than the position to which s/he is seeking elections.
- b) Members shall be notified of the request for nominations at least 20 school days prior to the meeting.
- c) The deadline for receipt of nominations shall be 10 school days prior to the meeting. Nominations duly moved and seconded and with the consent of the nominee, shall nonetheless be accepted "from the floor" for vacancies only, at the meeting.
- d) Notwithstanding the section above, an unsuccessful candidate may seek any position on the Executive for which the member is eligible.
- e) The Local shall distribute the names of nominees as they are received by the Elections Chair.
- f) Candidates shall follow the Campaign Practices outlined in the Operating Practices.
- g) Candidates shall have the opportunity of addressing the meeting for up to 3 minutes, as a timed item on the agenda.
- h) The election will take place electronically following the Annual Meeting, as soon as administratively feasible.
- i) The Elections shall take place in the following order: President, 1st Vice President, 2nd Vice President, Treasurer, and Secretary and Standing Committee Chairs in alternating years.
- j) Each candidate may appoint one scrutineer to review the voting program and review the results.
- k) A candidate for a single position will be declared successful when he/she has received the greatest number of votes.
- l) In the event of a tie vote, the Elections Chair shall decide on the method for breaking the tie after consulting the candidates;
- m) After the outcome of the election has been shared with the membership, the results will no longer be available.
- n) The term of office shall commence July 1st of the same year.

Bylaw 8

Elections for delegates to the Federation Annual Meeting:

- a) Members shall be notified of the request for nominations by the last school day in January.
- b) The deadline for receipt of nominations shall be ten (10) school days following the request for nominations.
- c) The Local shall distribute the names of nominees as they are received by the Elections Chair.
- d) Candidates shall follow the Campaign Practices outlined in the Operating Practices.
- e) Candidate profiles will be posted on the Local's website after the closing of nominations.
- f) The election will take place electronically.
- g) In the event of a tie vote, delegates will be selected in a manner which fosters equity in the representation of members of the Local to Annual Meeting.
- h) Names of delegates and alternates shall be forwarded to the Provincial Office upon request.

- i) The number of alternates attending the Federation Annual Meeting shall be determined by the Local budget. The Executive shall appoint the alternates in a manner which fosters equity in the representation of members of the Local to the Annual Meeting
- j) Delegates may be selected at the discretion of the Executive, when a full delegation complement is lacking.

Bylaw 9

Amendments:

- a) The Executive may amend a Bylaw with a sixty percent (60%) majority vote of the Executive, provided that notice has been given at the previous Executive Meeting. Subject to passing, the amended Bylaw shall be immediately implemented and then presented for ratification at the Annual Meeting.
- b) Refer to Article XII.

Bylaw 10

Meetings:

- a) The call for a General Meeting of the Local must be submitted to the Executive in written form, with the purpose clearly stated, and accompanied by the names and signatures of ten percent (10%) of the Membership of the Local.
- b) Notice of General Meeting: The Meeting shall be called within twenty (20) school days of the notice being presented to and verified as legitimate by the Executive.

Bylaw 11

Awards and Recognition:

The Local shall recognize excellence in Federation work and leadership with an awards and recognition program.

Bylaw 12

Disciplinary Action:

i) Executive Members:

Each individual Executive Member is accountable to the Executive as a whole. Any discipline deemed necessary, in regard to the action or inaction of an Executive Member, will proceed only after advisement from the Federation.

ii) Members:

- a) A complaint alleging violation of the Code of Professional Conduct shall be submitted by a member, in writing, to the president of the Local within 60 calendar days of the date of violation or within 60 calendar days of when a member ought reasonably to have become aware of the violation.
- b) The complaint shall state the facts and shall indicate that a copy has been provided to the member about whom the complaint has been lodged.
- c) For the purposes of complaints arising from job action including a strike, the 60 calendar days commence at the conclusion of the job action or strike.
- d) The president or designate, shall inform the member and shall investigate the complaint and report with recommendations for further action to the executive.

- e) The Executive shall determine the discipline to be enacted according to the Local's operational practices.
- f) The principles of natural justice shall be followed in the disciplinary proceedings and the member shall be informed that they are in violation of Article VI, Code of Professional Conduct, shall be subject to a range of sanctions that may include, but is not limited to,
 - i) shall forfeit their right to participate in the annual celebration dinner as a retiree.
 - ii) shall not receive a Retirement Bell, 25 Year Apple or New Member Wooden Apple.
 - iii) shall not be granted access to TEP, Non credit PD or other funds.
 - iv) shall not be eligible to serve as a member of a local standing committee.
 - v) shall be ineligible to hold office in the Local Federation.
 - vi) publication of name in the ETFOHP newsletter.
 - vii) and suspension of Federation services except those required by law.

Bylaw 13

Local Member Emergency Fund:

The Local shall maintain an Emergency Fund. The amount is to be recommended by the Budget Committee and subject to approval by the Executive. The disposition of funds is at the sole discretion of the President, following consultation with the Vice-President(s). The Executive will receive usage reports which disclose the state of the account.

OPERATING PRACTICES OF THE LOCAL

The following are practices which reflect the operating day-to-day activity of the Local. Practices are to be in accordance with the Articles and Bylaws of the organization.

RELEASED EXECUTIVE MEMBERS (REM)

The Released Executive Members upon support of the Executive and the majority of the REM is permitted between Executive meetings to undertake and implement actions, activities and programs which support service to the members. Released Executive Members' reports will be issued monthly to the Executive. These reports will address all interim actions taken on behalf of the membership. The President's approval is required on all materials to be released to the members or public.

AWARDS /RECOGNITIONS

- (a) **New teachers** (defined as teachers completing their first year with the Hastings-Prince Edward D. S. B.) receive the ETFO Hastings-Prince Edward wooden Apple
- (b) **Twenty-five Year Teachers** receive the ETFO Hastings-Prince Edward Red Glass Apple.
- (c) **Retiring teachers** receive a personalized ETFO Hastings-Prince Edward Brass Bell.
- (d) **The President's Recognition** is established to allow the Local President to bring recognition to an individual, individuals or a group, who in the opinion of the President has been exemplary in realizing the Local's Vision Statement. The golden glass apple may be awarded annually.
- (e) Teacher achievements other than those mentioned above will be recognized through an appropriate presentation by the Local.
- (f) **Honorary Life Members** will be recognized by having their name recorded on the Honorary Life Members' plaque, be presented with a personalized Honorary Life Member's certificate, gold pin, and be recognized at the Annual awards dinner.

The Executive shall approve selection of all Honorary Life Members, nominations to be supported by one other member prior to presentation at an Executive meeting. The nomination will be accompanied by a statement regarding the retired member's service to the Local. The retired Teacher or retiring member will be selected for Honorary Life Membership when a majority of the Executive supports the nomination by secret ballot at an Executive Meeting.

The Annual awards dinner shall be called the "Celebration Dinner".

GOODWILL

The Goodwill Chair will adhere to the principles as set out by the Local. The Chair will provide for the budget committee a budget to enable the operation of member recognition. The Goodwill Chair will annually review the terms of reference and recommend changes to the Constitution Committee. The Chair will annually inform the Executive and Stewards of available Recognitions and the process to access the Member Recognition items:

Card:

1. Annually to those on LTD or long-term sick leave.
2. To incoming exchange teachers.
3. To those on pregnancy / parental leave.
4. Upon request of the steward, for birth of a grandchild or bereavement other than listed below.

Gift Card and card (\$55) to:

1. An active member on occasion of birth or adoption
2. An active member on the occasion of her/his marriage

Flowers or donation upon request and Card (approximate cost: \$75 – including delivery) to:

1. Active member absent due to prolonged illness (two weeks plus).
2. Active member on the death of immediate family member (defined in Collective Agreement).
3. An active member on the death of a student in the member's class.
4. The family on the death of administrative staff of the Hastings and Prince Edward District School Board.
5. The family on the death of a trustee of the Hastings Prince Edward District School Board.
6. The staff of the school, upon the death of a member of the staff.
7. Goodwill donations to others at the discretion of the President in consultation with the REMS.

Memorial Donation to a Charity of Choice (\$100)

1. Upon the death of an active member. Notification of the donation will be made to the family of the active member.

LOCAL ADVERTISING

The objectives of the Local's public relations campaigns be in accordance with section 10.0 "Public Relations" of the Position Statements of the Federation's Reference Book.

The following relate to any Local print or electronic advertising:

- Advertising in Local communications must be appropriate and compatible with the policies, goals and values of the Local.
- Advertising is for the purpose of benefiting the union and its members.
- Advertising by outside agencies must not take precedence over the identity and prominence of the union.
- All requests will be treated in a fair and equitable manner.
- Acceptance of an advertisement does not imply ETFO endorsement of the product or service. A disclaimer will accompany such advertisement. Advertising contracts are subject to cancellation by motion of the Executive.

The Terms of Reference for our Local's Public Relations Budget will be:

1. Public Relations spending shall be approved only by motion of the Executive.
2. Public Relations funds shall be used to:
 - Pay for the development and publishing of ETFO H-PE print, billboard, radio, social media or other forms deemed appropriate by the Executive for advertisement.
 - Contribute and support to projects, programs and educational initiatives that advance the priorities of the Local and the Federation.
 - Other expenditures approved by motion of the Executive.

COMMUNICATION POLICY

1. Communication includes the Local Website, newsletters, electronic newsletters, "CB Bulletins", committee mailings, fax messages, and other communications that may go to members.
2. All communications from the Local to: Local members, the Board, the press, other affiliate groups, other ETFO Locals, ETFO Provincial office and members of the public must go through the President's office so that the President is aware of what has been communicated and can make informed responses to calls.
3. Advertising that complies with union policy may be included in appropriate Communications
4. Local Newsletter:
 - A. The Local newsletter will focus on Local activities, educational concerns, and membership news which promotes and supports members. It should include milestones in the lives of members such as: marriages, births, illness and family bereavements.
 - B. Committee Chairs are encouraged to contribute to the newsletter on a regular basis. It is important to educate and inform our members concerning the work of committees.
 - C. REMs are expected to provide an article for each issue of the newsletter.

Teacher in Charge and ETFO Steward

To avoid conflict of interest, the ETFO Steward will not hold the position of teacher in charge during the term of office as ETFO Steward.

OTIP LTD Plans/ Prevention

The President and released Executive members will:

1. Maintain confidentiality concerning individual member questions, concerns and information.
2. Provide general LTD reports to the Executive.
3. Advise members concerning the LTD process including the maintenance of coverage while on leave.
4. Attempt to alleviate member concerns, which in the opinion of the President and REMs may lead to an LTD claim, by negotiating with the Board, through the appropriate Senior Administration, the member's working conditions and placement.
5. Work with the Board and OTIP to ensure timely notification of the member when an Early Intervention form is to be submitted after 15 days of continuous sick leave.
6. Attend meetings on request, concerning any aspect of the LTD process.
7. Notify the Federation when a member's claim needs to be appealed.

Campaign Practices for Executive Position Elections

- Board email shall not be used for the distribution of campaign materials.
- Upon request, the Local will distribute one piece of prepared electronic campaign material per candidate to Stewards via non-Board email.
- The Local will provide photocopying and distribution of one (1) piece of campaign literature upon request for all accepted nominees. One piece of campaign literature will mean: 'up to one (1) page, double sided, 8 ½ x 11, black and white'.
- All candidates will be provided, upon request, with the names of the School Stewards (also available on the Local's website) and an approximate number of members at each school.
- No office time is used by any of the released officers or provided to any accepted nominee to campaign or develop campaign materials.
- There are no monetary constraints for candidates standing for office.
- The Campaign period for elections for the Executive shall be from the time of nominations to the day prior to the Annual Meeting.
- Any complaints concerning possible contraventions of the Campaign Practices will be directed to the Elections and Nominations Chair. The Elections and Nominations Chair will then conduct an investigation into the complaint.

MILEAGE FOR REM:

If a REM's home school or residence is more than 40 kms from Federation House, they are eligible for weekly mileage using the following formula: **R x M x 1.16 = W**

R = the distance in kilometers of one Round trip to Federation House from the members home school or place of residence, whichever is closest.

M = the current rate paid for Mileage by the Local

W = Weekly mileage rate

Constitution Committee:

The committee shall consist of the following members:

President, 1st Vice-President, 2nd Vice-President and three (3) other Executive members to be appointed by the Executive.

Budget Committee:

The committee shall consist of the following members:

President, 1st Vice-President (Chair), 2nd Vice-President, Treasurer and three (3) other Executive members to be appointed by the Executive.

Donation Requests

Donations are given priority to projects, programs and educational initiatives that advance the priorities of the Hastings-Prince Edward Elementary Teachers' Federation in accordance to the following:

1. All requests must be in writing though letter or email to the Local President. No requests shall be made by phone. However, follow up calls may be made to clarify or to seek additional information.
2. All donation requests must be received on official organization letterhead (when applicable).
3. All donation requests must be received at least one week prior to the date of the Local's monthly Executive meeting which is posted on our calendar. The calendar can be found on our website.
4. In the donation request letter/email please include:
 - i. Date, time and location of the event.
 - ii. How the money will be used.
 - iii. Who the beneficiary of the event is.
 - iv. Name, address and phone number of the contact person for the group/organization.
5. Monetary donations up to a maximum of \$100.00 may be granted each school year.
6. Donations of more than \$100.00 may be approved by motion of the Local Executive.
7. All donation requests must be approved by motion of the Executive.

CONTACT INFORMATION LOCAL OFFICE:

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K8N 2A8

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1st Vice-President: **613-968-3707 x226**

2nd Vice-President: **613-968-3707 x228**

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1st Vice-President: jsurgent@etfohp.on.ca

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