**Constitution**

**of the**

**ETFO**

**Hastings-Prince Edward**

**Teacher Local**



**June 2019**

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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 FNMI Statement:**

**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.

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**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.

1.2 The rights of an active member shall be:

 (a) to attend and participate and vote at all meetings of the Local;

 (b) to hold office in the Local and in the Federation, in accordance with Bylaw 8;

 (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) and work

 group(s).

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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. The Local shall be divided into 5 Regions, with boundaries as determined by Bylaw 2.

2. 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

**Page 3**

Chair of New Members Committee

Chair of Political Action Committee

Chair of Social and Wellness Committee

Chair of Health and Safety Committee

3. The Executive may invite an ex officio, non-voting representative of the Occasional Teachers'

 Local to executive meetings.

4. The Chair of the Status of Women Committee shall be elected by all members of the Local

 from among the female members of the Local.

5. 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

6. Committees Chaired by Appointed Members:

 Nominations and Elections

 Constitution

 Arts

7. 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 4.

(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 4.

(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 4.

8. There shall be guaranteed funded programs for 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.

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 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**

3.1The 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.

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**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 9.

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 ten (10) percent nette of the

 maximum grid rate.

 4.2 The amount payable to the Vice-President(s) to be no less than a minimum of five (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.

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**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**

***Local Organization - Regions***:

1. The Local shall be divided into five Regions as follows:

**NORTH**: all schools north of the Township of Madoc within the District boundaries.

**CENTRE**: all schools in the Township of Stirling-Rawdon, the Municipality of

 Marmora and Lake, the Township of Madoc, the Municipality of Madoc, and the Municipality of Tweed.

**WEST**: all schools in the City of Quinte West.

**EAST**: all schools in the City of Belleville, the Township of Tyendinaga, and the

 Town of Deseronto.

**SOUTH**: all schools located in The Corporation of the County of Prince Edward.

**Bylaw 3**

***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 September 30th.

 (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 his or her

 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;

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 (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.

**Bylaw 4**

***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; 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 5**

***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;

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(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) 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;

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(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; and

(k) be one of the signing officers**.**

**Bylaw 6**

***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) 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 geographic 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 geographic equity in committee programming; and

(j) ensure a report is submitted regularly for each edition of the Local’s newsletter.

**Bylaw 7**

***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.

f) Ad Hoc Committees, Task Forces, and Work Groups may be formed when necessary for

 specific purposes;

g) Where possible, Committee representation should reflect the geographic diversity of the

 Local;

h) Local members named by the Executive to Board Committees shall represent the Local

 and report regularly to the President and the Executive;

i) The Professional Learning Committee shall review annually the Terms of Reference for

 the three negotiated funds; and

j) They shall review the Terms of Reference and submit any changes to the Executive for

 approval.

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**Bylaw 8**

***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 9**

***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) Candidates shall follow the Campaign Practices outlined in the Operating Practices.

d) Candidate profiles will be posted on the Local’s website after the closing of nominations.

e) The election will take place electronically.

f) 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.

g) Names of delegates and alternates shall be forwarded to the Provincial Office upon request.

h) 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.

i) Delegates may be selected at the discretion of the Executive, when a full delegation

 complement is lacking.

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**Bylaw 10**

***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 11**

***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 12**

***Awards and Recognition***:

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

**Bylaw 13**

***Disciplinary Action*:**

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.

**Bylaw 14**

***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.

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**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**

1. **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

1. **Twenty-five Year Teachers** receive the ETFO Hastings-Prince Edward Red Glass

Apple.

1. **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:

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**Card:**

1. Annually to those on LTD or long-term sick leave.

2. To incoming exchange teachers.

3. To those on pregnancy / parental leave.

**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.

**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.

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**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’.

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* 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.

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**CONTACT INFORMATION LOCAL OFFICE**:

Federation House

114 Victoria Avenue

Belleville, ON

K8N 2A8

**Website**:

www.etfohp.on.ca

**Phone**:

President: **613-968-3707 x222**

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

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

 long distance: **1-866-962-3836**

**e-mail**:

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**1st Vice-President**: smackay@etfohp.on.ca

**2nd Vice-President:** jsurgent@etfohp.on.ca



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