

ALGOMA DISTRICT ELEMENTARY TEACHERS

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CONSTITUTION FOR ELEMENTARY TEACHERS' FEDERATION OF ONTARIO ALGOMA DISTRICT ELEMENTARY TEACHERS LOCAL (as revised May 2017)

Definitions:

1. **Federation** means the Elementary Teachers' Federation of Ontario.
2. **Local** means the Algoma District Elementary Teachers' Local.

ARTICLE I - NAME

- 1.1 This organization shall be known as the "Algoma District Elementary Teachers' Local."

ARTICLE II - JURISDICTION

- 2.1 The Algoma District Elementary Teachers Local is a Local of the Elementary Teachers' Federation of Ontario.
- 2.2 The jurisdiction of the Algoma District Elementary Teachers' Local shall be all Federation members other than occasional teachers employed by the Algoma District School Board in the elementary panel.

ARTICLE III - OBJECTS

The objects of the Local shall be:

- 3.1 To protect the collective bargaining rights of all members.
- 3.2 To defend publicly-funded public education.
- 3.3 To serve the needs of the membership.
- 3.4 To provide for the professional development of members.
- 3.5 To promote social justice in the areas of peace, anti-poverty, on violence, and equity.
- 3.6 To support international assistance and co-operation.
- 3.7 To promote the care and protection of the environment.

- 3.8 To actively engage members in the Federation.
- 3.9 To promote and protect the health and safety of members.
- 3.10 To co-operate with other organizations having the same or like objects.

ARTICLE IV - MEMBERSHIP

Section 1- Active Membership

- 4.1 Active members shall be all regular members of the Federation (i.e.: not occasional teachers) within the jurisdiction of the Algoma District Elementary Teachers' Local.

Members who are on the Federation Discipline list are not eligible to participate in local elections, serve on committees or act in the role of School Steward.

Section 2 - Associate Membership

- 4.2.1 Associate members of the Algoma District Elementary Teachers' Local are those members whose application has been approved by the Local and approved by the Federation Executive and who have paid the annual fee in accordance with the Federation Bylaws.
- 4.2.2 Eligibility for associate membership in the Algoma District Teachers' Local is as defined in article 4.2.3. of the Federation Constitution.

Members who are on the Federation Discipline list are not eligible to participate in local elections, serve on committees or act in the role of School Steward.

ARTICLE V- RIGHTS AND PRIVILEGES OF MEMBERSHIP

Section 1 - Rights and Privileges of Active Membership

- 5.1.1 An active member shall have full rights, privileges and responsibilities of membership in the Algoma District Elementary Teachers' Local unless limited by disciplinary action taken in accordance with Article VII of the Federation Constitution.
- 5.1.2 The rights of an active member shall be:
 - (a) To hold office in the Local and in the Federation.
 - (b) To attend general meetings of the Local.
 - (c) To participate in the vote on the preliminary submission in the collective bargaining process.
 - (d) To participate in all votes related to collective bargaining as set out in the Ontario Labour Relations Act and the Ontario Education Act.
 - (e) To participate in any general membership votes.
 - (f) To request Local support in the grievance process.

- (g) To request Local support in any problem directly related to professional duties.

5.1.3 An active member who accepts a position as a temporary or acting principal/vice principal may not:

- (a) Be the workplace Steward for the duration of his/her appointment.
- (b) Hold a position on the Local Executive for the duration of his/her appointment.
- (c) Hold a position on the Collective Bargaining Committee for the duration of his/her appointment.
- (d) Serve as a delegate or alternate to the Provincial Annual Meeting for the duration of his/her appointment.

Section 2 - Rights and Privileges of Associate Membership

5.2.1 An associate member may:

- (a) Attend Local functions in a non-voting capacity by invitation for an active member who is present.
- (b) Receive such Local communications as the Local decides.
- (c) Serve on Local committees and workgroups as the Local decides.

ARTICLE VI - LOCAL ORGANIZATION

The **East Region** of the Algoma District Elementary Teachers' Local encompasses the 1997 Northshore Board of Education; the **North Region** includes the 1997 Chapleau, Hornepayne and Michipicoten Boards of Education and the **Central Region** includes the 1997 Central Algoma and Sault Ste. Marie Boards of Education.

Section 1 - Local Executive

6.1.1 The Local Executive shall include the following positions:

- a) President.
- b) 1 Vice-President.
- c) Treasurer.
- d) 8 Unit Representatives, one elected from each of Central Algoma, Chapleau, Hornepayne, North Shore and Wawa and 3 elected from Sault Ste. Marie.
- e) Secretary who is elected from within the Unit Representatives or released positions at the First Executive meeting.

6.1.2 Where possible, it is the intent to follow the spirit of the Provincial Constitution that leadership positions for women be ensured on both the Executive and on committees in the Local. Where possible have a minimum of 50% of the local delegation be women.

6.1.3 The voting powers of the Unit representatives will be as follows: one vote per elected representative in attendance from each of the following Units: Central Algoma, Chapleau, Hornepayne, Michipicoten, North Shore and Sault Ste. Marie.

- 6.1.4 The President, Vice-President and Treasurer of the Local shall be elected by a district-wide vote. The Unit Representatives shall be elected at the unit level.
- 6.1.5 The term of office for the Executive shall be for two years. The term of office for the President, Vice-President and Treasurer shall be for two years. This does not preclude members from seeking additional terms of office.
- 6.1.6 The Executive Member's term shall start on **July 1** of the year of their election.
- 6.1.7 A Released Officer (President, Vice-President, Treasurer) who takes a leave of absence (requested or required) shall have the right to return to the previously held position upon return until the end of the elected term.
- 6.1.8 Should the President take a leave of absence; the Vice-President shall fill the role as Acting President, until the end of the leave period. The Executive will appoint a member of the Executive to fulfill the role of Acting Vice-President during the period of the leave of absence. When the President returns from the leave, the Vice President will resume his/her regular duties and the Acting Vice-President will return to whatever position they hold at the time of the leave completion."
- 6.1.9 In the event that the President, Vice-President, Treasurer, or Unit Representative is unable to complete his/her term of office, a by-election will be held, according to Election Procedures, if necessary.
- 6.1.10 In the event the Acting President is unable to complete his/her term of covering the President on leave, the Acting Vice-President would move into the Acting President role until such time as the President returns or a by-election is completed. If necessary, a new Acting Vice-President would be appointed as per article 6.1.8. If the President resigns or retires, then an election would be called as per article 6.1.9.

Section 2 - Units

- 6.2.1 There shall be within the Local the following Units: Central Algoma, Chapleau, Hornepayne, Michipicoten, North Shore, Sault Ste. Marie.
- 6.2.2 The Unit shall elect Unit representatives as per Article 6. The Unit may have other positions and convenorships.

The unit shall correspond to the 1997 geographical boards of education.

8 Unit Representatives, one elected from each of Central Algoma, Chapleau, Hornepayne, North Shore and Wawa and 3 elected from Sault Ste. Marie.

Secretary who is elected from within the Unit Representatives or released positions at the first Executive Meeting.

Section 3 - Committees

6.3.1 There shall be the following standing committees:

- Awards
- Collective Bargaining
- Elections
- Political Action/Public Relations
- Professional Learning
- Status of Women
- Health, Wellness and Safety
- French As A Second Language
- Human Rights
- New Members
- Special Education
- Early Years
- Governance Committee

6.3.2 Other ad hoc committees required to carry out the work of the Local may be established by the Executive or by general meetings as necessary.

6.3.3 Whenever possible, there will be regional representation on committees.

6.3.4 Addition of a Selection Committee for standing committees to be appointed from 3 Released Officers.

Section 4 - Programs for Women

6.4.1 There shall be guaranteed programs for women. (reference 10.5 of the Federation Constitution.)

6.4.2 Funds shall be allocated for programs for women.
These programs may include programs for members as well as support for Local women's shelters.

6.4.3 The budget for the programs for women shall be approved as part of the annual Local budget process. The budget should reflect the minimum amount for programs for women found in the Federation Constitution.

Section 5 - Stewards

6.5.1 There shall be a Federation steward at each school or workplace in the Algoma District Elementary Teachers' Local. These stewards shall be elected or selected by the members at the school/workplace.

6.5.2 Should a steward not be available for a workplace, the President, Vice-President, Unit Representative may be appointed to the position by the Executive.

ARTICLE VII - ORGANIZATIONAL DUTIES

The Local, its officers and committees, shall carry out their duties and responsibilities in accordance with both the Local and Federation policies, procedures and resolutions passed at their respective Annual Meetings.

Section 1 - Duties of the Executive

The Executive shall:

- 7.1.1 Uphold the constitution, bylaws and policies of the Elementary Teachers' Federation of Ontario.
- 7.1.2 Execute the business of the Algoma District Elementary Teachers Local in accordance with the constitution and the decisions of general meetings of the Algoma District Elementary Teachers' Local.
- 7.1.3 Hold at least 5 regular Executive meetings. The Local may wish to hold Executive meetings by electronic means.
- 7.1.4 Hold additional Executive meetings at the call of the President.
- 7.1.5 Receive a financial report at each Executive meeting.
- 7.1.6 Forward to the Federation office each year the annual audited financial statement.
- 7.1.7 Forward to the Federation office each year the annual report of the Local.
- 7.1.8 Recommend committee membership to the general meeting.
- 7.1.9 Appoint and develop terms of reference for ad hoc committees.
- 7.1.10 The President, Vice-President and Treasurer shall be 3 the signing officers of the Local.
- 7.1.11 Appoint when necessary, a successor to complete any term of a Unit representative.
- 7.1.12 Recommend the appointment of the auditors to the Annual Meeting.
- 7.1.13 An Executive Budget committee shall include 6 members of the ADETFO Executive including the President, Vice-President, Treasurer and one member from each of the three areas (East ~ North Shore and Central Algoma, Central ~ SSM, and North ~ Wawa, Chapleau and Hornepayne).
- 7.1.14 The JHSC Rep. will be appointed by the Executive for a 2 year-term.

Candidates holding certification from the Workers' Health and Safety Centre will be given priority.

Section 2 - Duties of Officers

7.2.1 The duties of the President shall be:

- (a) To preside at all meetings of the Executive, Stewards, General Meetings and the Annual Meeting of the Local unless otherwise delegated.
- (b) To be the spokesperson for the Local.
- (c) To be the official representative of the Local and its members.
- (d) To be one of the signing officers.
- (e) To be an ex-officio member of all committees.
- (f) To attend the Representative Council.
- (g) To inform and advise members of the Local on issues concerning the Federation and education.
- (h) To delegate the day-to-day responsibilities of the Vice-President and to supervise/oversee duties of the Office Manager.

7.2.2 The term of office for the President shall be for two years. The President may seek consecutive terms.

7.2.3 The term of office for the Vice-President shall be for two years. The Vice-President may seek consecutive terms.

7.2.4 The duties of the Treasurer shall be:

- (a) To keep accurate and detailed financial records of the Algoma District Elementary Teachers' Local based on the Local fiscal year, July 1 to June 30.
- (b) To prepare an annual budget in consultation with the Local Executive.
- (c) To make a financial report to each Executive and general meeting of the Local.
- (d) To make investments with the approval of the Executive.
- (e) To report investments during each financial report.
- (f) To ensure the audit is completed by a chartered accountant as specified in 11.5.4 of the Federation Constitution.
- (g) To forward the annual audited financial statement of the Algoma District Local to the provincial office of the Federation.

7.2.6 The term of office for the Treasurer shall be for two years. The Treasurer may seek consecutive terms.

7.2.7 The duties of the Secretary shall be:

- (a) To maintain accurate records of all Executive meetings of the Local.
- (b) To prepare and arrange to have circulated minutes of Executive and general meetings to the members through the Federation Stewards.

- 7.2.8 The Secretary shall be elected from within the Executive.
- 7.2.9 The duties of the 8 Unit Representatives shall be determined by the Executive.
- 7.2.10 The term of office shall be for two years.

Section 3 - Duties of Committees

- 7.3.1 Committees are responsible to the Local Executive. Committee members may be elected or appointed from the membership. The chairs of the committees are elected at the committee level. The chair of a committee may be a member of the Local Executive.
- 7.3.2 The Elections Committee shall consist of a member of the Executive or a designate plus 3 other members appointed and approved by the Executive. The Elections Committee shall be responsible for implementation of all election procedures for released officers and Unit Representatives. The Elections Committee shall report to the Annual Meeting for the released officers' positions.
- 7.3.3 There shall be 5 voting members on the Collective Bargaining Committee. There will be one voting member from the East (North Shore Unit and Central Algoma), one voting member from the North (Hornepayne, Chapleau, Michipicoten Units), and one voting member from the Central (Sault Ste. Marie Unit), elected by the members in those areas. The President and Vice-President will also be voting members of the committee. The election will be administered by the Elections Committee.

Members of the CBC shall:

- a) Be responsible to represent fairly all teachers on whose behalf they negotiate.
- b) To receive submissions from any delegation.
- c) Develop and send out an all member survey.
- d) Adhere to the Terms of Reference.

Duties of the CBC Chair

The Chair will:

- a) Preside at the meetings of the CBC/Negotiating Team.
- b) Call meetings of the CBC based on the needs of the committee.
- c) Be responsible for drawing up the agenda for the CBC meeting in consultation with the committee members.
- d) Be responsible for the progress of the CBC in developing a preliminary survey.
- e) Be responsible for the preparation for negotiations.

Duties of the of the CBC Secretary

The Secretary will:

- a) Keep complete minutes of all meetings of the CBC/Negotiating Team.
- b) Carry on all correspondence of the CBC as directed.

- c) Send copies of the minutes to members of the CBC.

7.3.4 ADETFO Committee Chairs shall submit budget proposals annually to the ADETFO Executive **prior to August 15** to be forwarded to the ADETFO Budget Executive Budget Committee for consideration.

Section 4 – Duties of the Unit Representative

7.4.1 – The Unit Representative Shall

- (a) Provide social events in their respective Units.
- (b) Contribute to Goodwill needs.
- (c) Determine how retirees will be recognized in the Unit (retirement dinner celebration etc.)
- (d) Share and distribute information with Stewards regarding Provincial and Local messages.
- (e) Bring issues concerning Units for the information of the whole Algoma ETFO Executive.
- (f) Attend Executive meetings (face-to-face) and conference calls.
- (g) Encourage active involvement in the Union and inform members of collective agreement rights.
- (h) Complete an annual budget and financial statement.
- (i) Units shall present budgets to their respective unit members for approval at the first Steward or General Membership meeting of the year.

Section 5 – Duties of the Steward

7.5.1 – The Steward Shall

- (a) Welcome new teachers to the profession.
- (b) Monitor the implementation of the Collective Agreement.
Communicate questions/concerns to the Unit Reps and/or Local Released Officers.
- (c) Educate members about their rights.
- (d) Direct members to the appropriate resources.
- (e) Disseminate all information to staff and shall make every reasonable effort to contact members on leave.
- (f) Maintain a Federation bulletin board.
- (g) Hold regular ETFO meetings (add to school agenda.)
- (h) Attend Steward meetings/General meetings.
- (i) Conduct approved votes and surveys.
- (j) Participate as a member of the School Committee.
- (k) Review the school budget.
- (l) Review planning time and duty schedules to ensure that they are equitable.
- (m) Bring staff concerns to the attention of the school administration.

ARTICLE VIII - MEETINGS

Section 1

- 8.1.1 The official authority for conducting all Local meetings shall be current Robert's Rules of Order.
- 8.1.2 A quorum for general meetings shall be the number of members in attendance.

Section 2- General Meetings

- 8.2.1 There shall be at least 2 General meetings per year; one of which would be the Annual Meeting of the Local. The site of General Meetings, other than the Annual Meeting. The Annual General Meeting shall be held in the Central Region.
- 8.2.2 The Annual Meeting of the Local shall be held before June 1.
- 8.2.3 The Annual Meeting shall:
- (a) Receive the annual reports of the officers and committees of the Local.
 - (b) Receive the results of the election of the released officers for the next year.
 - (c) Receive the financial statements as certified by the auditors.

ARTICLE IX - ELECTIONS

Section 1 - Eligibility

- 9.1.1 An active member may be nominated to stand for elected office according to Article IV Section 1 – subsection 4.1.”

Section 2 – Timelines

- 9.2.1 Members shall be notified of the request for nominations 10 weeks prior to elections of the released officers and 6 weeks prior to the election of the Unit Representatives. Included with this notice, election procedures will be posted in all schools or workplaces.
- 9.2.2 The deadline for receipt of nominations shall be 8 weeks prior to election of the released officers and 4weeks prior to the election of the Unit Representatives. These nominations shall be forwarded to the Elections Committee prior to elections.
- 9.2.3 Nominations for vacant positions, duly moved and seconded and with the consent of the nominee, shall be posted in the schools 7 weeks prior to the election of the released officers and 3 weeks prior to the election of the Unit Representatives.
- 9.2.4 Unit Representative elections shall take place prior to the second week of June. The Elections for President, Vice President and Treasurer be completed prior to the staffing process in the Collective Agreement.

(Before April 15 each year)

- 9.2.5 The process for Unit Representatives campaigning is to be determined by the Election Committee with input from the Unit.
- 9.2.6 The Executive shall determine whether elections policies/campaign procedures have been violated and shall determine next steps/disciplinary action.
- 9.2.7 Should a by-election for a released position(s) be necessary, it will be completed according to the following 5 week timeline. Nominations will be open for 2 weeks for the position(s), followed by 2 weeks for the distribution of candidate campaign information in the ETFO INFO. There will be a 1 week voting window for members to cast ballots as determined by the Election Committee Procedures.

Section 3 - Election Procedures

- 9.3.1 The released officers, unit representatives and collective bargaining committee members of the Algoma District Elementary Teachers Local shall be elected in accordance with Election Procedures as approved by the Local Executive.
- 9.3.2 The election shall be by secret ballot (electronic or paper).
- 9.3.3 Each candidate may appoint one scrutineer to observe the counting of the ballots for that candidate's election.
- 9.3.4 Candidates will be declared elected based upon the Election Procedures requirements.
- 9.3.5 A member may seek any position on the Executive for which the member is eligible. Eligible positions for elections are: as either President or Vice-President; as Treasurer; as Unit Representative.
- 9.3.6 The ballots will be destroyed by motion of the Annual Meeting immediately following the election of the released officers or by motion of the Executive immediately following the Unit Representatives election.

ARTICLE X - DELEGATES TO THE FEDERATION ANNUAL MEETING

- 10.1 An active member of the Algoma District Elementary Teachers' Local may be nominated as an attendee to the Federation Annual Meeting.
- 10.2.1 The delegation of the Algoma District Elementary Teachers' Local to the Federation Annual Meeting shall include the President, Vice-President and Treasurer as of August 1st. The President would be one of the delegates for the Local."

- 10.2.2 The additional delegates, (drawn in lot) if required shall be:
- a) Interested Executive members (drawn by lot.)
 - b) Executive members from areas (North, Central and East) if not represented in draw.
 - c) Members serving on Provincial Committees.
 - d) Interested Stewards drawn by lot.
 - e) Members at large drawn by lot.

10.3 A minimum of 50% of the Local delegation shall be women.

10.4 The list of Local delegates and alternates to the Federation Annual Meeting shall be forwarded to the Federation office prior to **June 1**.

ARTICLE XI -RESOLUTIONS TO THE FEDERATION ANNUAL MEETING

11.1 Members shall be notified of the request for resolutions by **January 15**.

11.2 The deadline for receipt of resolutions shall be **February 1**.

11.3 Resolutions to the Federation Annual Meeting shall be passed by the membership in an in-school vote. The Local may decide to hold general, regional or unit meetings to discuss the proposed resolutions.

11.4 Resolutions passed by the membership shall be submitted prior to **March 1** to the Federation office for the Federation Annual Meeting.

ARTICLE XII - AMENDMENTS TO THE LOCAL CONSTITUTION

12.1 Proposed amendments to the Local Constitution must be submitted to the Executive **30 days** prior to the Local Annual Meeting.

12.2 The Executive shall publish all proposed amendments to the general membership **15 days** prior to the Annual Meeting.

12.3 The Constitution shall be amended if 60% of the members present at the Annual Meeting vote in favour of the proposed amendment.

ARTICLE XIII - FINANCES

13.1 The Executive of the Local shall develop a financial policy (i.e.: mileage rates, meeting expenses etc.) as part of the annual budget.

13.2 Signing officers shall be A) President, B) Treasurer and C) an Executive Member designated by the Executive.”

13.3 The fiscal year for the Algoma District Elementary Teachers’ Local shall be the period from **July 1** of one calendar year to **June 30** of the succeeding calendar year.