



Constitution

Approved May 15, 2014

Amended May 24, 2018

Amended May 26, 2021

Halton Elementary Occasional Teachers' Local Constitution

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Definitions:

Federation means the provincial Elementary Teachers' Federation of Ontario (ETFO).

Local means the Halton Elementary Occasional Teachers (HEOT)

Board means the Halton District School Board (HDSB)

Article I – Name

1.1 This organization shall be known as the “Elementary Teachers’ Federation of Ontario – Halton Elementary Occasional Teachers’ Local” (HEOT)

Article II – Jurisdiction

2.1 Halton Elementary Occasional Teachers is a Local of the Elementary Teachers’ Federation of Ontario

2.2 The jurisdiction of the Halton Elementary Occasional Teachers’ Local shall be all Occasional Teachers employed by the HDSB in the elementary panel

Article III - Objects

The objects of the Local shall be:

3.1 to represent the members of the Elementary Teachers’ Federation of Ontario – Halton Elementary Occasional Teachers’ Local

3.2 to regulate relations between the members of the Elementary Teachers’ Federation of Ontario – Halton Elementary Occasional Teachers’ Local and the Halton District School Board including but not limited to securing and maintaining through collective bargaining, the best possible terms and conditions of employment

3.3 to advance the cause of education and the status of elementary occasional teachers in the Local

3.4 to promote a high standard of professional ethics and a high standard of professional competence

3.5 to foster a climate of social justice and provide leadership in such areas as anti-poverty, non-violence and equity

3.6 to promote and protect the interests of all members of the Local and the students in their care

3.7 to promote and defend the health and safety of members in the workplace

3.8 to co-operate with other organizations having the same or like objectives

Article IV – Membership

4.1 Active Member

4.1.1 Members shall be all elementary occasional teachers who are certified by the Ontario College of Teachers and are covered by the collective agreement between the Local and the Board and are members in good standing with ETFO Provincial.

4.2 Honorary Life Member

4.2.1 Local Honorary Life Membership may be granted to retired members of the Local or any of its predecessor organizations who have given outstanding service to the Local or the Federation.

Article V – Rights and Privileges of Membership

5.1- Active Membership

5.1.1 An active member shall have full rights, privileges and responsibilities of membership in the Federation unless limited by disciplinary action taken in accordance with Article VII of the provincial Federation Constitution.

5.1.2 The rights of an active member shall be:

- (a) to hold office in the Local and in the Provincial Federation
- (b) to attend General and Annual meetings of the Local
- (c) to participate in the ratification of the collective agreement
- (d) to participate in any general membership votes
- (e) to request Local support through the grievance process
- (f) to request Local support in an investigation of disciplinary procedure undertaken by the College of Teachers
- (g) to request Local support in any problem directly related to professional duties

5.2– Rights and Privileges of Honorary Life Membership

5.2.1 to attend, by invitation, Local functions in a non-voting capacity

5.2.2 to receive publications by the Local

5.2.3 to attend Local Annual and General meetings as a guest of the Local

5.2.4 to make presentations at an Executive Meeting, provided that notice is given at least seven

(7) days in advance

5.3 – Code of Professional Conduct

5.3.1 The responsibility of a member shall be to:

- (a) recognize the Provincial Federation, through the Local, as the official voice of all active members of the Federation
- (b) adhere to the Constitution and Bylaws of the Federation and the Local
- (c) support collective bargaining initiatives, including a strike authorized by the Provincial Executive
- (d) refrain from undertaking or supporting actions which undermine established bargaining procedures

- (e) honour the terms of the Collective Agreement
- (f) strive to ensure equity and inclusiveness in the workplace
- (g) strive to eliminate all forms of harassment between individuals in the educational system
- (h) strive to achieve and maintain a high degree of professionalism and to uphold the honour, dignity and ethical standards of the teaching profession

5.3.2 A member who is representing ETFO on the Local Executive and/or the Federation shall, in addition to **5.3.1**, strive to achieve and maintain a high degree of professionalism and to uphold the honour, dignity and ethical standards of the Elementary Teachers' Federation of Ontario.

Article VI – Local Organization

6.1 Local Executive

6.1.1 The Local Executive shall consist of the Past-President and a minimum of 6 elected positions to include:

- (a) President
- (b) First Vice-President
- (c) Treasurer
- (d) Secretary
- (e) Professional Learning Chair
- (f) (4 - 6) Executive Members

6.1.2 The Executive of the Local shall be elected at the Local's Spring Annual Meeting.

6.1.3 The term of office for the Executive shall be for a 2-year term.

6.1.4 The Executive shall take office on the Monday following the ETFO Provincial Annual General Meeting in August.

6.2 – Committees

6.2.1 As required, the Local shall form the following Standing Committees:

Awards
Budget
Collective Bargaining
Communications
Equity and Social Justice
Goodwill
Health and Safety
Lending Library
Professional Learning
Social

6.2.2 Other Ad Hoc committees required to carry out the work of the Local may be established by the Executive or by a vote at General Meetings as necessary:

- Constitution

- Political Action & Public Relations
- Nominating
- Wellness
- Any other committee as deemed necessary by the Executive

Article VII – Organizational Duties

The Local, its officers and committees, shall carry out their duties and responsibilities, in accordance with both Local and the Elementary Teachers’ Federation of Ontario policies, procedures and resolutions passed at the Annual General Meeting

7.1 Duties of the Executive

7.1.1 The Executive shall:

- (a) uphold the Constitution, Bylaws and Policies of the Elementary Teachers’ Federation of Ontario
- (b) execute the business of the Local in accordance with the Constitution and the decisions of General Meetings of the Local
- (c) hold at least eight (8) regular Executive meetings annually with a quorum of 50% of the Executive
- (d) attend meetings regularly (absence from 3 Executive meetings in any fiscal year may be considered by the Executive as a resignation)
- (e) hold other Executive meetings at the call of the President
- (f) receive a financial report at each Executive meeting
- (g) forward to the Provincial office by September 30th of each year the annual audited financial statement
- (h) forward to the Provincial office each year the annual report of the Local
- (i) appoint members to Standing Committees
- (j) appoint and develop terms of reference for any Ad Hoc committees
- (k) appoint at least two (2) signing officers of the Local
- (l) appoint, when necessary, a successor to complete any unexpired term of an elected Local representative
- (m) recommend the appointment of the auditors to Spring Annual Meeting
- (n) nominate and select the recipients of the Honourary Life Membership Award

7.2 Duties of the Officers

7.2.1 The duties of the President shall be:

- (a) to be the official spokesperson for the Local, and to inform and advise members of Local and Provincial issues
- (b) to abide by the Constitution and Bylaws of the Local and the Federation of Ontario
- (c) to call and chair meetings of the Executive and the Local
- (d) to act as an ex-officio member of all committees
- (e) to act as one of the signing officers for the Local
- (f) to ensure representation at the Annual Provincial Meeting and Representative Council
- (g) to establish and maintain contact and liaison with HDSB, other affiliated organizations and the news media and any other groups necessary to run the day to day business of the Local

- (h) to transact the business of the Local between Executive Meetings
- (i) to act as Chief Negotiator or to appoint an alternate
- (j) to act as Grievance Officer and to make grievance decisions by filing personal/policy grievances and hearing appeals
- (k) to prepare, in consultation with the Treasurer and First Vice-President, a budget for presentation to the Local's Spring Annual Meeting
- (l) to maintain accurate records/files of correspondence received by and sent on behalf of the Local
- (m) to have a fiduciary responsibility to the membership
- (n) to transact the business of the Local between Executive Meetings
- (o) to ensure that duties of the Executive that have not been filled through election or appointment are carried out
- (p) to oversee the content of the Local's website
- (q) to designate, as necessary, any of the above duties

7.2.2 The duties of the Immediate Past President shall be:

- (a) to act in an advisory capacity to the Local
- (b) to fulfill other duties as assigned by the Executive

7.2.3 The duties of the First Vice-President shall be:

- (a) to assume the Presidential duties upon request or during the absence of the President
- (b) to assume the office of President should the President be unable to complete his/her term
- (c) to act as a signing officer of the Local
- (d) to consult with the Treasurer and the President in the preparation of a budget for presentation to the Local's Annual Meetings
- (e) to serve as a member of the Grievance Committee as needed
- (f) to assume any other duties as requested by the Executive or the President
- (g) to ensure the rights and privileges of the Honorary Life Members

7.2.4 The duties of the Treasurer shall be:

- (a) to keep accurate and detailed financial records of the Local based on the Local's fiscal year of July 1 to June 30
- (b) to act as a signing officer of the Local
- (c) to receive monies and pay bills as directed
- (d) to make a financial report to each Executive and General Meeting of the Local
- (e) to strike a budget, in co-operation with the President and First Vice-President for approval of the Executive
- (f) in cooperation with the President and First Vice-president, to make fiscally responsible investments with the approval of the Executive
- (g) to ensure an annual audit is completed
- (h) to forward the annual audited financial statement of the Local to the Provincial office of the Federation by September 30th

7.2.5 The duties of the Secretary shall be:

- (a) to maintain accurate records of all meetings of the Local
- (b) to prepare and circulate minutes of Executive and General Meetings prior

to the next meeting

- (c) to keep on file an updated copy of the Local Constitution and notify the membership in writing or through electronic postings before the subsequent Local meetings of any proposed amendments to the Constitution
- (d) to compile separately, a list of policy motions passed by the Executive or the membership
- (e) to be a member of the Constitution Committee

7.3 Duties of Committees

7.3.1 The Committees shall:

- (a) be responsible to the Local Executive
- (b) fulfill the Terms of Reference of their respective mandates and report to the Local Executive
- (c) prepare and present to the executive, updates to Terms of Reference and budget requirements annually
- (d) prepare and present reports to General Meetings
- (e) be fiscally responsible and work within their budget approved by the Executive

7.4 Duties of Committee Chairs

7.4.1 Each Committee Chair shall:

- (a) be appointed by the Executive and act as the committee spokesperson
- (b) call meetings of the committee, as required
- (c) liaise with the Executive providing progress reports at each Executive meeting
- (d) maintain a complete file of the work of the committee
- (e) present oral or written reports on their committee activities at General Meetings
- (f) provide a detailed accounting of their committee spending annually

Article VIII – Meetings

8.1 Fall General Meeting

- (a) There shall be at least one (1) General Meeting in the Fall or Winter.
- (b) A quorum for General Meetings shall be the majority of the members present.
- (c) The official authority for conducting all Local meetings shall be the current Robert's Rules of Order.
- (d) The Fall General Meeting shall approve the Final Budget.

8.2 Spring Annual Meeting

- (a) A Spring Annual Meeting of the members of the Local shall be held in the period of May 1 to June 30 of each year
- (b) A quorum for the Spring Annual Meeting will be the majority of the members present
- (c) The official authority for conducting the Spring Annual Meeting shall be the current Roberts' Rules of Order
- (d) at the Spring Annual Meeting the membership shall
 - (i) receive the annual reports
 - (ii) as per **6.1.1** and **6.1.3**, elect the officers for the next term

- (iii) approve the proposed budget for the next year
- (iv) approve the appointed auditor
- (v) direct the Treasurer to send the year's audited books to the Provincial office by September 30 for approval

Article IX – Elections

9.1 – Eligibility

9.1.1 An active member in good standing may be nominated to stand for elected office.

9.2 – Nominations

9.2.1 Members shall be notified of the request for nominations at least twenty-one (21) days before the Spring Annual Meeting

9.2.2 Nominations for all Executive Positions shall be duly moved and seconded and received by the Local Office at least one week prior to the Spring Annual Meeting in which the election will take place. Nomination Forms will be available at the office or on the Local website

9.2.3 Nominations must be given by active members in good standing in the Local

9.2.4 A list of nominated candidates will be made available to the membership one day after the deadline to receive nominations through the HEOT website.

9.2.5 In order to be eligible to run for the position of President of the Local a candidate must have served at least one (1) year on the Halton Elementary Occasional Teachers' Local Executive.

9.2.6 In the event that no candidates are declared as per **9.2.2** and **9.2.4** and **9.2.5** then, and only then, will nominations be accepted from the floor.

9.3 Campaign Procedures

9.3.1 Each declared candidate may only:

- i) have a maximum 200-word profile placed on the website prior to the Spring Annual Meeting
- ii) present a one-page (8 1/2 by 11 inch) flyer to be distributed at the Spring Annual Meeting
- iii) Address the Spring Annual Meeting for up to 3 minutes

9.3.2 All other forms of campaigning are not sanctioned by the Local and may be subject to disciplinary action.

9.4 Election Procedures

9.4.1 The Executive of the Local shall be elected at the Spring Annual Meeting.

9.4.2 Candidates shall have the opportunity to address the Spring Annual Meeting before the election. Speaking order will be determined by random draw.

9.4.3 The election shall be by secret ballot.

9.4.4 Each candidate may appoint one scrutineer to observe the counting of the ballots for that candidate's election.

9.4.5 Candidates shall be declared successful by the majority of votes from members present (50% + 1).

9.4.6 The order of Elections shall be

President

1st Vice President

Secretary

Treasurer

PL Chair

Executive members(4-6)

9.4.7 An unsuccessful candidate may seek another position on the Executive for which the member is eligible.

9.4.8 The ballots will be destroyed by motion of the Spring Annual Meeting immediately following the elections.

9. 5 Procedure to Fill an Executive Vacancy

9.5.1 Shall the office of the President become vacant, the 1st Vice President should assume the office of the President in accordance with article 7.2.3 b

9.5.2 A vacancy at the position of 1st Vice President shall be appointed by the Executive from current Executive members

9.5.3 Should a vacancy of any other position occur the current Executive shall fill the position by appointment.

9.5.4 In the event there is a vacancy in a 2-year term Executive position; the position will be filled by Executive appointment until the next General Meeting. A by-election will be held to fill the vacancy at the next General Meeting.

9.5.5 All rules governing election (article 9) shall be in place.

9.5.6 If any vacancy still exists following a general meeting the position shall be filled by Executive appointment.

Article X – Delegates to the ETFO Annual Meeting

10.1 Delegates and Alternates to the ETFO Annual Meeting shall include – the President, the 1st Vice-President and the Treasurer.

10.2 An Executive or member of the local may be appointed by the Executive as a delegate or alternate to the ETFO Annual Meeting.

10.3 Names of delegates to the ETFO Annual Meeting shall be forwarded to the Provincial office prior to June 1.

Article XI – Resolutions to the ETFO Annual Meeting

11.1 Members shall be notified that the submission of resolutions shall be forwarded to the Executive prior to January 15th.

11.2 As required, resolutions to the ETFO Annual Meeting shall be passed at a Local General Meeting to be held prior to February 15th for written submission to the Federation office prior to March 1st.

Article XII – Amendments to the Local Constitution

12.1 Proposed amendments to the Local Constitution must be submitted to the Executive at least thirty (30) days prior to the Fall General or Spring Annual Meetings

12.2 The Executive shall publish all proposed amendments to the general membership at least fifteen (15) days prior to the Fall General or Spring Annual Meetings

12.3 The Constitution shall be amended if at least 60% of the membership present at the Fall General or Spring Annual Meetings vote in favour of the proposed amendment(s).

Article XIII – Finances

13.1 The Executive of the Local shall develop a financial policy.

13.2 All financial transactions shall be signed by two (2) of the (3) signing officers.

13.3 To be eligible for reimbursement all expense accounts shall be accompanied by official receipts. If (1) of the signing officers is claiming the expenses, the other (2) signing officers shall sign the expense account

13.4 The fiscal year for the Local shall be the period from July 1 of one calendar year to June 30 of the succeeding calendar year.

13.5 The Executive of the Local will establish a Local Levy which shall be deducted at source by the employer and remitted to the Local as per the conditions of the Collective Agreement