

CONSTITUTION AND BYLAWS
 OF THE ELEMENTARY TEACHERS' FEDERATION OF ONTARIO, LOCAL 12,
 ELEMENTARY TEACHERS OF TORONTO
 as amended April 17, 2019

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Definitions

<p>Federation means the provincial Elementary Teachers' Federation of Ontario (ETFO).</p> <p>Involved Members means an active member who serves as a Union Steward, Alternate Union Steward, ETT Committee Member and/or Representative or ETFO Committee Member and/or Representative.</p> <p>Local means the Elementary Teachers' Federation of Ontario - Local 12, Elementary Teachers of Toronto (ETT).</p> <p>New Teachers for the purposes of selection of delegates to the ETFO Annual Meeting as detailed in Bylaw 9, means those teachers in their first five (5) years of professional practice.</p> <p>Percentage means 0.5 and above will be rounded up, less than 0.5 will be rounded down.</p> <p>“School Day means “school day” as defined in the Education Act.”</p> <p>School Term means one of the periods from July 1 to December 31, from January 1 to end of March Break, or from first day after March Break until June 30.</p>	
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ARTICLE I – NAME

<p>1.1 This organization shall be known as the "Elementary Teachers' Federation of Ontario - Local 12, Elementary Teachers of Toronto".</p>	
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ARTICLE II – JURISDICTION

<p>2.1 ETFO - Local 12, Elementary Teachers of Toronto is a Local of the Elementary Teachers' Federation of Ontario.</p> <p>2.2 The jurisdiction of the Local shall be all teachers, other than occasional teachers, employed by the Toronto District School Board in the elementary panel.</p>	
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ARTICLE III – OBJECTS

<p>The objects of the Local shall be:</p> <p>3.1 to represent members of the Local;</p> <p>3.2 to secure and maintain, through collective bargaining, the best possible terms and conditions of employment;</p>	
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<p>3.3 to ensure that the terms and conditions of employment secured through collective bargaining and other means are upheld;</p> <p>3.4 to promote a high standard of professional ethics and a high standard of professional competence;</p> <p>3.5 to foster a climate of social justice and provide leadership in such areas as anti-poverty, non-violence and equity;</p> <p>3.6 to make every effort to ensure that released positions, Executive positions, Committee Chairs, Committee members and Union Stewards are reflective of the diversity of our membership;</p> <p>3.7 to promote and protect the interests of all members of the Local;</p> <p>3.8 to co-operate with other organizations having the same or like objects.</p>	
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ARTICLE IV – MEMBERSHIP

Section 1 - Active Membership	Section 1 - Active Membership
<p>4.1 Active members shall be all members of ETFO within the jurisdiction of the Local.</p>	

Section 2 - Associate Membership	Section 2 - Associate Membership
<p>4.2.1 Associate members of the Local are those members whose application has been approved by the Local, approved by the ETFO Executive and who have paid the annual fee in accordance with the ETFO Bylaws.</p> <p>4.2.2 The following shall be eligible for Associate Membership in the Local:</p> <ul style="list-style-type: none"> a) members of other affiliates of OTF; b) teachers employed in private schools, provincial schools, or federal government schools; c) employees of ETFO; d) former members or persons engaged in a professional capacity related to education; e) former members in good standing who are currently not employed by a school board; f) former members in good standing who have been declared redundant and are not employed by a school Board; this membership shall only be held for two years; g) former members who were on LTD and 	<p>4.2.1</p> <ul style="list-style-type: none"> a) Associate members of ETFO may apply to the President of the Local for associate membership in the Local. b) The Local Executive shall consider for approval applications for associate membership and report to the membership. c) Associate Members will have no access to the personal information of members and shall not have voting privileges.

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<p>whose contract with an employer has been terminated; this membership shall only be held for two years;</p> <p>h) exchange teachers employed as an elementary teacher by a public school board;</p> <p>i) retired members who were members of ETFO or its predecessors;</p> <p>j) students attending teacher education institutions in Ontario.</p>	
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<p>Section 3 – Honorary Life Membership</p> <p>4.3.1 Honorary Life Membership may be granted to retired members who have given outstanding service in ETFO and/or the Local.</p> <p>4.3.2 Members who have been granted an honorary membership by FWTAO, OPSTF or TTF will have said memberships continued, in the Local.</p>	<p>Section 3 - Honorary Life Membership</p> <p>4.3.1</p> <p>a) A retired member of the Local or its predecessors (FWTAO, OPSTF or TTF) is eligible to become an Honorary Life Member.</p> <p>b) The Local Executive shall consider for approval nominations for Honorary Life Membership and report to the membership.</p>
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ARTICLE V – RIGHTS AND PRIVILEGES OF MEMBERSHIP

<p>Section 1 – Rights and Privileges of Active Membership</p> <p>5.1.1 An active member shall have full rights, privileges and responsibilities of membership in ETT unless limited by disciplinary action taken in accordance with the current ETFO Constitution, Article VII – Disciplinary Procedures.</p> <p>5.1.2 The rights of an active member shall be:</p> <p>a) to hold office in the Local and in ETFO;</p> <p>b) to serve on Local committees and workgroups;</p> <p>c) to attend General Meetings of the Local;</p> <p>d) to have the opportunity to provide input into the development of the preliminary submission;</p> <p>e) to participate in the vote on the preliminary submission in the collective bargaining process;</p> <p>f) to participate in all votes related to collective bargaining as set out in the Ontario Labour Relations Act and School Boards Collective Bargaining Act;</p> <p>g) to participate in any general membership votes.</p>	<p>Section 1 – Rights and Privileges of Active Membership</p>
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Section 2 - Rights and Privileges of Associate Membership	Section 2 - Rights and Privileges of Associate Membership
5.2.1 An Associate Member may: a) attend Local functions in a non-voting capacity; b) receive Local publications; c) serve on Local committees and workgroups.	
Section 3 - Rights and Privileges of Honorary Life Membership	Section 3 - Rights and Privileges of Honorary Life Membership
5.3.1 An Honorary Life Member may: a) attend Local functions and serve on Local committees and workgroups in a non-voting capacity; b) receive Local publications; c) serve on Local committees and workgroups.	

ARTICLE VI - LOCAL ORGANIZATION

Section 1 - Local Executive	Section 1 - Local Executive
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6.1.1 The Local Executive, whose duties are defined in the Bylaws, shall include: a) Table Officers: (i) President, (ii) Vice President, and (iii) Secretary/Treasurer. b) eleven (11) Executive Officers effective July 1, 2006.	6.1.1 The duties of the voting members of the Local Executive shall be as follows: (i) to abide by the Constitution and Bylaws of the Local; (ii) to attend Executive, General, and Annual Meetings and other meetings as required by the Executive; (iii) to execute the business of the Local in accordance with the Constitution and the decisions of General Meetings of the Local; (iv) to bring to the attention of members matters pertaining to ETFO activities; (v) to decide on and publish the dates of General and Executive Meetings; (vi) to facilitate the replacement of a member of the Local Executive as per the Constitution and Bylaw 8.3.5; (vii) to call meetings upon written request of at least two hundred and fifty (250) members; (viii) to hold an Executive Meeting at the call of the President or at the call of five (5) members of the Executive; (ix) to appoint ad-hoc committees when necessary and to establish the parameters, scope and timelines for these committees; (x) to report to the membership business conducted at the Local Annual Meeting within two (2) weeks on the ETT website; (xi) to draft proposed resolutions to the ETFO Annual Meeting in accordance with ETFO deadlines; (xii) to sponsor those resolutions to the ETFO Annual Meeting which have been approved by
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	<p>the membership;</p> <p>(xiii) to draft motions for ETT Annual and General Meeting(s);</p> <p>(xiv) to ensure that a specific Executive Member is assigned to act as liaison with each school/site, standing and ad-hoc committee;</p> <p>(xv) to approve committee budgets;</p> <p>(xvi) to obtain budget approval from the membership;</p> <p>(xvii) to consider and recommend approval of grievances to be taken to the ETFO Grievance Committee;</p> <p>(xviii) to appoint Executive Member(s) to handle grievances;</p> <p>(xix) to recommend for approval, at a General Meeting, the appointment of a Chief Negotiator and members and alternates to a Negotiations Team;</p> <p>(xx) to establish and maintain a liaison with Board Committees;</p> <p>(xxi) to hold at least two regular Executive meetings per month, at least one of which shall take place when the membership of the Local can attend;</p> <p>(xxii) to receive a financial report at each Executive Meeting;</p> <p>(xxiii) to forward to the Provincial office the annual audited financial statement as required by ETFO;</p> <p>(xxiv) to develop an investment policy to be listed and reported to General Meetings;</p> <p>(xxv) to ensure that each school or worksite conducts an election to choose a School Steward.</p> <p>(xxvi) to be present and on duty to conduct the business of the Local as per the regular school year;</p> <p>(xxvii) to follow the procedures set out in the collective agreement regarding all leaves and absences;</p> <p>(xxviii) to be responsible for additional duties as assigned by the President and/or the Executive;</p> <p>(xxvix) to publish to the membership at least ten (10) school days in advance of a General/Annual Meeting, a call for members' agenda items and/or motions to be included on the agenda of the General/Annual Meeting;</p> <p>(xxx) to appoint Health and Safety Officer(s), in consultation with the ETT Health and Safety Standing Committee, to the Toronto District School Board (TDSB) Joint Health and Safety Committee(s).</p> <p>(xxxi) to adhere to all requirements of any communications policies established by the Executive as may be amended from time to time.</p>
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<p>6.1.1 c) The duties of the President shall be as defined in the Bylaws.</p> <p>6.1.1 d) The duties of the Vice President shall be as defined in the Bylaws.</p> <p>6.1.1 e) The duties of the Secretary/Treasurer shall be as defined in the Bylaws.</p> <p>6.1.1 f) The signing officers shall be bonded.</p>	<p>(xxxii) to bring to the attention of the members matters pertaining to ETT and ETFO activities. (xxxiii) to be present and on duty to conduct the business of the Local for ten (10) days during July and August each year, if a Table Officer; and, to be present and on duty for five (5) days during July and August each year, if an Executive Officer.</p> <p>6.1.1 a) The President shall: (i) be the official spokesperson of ETT; (ii) act as an ex-officio member of all committees; (iii) make provisions for the counselling of ETT members; (iv) act as one of the signing officers; (v) administer office staff; (vi) keep open, and direct two-way communication with the membership; (vii) as Chief Executive Officer of ETT, carry out the business of the Local between Executive Meetings; (viii) assign additional duties to Executive members; (ix) perform such other duties that, by custom, fall to the President.</p> <p>6.1.1 b) The Vice President shall: (i) assume Presidential duties upon request of, or upon the absence of the President; (ii) in the event that the position of President becomes vacant, assume the office of President until a successor is elected by the membership; (iii) act as one of the signing officers; (iv) be responsible for additional duties as assigned by the President and/or the Executive.</p> <p>6.1.1 c) The Secretary/Treasurer shall: (i) keep accurate and detailed financial records of the Elementary Teachers of Toronto based on the Local fiscal year, July 1 to June 30; (ii) make a financial report to at least one Executive Meeting per month and each General Meeting of the Local; (iii) make investments with the approval of the Executive; (iv) report on investments during each financial report; (v) ensure that an annual audit is completed by a recognized accounting agent who is not a member of ETFO; (vi) forward the annual audited financial statement of the Elementary Teachers of</p>
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<p>6.1.2 There will be a minimum of five (5) women and three (3) men on the Local Executive.</p> <p>6.1.3 The Executive of the Local shall be elected by the ETT membership.</p>	<p>Toronto Local to the provincial office of ETFO in accordance with ETFO deadlines;</p> <p>(vii) act as one of the signing officers;</p> <p>(viii) Chair the Budget Committee;</p> <p>(ix) act in an advisory capacity to the incoming treasurer;</p> <p>(x) prepare, in consultation with the Budget Committee a draft proposed budget for the ensuing year;</p> <p>(xi) maintain accurate records of all meetings of the Local; Meeting records shall include:</p> <ul style="list-style-type: none"> - name of group - date/place/time of meetings - chairs and participants - highlights of meeting(s) - date/submitted by/completed by; <p>(xii) maintain accurate records of correspondence received by and sent on behalf of the Local;</p> <p>(xiii) prepare and circulate minutes of Executive, General and Annual Meetings;</p> <p>(xiv) forward the Annual Report of the Local to the provincial office of ETFO in accordance with ETFO deadlines;</p> <p>(xv) obtain Executive approval of the draft proposed budget, prior to presenting it to the ETT membership for approval;</p> <p>(xvi) present the draft proposed budget to the membership for approval at the Annual Meeting, and, if quorum is not met, present the budget for approval at the next General Meeting.</p> <p>6.1.2 a) The term of office for each Executive Member shall be two (2) years and be implemented for the 2006 election.</p> <p>6.1.3 a) Where a Leave of Absence granted to a member of the Executive according to Constitution 6.1.6. includes at least one complete school term, an interim member shall be elected to the Local Executive through a by-election for the period of the leave. b) Where a Leave of Absence granted to a member of the local Executive according to Constitution 6.1.6 does not include at least one complete school term, the Executive may initiate a by-election to elect an interim member to the Local Executive for the period of the leave. c) Where the Local Executive decides not to initiate a by-election under 6.1.6 (a), the Executive may engage the appropriate resource staff, using any funds realized as a result of the leave being granted, to assist the Executive during the period of the leave.</p>
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<p>6.1.4 All terms of office for the Executive Members shall be defined in the Bylaws.</p> <p>6.1.5 The Executive shall take office on July 1.</p> <p>6.1.6 Leaves of Absence from Office a) A member of the Local Executive shall be granted a leave for a period within the term of office for which the member has been elected, where the member has a statutory right to such a leave. b) A member of the Local Executive may be granted a leave by the Executive for a period within the term of office for which the member has been elected, where the member does not have a statutory right to such a leave.</p> <p>6.1.7 Any Local Executive Member may be recalled for cause.</p> <p>6.1.8 The Executive may establish communications policies, governing communications by the members of the Local Executive to members of the Federation for the purpose of ensuring that all such communications maintain a high degree of professionalism and the ethical standards of the Federation. The Executive may amend such policies from time to time.</p>	<p>6.1.4 a) Any Local Executive Member may be recalled for cause when one thousand (1000) active members request in writing that an Executive Officer be removed from Office; the request shall be submitted to the Governance Committee. b) The written information shall include the signatures and schools/sites of one thousand (1 000) active members. c) Within seventy-two (72) hours the Executive Member named in the request shall be informed in writing by the Chair of the Governance Committee. d) The Governance Committee shall arrange a General Meeting within twenty-two (22) school days of receiving the written information. e) The Governance Committee shall present to the General Meeting for disposition a motion to remove the Executive Officer from office.</p>
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<p>Section 2 – Regions</p> <p>6.2.1 There shall be one (1) elected Regional Organizer for each ward. The organizer training shall be prerequisite for the role of the Regional Organizer.</p> <p>6.2.2</p> <p>a) If there are two (2) or more nominations for Regional Organizer of a Ward, an election shall take place.</p> <p>b) Executive Members shall be ex-officio members of the Regional Organizers.</p> <p>6.2.3</p> <p>In the event that no Regional Organizer is elected for a Ward, the Executive will appoint a Regional Organizer.</p> <p>6.2.4</p> <p>The duties of the Regional Organizers shall be as defined in the Bylaws.</p>	<p>Section 2 – Regions</p> <p>6.2.1</p> <p>The term of office for each Regional Organizer shall be one (1) year.</p> <p>6.2.2</p> <p>a) The Regional Organizers shall be elected late in the school year to be in place for the following school year.</p> <p>b) When warranted, the Executive Liaison Officer for a Ward will call a meeting(s) for the purpose of electing a Regional Organizer; the meeting shall be open to all members of the Ward.</p> <p>6.2.3</p> <p>Duties of the Regional Organizers:</p> <p>a) to hold at least three (3) meetings with Union Stewards in their Ward in cooperation with their Executive Officer;</p> <p>b) to regularly contact and share information from the Regional Organizer meetings with the Union Stewards, and share information from Union Stewards at Regional Organizers meetings and with the Executive Officer Liaison to that Family of Schools;</p> <p>c) to attend and assist the Executive in organizing events such as Steward Training, Collective Bargaining meetings, attend at least two (2) General Meetings, ratification votes, preliminary submission votes, participate on task forces and other Executive initiatives;</p> <p>d) shall comply with the duties and responsibilities as outlined for the role of Regional Organizer at the ETFO Annual Meeting;</p> <p>e) to regularly attend Regional Organizer Meetings.</p> <p>f) ensure Ward Union Steward contact sheet is updated early in the school year, and when changes arise.</p> <p>g) to contact Union Stewards about the attendance and participation of members</p> <p>h) to make recommendations to the Executive;</p> <p>i) to meet at least eight (8) times per school year;</p> <p>j) to call additional Regional Organizer Meetings at the request of a majority of Regional Organizers.</p>
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<p>Section 3 – Committees</p> <p>6.3.1</p> <p>The duties of the following Standing Committees shall be defined in the bylaws:</p> <p>I) Anti-racism, Equity and Social Justice,</p> <p>II) Budget,</p>	<p>Section 3 – Committees</p> <p>6.3.1</p> <p>The duties of the Standing Committees:</p> <p>I) Anti-racism, Equity and Social Justice shall:</p> <p>a) educate members about issues that include, but are not limited to: culture, race,</p>
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<ul style="list-style-type: none"> III) Collective Agreement and Bargaining, IV) Communications/Public Relations, V) Governance VI) Health & Safety, VII) Labour Education and Leadership VIII) Lesbian, Gay, Bisexual, Transgendered, Queer and Intersex, IX) Member Service Committee X) Political Action and Public Education; and XI) Status of Women 	<p>ethnicity, gender, sexual orientation, class, ability, size, socio-economic status, age, faith and religious diversity within the educational community and society;</p> <ul style="list-style-type: none"> b) promote teaching as a career for under-represented groups and advocate for employment equity; c) provide strategies to ensure that all ETT activities are inclusive; d) encourage the development of bias-free curriculum materials and to critically examine and challenge systemic inequities within the educational community. <p>II) Budget shall:</p> <ul style="list-style-type: none"> a) prepare a budget for presentation to the Annual Meeting in consultation with the membership, Standing Committee Chairs and Executive; b) regularly review the budget and expenses; c) recommend an auditor to the Annual Meeting; d) ensure that each Standing Committee has its own budget line. e) meet to review the auditor's report prior to the report being presented at the ETT General Meeting. <p>III) Collective Agreement and Bargaining shall:</p> <ul style="list-style-type: none"> a) invite submissions from members regarding negotiations issues; b) prepare, collate and analyze membership survey(s) regarding negotiations as requested by the Executive; c) assist the Negotiations Team in the preparation of the preliminary submission; d) provide other assistance to the Negotiations Team as required e) educate members about the Collective Agreement and its enforcement. <p>IV) Communications/Public Relations shall:</p> <ul style="list-style-type: none"> a) provide leadership in the area of public relations in education; b) develop strategies to enhance links between educators and parents and the community to promote publicly funded education; c) assist teachers in communications with parents and the community. <p>V) Governance shall:</p> <ul style="list-style-type: none"> a) Establish procedures for the election of the Executive, Regional Organizers and Delegates to the Annual Meeting; b) Produce a list of candidates for each of the above positions; c) Organize and conduct elections and by-elections;
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	<p>d) Inform the membership of the names of successful candidates;</p> <p>e) Recommend revisions to the Constitution and Bylaws;</p> <p>f) Present any recommended revisions of the Constitution, Bylaws and Executive Handbook to a General Meeting for approval by the membership;</p> <p>g) Prepare resolutions for the ETFO Annual Meeting;</p> <p>h) Assist members with the wording of submitted amendments for the ETFO Annual Meeting and ETT Constitution;</p> <p>i) Present all resolutions to the ETFO Annual Meeting with rationale to a General Meeting for approval by the membership;</p> <p>j) Submit to the ETFO Annual Meeting Committee resolutions in accordance with the ETFO deadline.</p> <p>VI) Health & Safety shall:</p> <p>a) assist in making the membership aware of health and safety concerns and procedures.</p> <p>VII) Labour Education and Leadership shall:</p> <p>a) collect and circulate information on activities related to labour education and leadership;</p> <p>b) organize labour education workshops for members;</p> <p>c) to promote participation in labour-centred events and activities.</p> <p>VIII) Lesbian, Gay, Bisexual, Transgendered, Queer and Intersex shall:</p> <p>a) enhance awareness of Lesbian, Gay, Bisexual, Transgendered, Queer and Intersex issues in the Local, teaching profession and society;</p> <p>b) provide strategies to ensure that all ETT activities are inclusive and support for Lesbian, Gay, Bisexual, Transgendered, Queer and Intersex members to become active in their Local and at the provincial levels;</p> <p>c) to provide education to members about the histories and cultures of lesbian, gay, bisexual, transgender and Intersex people, and the experiences of lesbian, gay, bisexual, transgendered, queer and Intersex members;</p> <p>d) to advise and make recommendations to the ETT Executive of strategies which raise awareness and sensitize ETT and its members about lesbian, gay, bisexual, transgender and Intersex issues;</p> <p>e) encourage the development of bias-free, anti-homophobia, anti-heterosexism and anti-transphobia curriculum materials and to critically examine and challenge systemic</p>
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	<p>inequities within the educational community;</p> <p>f) inform members of special events and issues concerning the Lesbian, Gay, Bisexual, Transgendered, Queer and Intersex community;</p> <p>g) encourage active participation of all Lesbian, Gay, Bisexual, Transgendered, Queer and Intersex identified members regardless of race, gender, class or abilities at the Local and provincial levels;</p> <p>h) co-operate with other committees, unions, individuals and community groups to advance awareness of Lesbian, Gay, Bisexual, Transgendered, Queer and Intersex issues in our Local.</p> <p>IX) Member Service Committee shall:</p> <p>a) recognize significance events in the lives of members;</p> <p>b) Maintain a mechanism to receive pertinent information from members regarding significant events in their lives;</p> <p>c) Send cards on the following occasions: the death of a member's immediate family member(s);</p> <p>d) Upon the death of an Active ETT Member, send flowers or donations up to a value of \$50;</p> <p>e) Determine an appropriate form of recognition for retiring teachers;</p> <p>f) Consider and recommend to the ETT Executive the establishment of ETT awards;</p> <p>g) Develop criteria, send out application forms, receive application forms, review application forms, recommend recipients to the Executive for ETT awards and secure a venue for the presentation of these awards.</p> <p>h) Organize social events for members.</p> <p>X) Political Action and Public Education shall:</p> <p>a) Be responsible for informing the membership of issues relating to education;</p> <p>b) Inform the membership of matters of education relating to trustee and provincial elections;</p> <p>c) Follow the ETFO guidelines for involvement in political action at the local, provincial and federal levels;</p> <p>d) Cooperate with other individuals and groups to advance the rights and privileges of teachers;</p> <p>e) Encourage the active participation of teachers in political matters;</p> <p>f) Promote care and protection of the environment;</p> <p>g) Organize events and programs regarding environmental issues;</p> <p>h) Cooperate with other individuals or groups to advance environmental issues;</p> <p>i) Foster member work with and in</p>
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<p>6.3.2 Committees are responsible to the Local Executive.</p> <p>6.3.3 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.</p>	<p>communities to build alliances and coalitions around issues that directly affect our members and the communities in which ETT members work;</p> <p>j) Work to influence organizations and institutions in our communities toward public education-friendly goals.</p> <p>XI) Status of Women shall:</p> <p>a) enhance the status of women in the teaching profession and in society;</p> <p>b) enhance the awareness of racial, feminist and social justice issues;</p> <p>c) present programs to members on subjects related to the status of women, feminist and social justice issues;</p> <p>d) encourage women to become qualified and to apply for leadership positions;</p> <p>e) encourage the development of curricula free from gender bias;</p> <p>f) inform members of special events and issues concerning women;</p> <p>g) encourage representation and participation of all women regardless of race, class, sexual orientation and abilities.</p> <p>6.3.2 Selection to Committees:</p> <p>a) any Active Member of ETT may apply to be a member of committees;</p> <p>b) the Executive may limit the number of people on any committee;</p> <p>c) the Executive may establish criteria for membership on any committee.</p> <p>6.3.3 Each Committee shall:</p> <p>a) present to the Executive:</p> <p>(i) a plan of action,</p> <p>(ii) a year end report, and</p> <p>(iii) progress reports as needed;</p> <p>b) have an Executive Member as liaison;</p> <p>c) develop a proposed budget based on their proposed plan of action, to present to the Budget Committee;</p> <p>d) develop an operating budget based on the funds allotted to the committee;</p> <p>e) be centrally established but may choose to form sub-committees;</p> <p>f) determine meeting times and organizational schedules;</p> <p>g) ensure that all communications from committees are pre-approved by either the Executive or the President;</p> <p>h) carry out mandates set by the Executive or a General Meeting;</p> <p>i) have expenses paid if approved by the Executive.</p>
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	<p>6.3.4 Ad Hoc Committees, as separate from standing committees, will be responsible to the Executive and in conjunction with the Executive will establish their terms of reference.</p>

Section 4 - Programmes for Women	Section 4 – Programmes for Women
<p>6.4.1 There shall be guaranteed programmes for women.</p> <p>6.4.2 Six per cent (6%) of the budget shall be allocated to women’s programmes.</p> <p>6.4.3 The budget for the programmes for women shall be approved as part of the annual Local budget process.</p>	<p>6.4.1 These programmes shall be open to all members of the Local.</p> <p>6.4.2 The programmes for women may provide funds for partnerships with other organizations.</p> <p>6.4.3 The programmes for women may include funding for organizations which advance the status of women and women’s issues.</p>

ARTICLE VII – MEETINGS

Section 1 - Local General Meetings	Section 1 - Local General Meetings
<p>7.1.1 The official authority for conducting all Local meeting(s) shall be the current Robert’s Rules of Order.</p>	<p>7.1.1 Each General/Annual Meeting shall include a timed item for Members’ items and/or motions which shall start within one (1) hour of the commencement of the meeting and last for up to one half (1/2) hour effective February 1, 2006.</p>

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<p>Section 2 - Local General Meeting</p> <p>7.2.1 A quorum for General Meeting(s) of the Local shall be fifty (50) Active Members.</p> <p>7.2.2 That Local General Meetings shall receive a) Financial Reports b) The Auditor's Report at the earliest possible time.</p> <p>7.2.3 In each year, a minimum of three (3) General Meetings shall be held prior to June 1.</p>	<p>Section 2 - Local General Meeting</p> <p>7.2.1 General Meeting motions that have financial implications shall have a cost projection available for consideration by members at the time they are introduced.</p> <p>7.2.2 General Meeting Other Business motions that have financial implications may be introduced if a Table Officer can provide an oral estimate of the financial implications.</p> <p>7.2.3 General Meeting motions for which financial implications have not been provided or for which an oral estimate cannot be provided, shall be deferred to the next General Meeting</p> <p>7.2.4. i) A General Meeting shall be convened in the first term of the school year. ii) A General Meeting shall be convened prior to March 1 to: a) Consider proposed resolutions to be submitted to the ETFO Annual Meeting. b) Elect delegates to the ETFO Annual Meeting. iii) A General Meeting shall be convened to consider proposed amendments to the Local Constitution and Bylaws, submitted and published according to Article XII. iv) Special General Meeting(s) may be called by the Executive with ten (10) school days' notice provided to the membership.</p>
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<p>Section 3 - Local Annual General Meeting</p> <p>7.3.1 The Annual General Meeting of the membership of the Local shall be held prior to June 1.</p> <p>7.3.2 The Annual General Meeting shall: a) receive the annual reports of the Officers and Committees of the Local; b) approve the budget for the next fiscal year; c) appoint the auditor.</p>	<p>Section 3 - Local Annual General Meeting</p>
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<p>Section 4 – Local Executive Meetings</p> <p>7.4.1 Quorum for Local Executive meetings shall be fifty percent plus one (50% + 1) of the voting members of the Executive.</p>	<p>Section 4 – Local Executive Meetings</p>
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<p>Section 5 – Special Meeting</p> <p>7.5.1 To be held annually, specifically for members to voice their concerns, ask questions and get information related to their specific needs, or the general needs of members.</p>	<p>Section 5 – Special Meeting</p>
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ARTICLE VIII – ELECTIONS

Section 1 – Eligibility	Section 1 – Eligibility
<p>8.1.1 An Active Member may be nominated for elected office.</p>	<p>8.1.1 a) Candidates for the office of President shall have two (2) years of ETT Executive experience. b) Candidates for the office of Vice President shall have one (1) year of ETT Executive experience.</p>

Section 2 – Nominations	Section 2 – Nominations
<p>8.2.1 Members shall be notified of the request for nominations at least twenty (20) school days prior to the election.</p> <p>8.2.2 The deadline for receipt of nominations shall be fifteen (15) school days prior to the election.</p>	<p>8.2.1 a) Candidates for the positions of President, Vice President and Secretary/Treasurer shall be self-nominated. b) Candidates for other Executive Officers shall be self-nominated. c) Members shall be notified of the request for nominations at least twenty (20) school days prior to the election.</p> <p>8.2.2 In the event that fewer than five (5) female or three (3) male candidates are nominated, those nominated will be declared acclaimed and a by-election will be called in which only candidates of the appropriate gender will be permitted to run; in this event, only the number of candidates of that gender will be elected that will provide for the appropriate number of gender-specific Executive Officers to satisfy the Constitution; an appropriate number of candidates of the opposite gender will be elected to complete the Executive.</p> <p>8.2.3 In the event that an insufficient number of nominations are received, those nominated will be declared acclaimed and a by-election will be called to elect additional candidates.</p>

Section 3 - Election Procedures	Section 3 - Election Procedures
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<p>8.3.1 The Executive of the Local shall be elected every two (2) years by the Active Members.</p> <p>8.3.2 Candidates shall have the opportunity to address the Active Members before the elections.</p>	<p>8.3.1 a) Elected every two (2) years by electronic vote; b) There shall be an electronic vote for the positions of President, Vice President and Secretary/Treasurer; c) One (1) week following the election under 8.3.1 (a) there shall be another electronic vote for the remaining eleven (11) Executive Officers.</p> <p>8.3.2 At the candidates' discretion, one letter-sized item page of campaign material for each candidate shall be enclosed with the instructions for the voting electronically.</p>
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<p>8.3.3 The elections shall be by secret ballot.</p> <p>8.3.4 Candidates shall be declared successful based on a simple plurality, subject to Bylaw 8.2.2.</p> <p>8.3.5 An unsuccessful duly nominated candidate may seek one other position on the Local Executive.</p> <p>8.3.6 The supplier of electronic voting services shall destroy all formats of information relating to Voting Decisions upon receipt of instructions from the Elections Committee.</p> <p>8.3.7 When an Executive Office becomes vacant the Executive shall call a by-election to fill the vacancy subject to the provisions of Bylaw 8.3.6 which shall be administered by the Elections Committee.</p> <p>8.3.8 When an Executive Officer-Elect will not assume office, that office shall be filled in accordance with Bylaw 8.3.7.</p> <p>8.3.9 A vacancy in a Table Officer position shall be filled through a by-election which shall be administered by the Elections Committee.</p> <p>8.3.10 Should the President resign/retire, or not be able to fill the remainder of a term of office for a period of time that is longer than one year, the vacancy will be filled through a by-election. If the vacancy is one year, or less, the vacancy will be filled, provided that the Vice President accept the position, in accordance with Bylaw 6.1.1</p>	<p>8.3.3 An All-Candidate poster, with a photograph of each candidate, shall be created by the Elections Committee and a copy shall be provided to each school and site.</p> <p>8.3.4 Each candidate shall receive a list of all Union Stewards and their work locations</p> <p>8.3.5 The Governance Committee will post the results electronically within 24 hours of notifying the candidates or designates.</p> <p>8.3.6 When an Executive Officer position will be: a) vacant longer than one School Term or ninety (90) calendar days whichever is less; the vacancy shall be filled through a by-election. b) vacant for one School Term or less, the position shall be left vacant</p> <p>8.3.7 Should an Executive Officer-elect give notice that he or she will not assume office, between the completion of the vote count at the election and the beginning of the term of office, then the eligible candidate with the next highest number of votes shall be declared elected.</p>
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ARTICLE IX - DELEGATES TO THE ETFO ANNUAL MEETING

Section 1 – Delegates	Section 1 – Delegates
<p>9.1.1 An Active Member, in good standing, of the Local may be nominated as a Delegate or Alternate to the ETFO Annual Meeting.</p>	<p>9.1.1 Outgoing Local Executive Members are entitled to be Delegates and incoming Local Executive Members, who are not delegates, shall be given the highest priority on the Alternate list.</p>

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9.1.2

Local Delegates to the ETFO Annual Meeting shall be:
 a) members of the Local Executive and Regional Organizers;
 b) other elected Active Members to complete the complement assigned by ETFO.

9.1.2

a) The Governance Committee shall ensure that nomination forms to be an Annual Meeting Delegate shall be sent via listerv and posted on the ETT website at least twenty (20) school days before the General Meeting at which ETFO Delegates and Alternates shall be elected.
 b) Nominations forms shall require each nomination to be classified as one and only one of the following categories:
 i) New Teacher;
 ii) Involved Member;
 iii) Active Member.
 c) Nominations shall be due five (5) school days before the General Meeting at which ETFO Delegates and Alternates are to be elected.
 d) In the event that the number of nominations exceeds the number of Delegate and/or Alternate positions available, there shall be an electronic random sort lot by an ETT Staff person to select the nominees for ETFO Delegate and Alternate. (motion 10, May 30)
 e) The electronic random sort to select the nominees for ETFO Delegate and Alternate shall be conducted as follows:
 i) In the event that there are ten (10) or fewer nominees in the New Teacher category then all the nominations shall be taken forward as delegate nominees;
 ii) in the event that there are more than ten (10) nominations in the New Teacher category, ten (10) nominations shall be selected by electronic random sort to be taken forward as Delegate nominees in the New Teacher category;
 iii) In the event that the number of Involved Member nominations is fewer than the number of delegate positions remaining then all the nominations in the Involved Member category shall be taken forward as delegate nominees in the Involved Member category;
 iv) In the event that the number of Involved Member nominations exceeds the number of delegate positions remaining then the required number of nominees shall be selected by electronic random sort to be taken forward as delegate nominees in the Involved Member category;
 v) In the event that the number of Active Member nominations is fewer than the number of delegate positions remaining then all the nominations shall be taken forward as delegate nominees in the Active Member category;
 vi) In the event that the number of Active Member nominations exceeds the number of delegate positions remaining then the required number of nominees shall be selected by electronic random sort to be taken forward as delegate nominees in the Active Member category;

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<p>9.1.3 Local delegates shall be elected at a General Meeting.</p> <p>9.1.4 A Delegate's failure to uphold the requirement for ETFO Annual Meeting, as determined by the Local Executive, will result in the member being placed on the Priority List of Replacements for the ETFO Annual Meeting should the member apply the following year.</p>	<p>vii) After drawing the nominees for Delegate positions from the New Member, Involved Member and Active Member nominations, all remaining nominations shall be combined and the nominees for Alternate positions shall be selected by electronic random sort to be taken forward as Alternate nominees;</p> <p>viii) After drawing Alternate nominees any remaining nominations shall be selected by electronic random sort to create a priority list of replacements;</p> <p>ix) In the event that there are fewer nominees than Delegate and/or Alternate positions available then there may be nominations, without reference to categories, from the floor at the General Meeting at which ETFO Delegates and Alternates are to be elected;</p> <p>f) The nominees for Delegate and Alternates are to be elected and Priority List of Replacements is to be approved at the General Meeting at which ETFO Delegates and Alternates are to be elected;</p> <p>g) In the event that Delegate and/or Alternate positions cannot be filled using procedure defined in Bylaw 9.1.3 (a) to (f) then the Executive shall appoint Delegates and/or Alternates as necessary.</p> <p>h) Nominations from Delegates who have not upheld the requirements for ETFO Annual Meeting in the previous year will be given lowest priority on the Priority List of Replacements.</p>
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Section 2 – Alternates	Section 2 – Alternates
<p>9.2.1 The number of Alternates will be up to fifteen (15).</p> <p>9.2.2 The Executive of the Local may authorize members to attend the ETFO Annual Meeting as observers on a day-to-day basis.</p>	<p>9.2.1 Expenses for the alternates to the ETFO Annual Meeting shall be covered by the Local on the same basis as ETFO pays for the Delegates.</p> <p>9.2.2 Appropriate daily costs for kilometerage and meals for authorized observers will be paid by the Local.</p>

ARTICLE X - RESOLUTIONS TO THE ETFO ANNUAL MEETING

<p>10.1 Resolutions to the ETFO Annual Meeting shall be presented at a General Meeting(s) in a timely manner, prior to the ETFO deadline.</p> <p>10.2 Resolutions shall be presented to the Local Executive, in writing, prior to the General Meeting(s) at which they are to be considered.</p>	<p>10.1 The Governance Committee shall prepare resolutions as outlined in Article VI, Bylaw 6.3.1.</p> <p>10.2 These resolutions shall be presented by the Governance Committee as outlined in Article VI, Bylaw 6.3.1.</p>
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ARTICLE XI – NOMINATIONS FOR ELECTION TO THE ETFO EXECUTIVE

<p>11.1 The ETT Executive may nominate candidates for election to the ETFO Executive in accordance</p>	<p>11.1 The ETT Executive many nominate candidates for election to the ETFO Executive in accordance with</p>
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<p>with Bylaws 11.1 and 11.2.</p> <p>11.2 The ETT Executive may nominate: a) not more than one (1) candidate for a released position on the ETFO Executive; b) not more than two (2) candidates for a non-released position on the ETFO Executive; c) not more than two (2) candidates, in total, for ETFO Executive positions.</p> <p>11.3 The ETT Executive may endorse candidates: a) nominated at an ETFO Annual Meeting, in accordance with Bylaw 11.3; b) at an ETFO Annual Meeting at which additional new ETFO Executive position(s) are created prior to the election(s) at the ETFO Annual Meeting, in accordance with Bylaw 11.3.</p> <p>11.4 ETT members who are duly nominated or endorsed by the ETT Executive as candidates for ETFO Executive positions are entitled to reimbursement of campaign expenses in accordance with Bylaw 11.4.</p>	<p>the following procedure: a) in an ETFO election year, the ETT Executive shall publish a request for nominations by ETT in a timely manner according to their established process. The Executive may amend this process from time to time; b) the ETT Executive shall only consider requests for nomination received from active members of ETT in good standing with ETFO; c) where the ETT Executive has determined to nominate a member the ETT President shall comply with ETFO procedures in a timely manner.</p> <p>11.2 The ETT Executive may nominate: a) not more than one (1) candidate for an ETFO released officer position; b) one (1) candidate for an ETFO non-released officer position, where one (1) candidate for an ETFO released officer has been nominated; c) two (2) candidates for ETFO non-released officer positions, where no candidate for an ETFO released officer position has been nominated; d) the ETT Executive may nominate the same candidate for an ETFO released or non-released officer position and for the ETFO representative to the Ontario Teachers' Federation position.</p> <p>11.3 The ETT Executive may endorse: a) ETT member(s) nominated at the ETFO Annual Meeting, subject to Bylaw 11.2; b) Notwithstanding Bylaw 11.2, one (1) candidate for a new ETFO Executive position created at an ETFO Annual Meeting prior to the election(s) taking place, or where there are not enough candidates running for an established position for a total of three or four (3 or 4) endorsed or nominated ETT candidates.</p> <p>11.4 Campaign expenses of candidates duly nominated or endorsed by the ETT Executive for ETFO Executive positions shall be reimbursed up to the maximum amount allowed under ETFO's Election Policies and Procedures.</p>
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ARTICLE XII - AMENDMENTS TO THE LOCAL CONSTITUTION

<p>12.1 Proposed amendments to the Local Constitution, in order to be published to the membership, must be submitted to the Governance Committee at least thirty (30) days prior to the General Meeting(s) at which they will be considered.</p> <p>12.2 Proposed amendments to the Local Constitution, in order to be published to the membership, must</p>	<p>12.1 The Governance Committee shall prepare proposed amendments to the Local Constitution and Bylaws as outlined in Article VI, Bylaw 6.3.1.</p> <p>12.2 All proposed amendments to the Constitution and Bylaws shall be submitted to the Governance</p>
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<p>be submitted to the Executive at least <i>fifteen (15)</i> School Days prior to the General Meeting(s) at which they will be considered.</p> <p>12.3 The Local Executive shall publish to the membership all proposed amendments at least <i>ten (10)</i> School Days prior to the General Meeting at which said amendments will be considered.</p> <p>12.4 The Constitution shall be amended if sixty percent (60%) of the members present at a General Meeting vote in favour of the proposed amendments.</p>	<p>Committee at least forty-five (45) days prior to the General Meeting of ETT at which they are to be considered and shall be forwarded by the Governance Committee to the Executive at least thirty (30) days prior to the General Meeting of ETT at which they are to be considered.</p> <p>12.3 These proposed amendments to the Local Constitution and Bylaws shall be presented by the Governance Committee as outlined in Article VI, Bylaw 6.3.1.</p>
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ARTICLE XIII – FINANCES

<p>13.1 The Local Executive shall be responsible for a financial policy.</p> <p>13.2 All financial transactions shall be signed by two signing officers.</p> <p>13.3 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.</p>	<p>13.1 a) All financial policies concerning expenditures by and repayments to: (i) Executive Members, (ii) Committee Members, (iii) Regional Organizers, (iv) Union Stewards, and (v) Others shall be addressed in the Executive Handbook. b) Exceptional expenses may be put forward for approval by the Executive prior to incurring these expenses.</p>
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ARTICLE XIV – Member Services

<p>14.1 Child minding services shall be reimbursed in accordance with Bylaw 13.1. for ETT meetings.</p>	<p>14.1 Child minding expenses shall be reimbursed in accordance with policy and procedures set up by the Executive.</p>
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