ETFO – Waterloo Region Occasional Teachers' Local

Constitution & Bylaws
(Revised May 28th, 2026)

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ELEMENTARY TEACHERS' FEDERATION OF ONTARIO WATERLOO REGION OCCASIONAL TEACHERS' LOCAL CONSTITUTION

DEFINITIONS:

In this Constitution:

1. Federation means the provincial Elementary Teachers' Federation of Ontario (ETFO).
2. Local means the Waterloo Region Occasional Teachers' Local (WROTL).
3. Board means the Waterloo Region District School Board (WRDSB).
4. OT means an Occasional Teacher with the Waterloo Region Occasional Teachers' Local.

PARLIAMENTARY PROCEDURE:

1. The official authority for conducting all Local meetings shall be the current Robert's Rules of Order.
2. The meetings of the Local shall be conducted in accordance with the Federation Constitution.

ARTICLE I – NAME

1.1 This organization shall be known as the "Elementary Teachers' Federation of Ontario Waterloo Region Occasional Teachers' Local", hereafter to be referred to as the Local.

ARTICLE II – JURISDICTION

2.1 The Local is a Local of the Elementary Teachers' Federation of Ontario.

2.2 The jurisdiction of the Local shall be all occasional teachers employed by the Waterloo Region District School Board in the elementary panel.

ARTICLE III – OBJECTS

The objects of the Local shall be:

3.1 to represent members of the Local.

3.2 to negotiate, uphold, and educate members of the Local about the Collective Agreement.

3.3 to encourage greater involvement in the work and activities of the Local and develop effective leaders.

3.4 to establish and maintain open communication with members, the Board, and the public, while providing services to meet the needs of a diverse membership.

3.5 to promote and grow the relationships of the Local with other partners in education and the community.

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

ARTICLE IV – MEMBERSHIP

Section 1 - Active Membership

4.1.1 Active members shall be members in good standing with the Ontario College of Teachers, members in good standing with ETFO and teaching for the Board within the jurisdiction of the Local.

4.1.2 To be an active member of the Local, an OT must be listed on the roster of the WRDSB and be an active member of the Federation or on a Board-approved leave.

Section 2 - Associate Membership

4.2.1 Associate members of the Local are those members whose applications have 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 Local is as defined in ARTICLE IV – MEMBERSHIP, Section 2 Associate Membership, subsection 4.2.3 of the Federation Constitution.

Section 3 – Honorary Life Membership

3.1 Honorary Life Membership may be granted, by Executive motion, to a retired member of the Local or its predecessors who has given outstanding service to the Local or the Federation. The member must be retired from ETFO and the Local, and receiving an Ontario Teachers' Pension Plan Board pension. Honorary Life Members who have been granted an honorary life membership by ETFO or its predecessors, both provincial (Federation of Women Teachers Associations of Ontario or Ontario Public School Teachers' Federation) and local (Waterloo County Women Teachers' Association or OPSTF- Waterloo District), and are members of the Local, will have that membership continued in the Local.

ARTICLE V – RIGHTS, PRIVILEGES AND RESPONSIBILITIES OF MEMBERSHIP

Section 1 – Rights, Privileges and Responsibilities of 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– DISCIPLINARY PROCEDURES 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 all votes related to collective bargaining as set out in the Ontario Labour Relations Act;
d) to participate in any general membership votes;
e) to request Local support in the grievance process; and
f) to request Local support in any problem directly related to professional duties.

5.1.3 The responsibilities of an active member shall be:

a) to recognize the Local as the official voice of all the members of the Local;
b) to adhere to the Constitution and Bylaws of the Local;
c) to honour the terms of the Collective Agreement;
d) to refrain from undertaking or supporting actions which undermine established bargaining procedures;
e) to strive to achieve and maintain a high degree of professionalism and to uphold the honour, dignity and ethical standards of the teaching profession.

Section 2 - Rights and Privileges of Associate Membership

5.2.1 An associate member may:

a) attend WROTL functions in a non-voting capacity by invitation;
b) receive such Local communications as the Local Executive decides; and
c) serve on Local committees, task forces and work groups as the Local Executive decides.

Section 3 - Rights and Privileges of Honorary Membership

5.3.1 Honorary Life Members may attend Local meetings and events, in a non-voting capacity, by invitation from the Local office.

5.3.2 Honorary Life Members may receive Local communications, as the Local Executive decides.

5.3.3 Honorary Life Members may serve on Local committees, task forces, and workgroups, as the Local Executive decides.

ARTICLE VI - LOCAL ORGANIZATION

Section 1 - Local Executive

6.1.1 The Local Executive shall include the following positions:

a) President;
b) Immediate Past President (may choose to continue to serve on the Executive for a one-year term immediately following the conclusion of their presidential term);
c) First Vice President;
d) Second Vice President;
e) Treasurer;
f) Communications Officer;
g) Executive Members-at-Large (maximum of four (4))
h) The Executive Member-at-large positions will include both designated and open positions as outlined in Article IX – Elections.

6.1.2 The President or designate of other Federation Locals employed by the same Board shall be invited guests at Local Executive meetings, in a non-voting capacity.

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

6.1.4 With the exception of the positions of President and First Vice President, the term of office for all Executive Members shall be one (1) year, effective May 2022. The President and First Vice President shall be elected to two-year (2) terms, effective May 2023.

6.1.5 The Executive shall take office on July 1.

Section 2 – Committees

6.2.1 There shall be the following standing committees:

- Budget
- Collective Bargaining
- Constitution and Bylaws
- Elementary Occasional Teacher/Management
- Equity and Social Justice
- Federation Annual Meeting
- Member Development Fund
- Political Action/Public Relations
- Professional Learning
- Social Committee
- Status of Women

6.2.2 Ad hoc committees, task forces and workgroups required to carry out the work of the Local shall be established by the Executive at an Executive Meeting, or by members at a general membership meeting or the Local Annual Meeting, as necessary.

6.2.3 Members shall be appointed to standing committees by the Executive for a one-year term. In order to be appointed as chair of a committee, the member must have served at least one year on that committee. Members may apply to serve on the same or other committee(s) in subsequent years.

6.2.4 Applications for membership on a committee for the next school year must be submitted to the President, either electronically or by hard copy, by June 1 of the current school year.

Section 3 - Programmes for Professional Learning

6.3.1 There shall be guaranteed programmes for the professional learning of Occasional Teachers.

Section 4 - Joint Health and Safety Committee Representative

6.4.1 There shall be a Joint Health and Safety Committee Representative who shall be the Second Vice President.

ARTICLE VII - ORGANIZATIONAL DUTIES

7.1 The Local, its officers and committees, shall carry out their duties and responsibilities in accordance with both the Local and Federation constitutions, bylaws, policies, procedures and resolutions passed at both the Local General Membership Meetings and the Federation Annual Meeting.

ARTICLE VIII – MEETINGS

Section 1 - General Meetings

8.1.1 There shall be a minimum of three (3) general meetings per year.

8.1.2 The general meetings of the membership shall be held as follows:

a) Fall General Meeting, September 1 – October 31

b) Winter General Meeting, January 1 – February 28

c) Local Annual Meeting, April 1 – May 31

8.1.3 A quorum for general meetings shall be the number of members present.

8.1.4 The official authority for conducting all Local meetings shall be the current Robert's Rules of Order, Newly Revised.

8.1.5 The duties of the members at the Fall General Meeting shall be to:

a) receive the financial statement as certified by the auditor;

b) appoint the auditor for the current fiscal year;

c) receive the reports of the officers and committees of the Local;

d) approve the final budget for the current year;

e) consider constitutional amendments, if necessary;

f) transact other business as determined by the approved agenda.

8.1.6 The duties of the members at a Winter General meeting shall be to:

a) approve, by motion, the nomination of a Local member, in good standing who seeks election to the ETFO provincial Executive;
b) approve any resolutions going forward, from the Local, to the Federation Annual Meeting;
c) elect the Local delegates to the Federation Annual Meeting;
d) receive reports of the President and the Treasurer;
e) consider constitutional amendments, if necessary;
f) transact other business as determined by the approved agenda.

8.1.7 The duties of the members at the Local Annual Meeting shall be to:

a) receive the annual reports of the officers and committees of the Local;
b) elect the officers for the next year;
c) approve the draft budget for the next year;
d) consider constitutional amendments, if necessary;
e) transact other business as determined by the approved agenda.

8.1.8 A general membership meeting may be called at the request of the President or the Executive, or at the written request of ten percent (10%) of the active membership. Such meeting shall be held within thirty (30) calendar days of the request and members must be notified no later than fourteen (14) calendar days prior to the meeting being held.

ARTICLE IX – ELECTIONS

Section 1 – Eligibility

9.1.1 An active member, as defined in Article IV, Section 1, Active Membership, of the WROTL Constitution, may be nominated to stand for elected office.

9.1.2 To be eligible to stand for the position of president, the member shall have served for a minimum of a one-year term on the WROTL Executive, with the exception of a past president of the WROTL, immediately prior to running for the position of president.

9.1.3 a) One released officer position shall be held by a member who self-identifies as a woman.

b) In the event that no woman member steps forward for nomination to a released position through the nomination procedure outlined in Article IX – Elections, Section 2 – Nominations, the Election Procedures outlined in Article IX, Section 4, 9.4.14 shall be followed.

9.1.4 To be nominated as a candidate for election to the ETFO provincial Executive, a member, in good standing, shall present themself at a Winter General meeting, to receive approval from the membership, by motion, for support from the Local.

9.1.5 To run for a position for members of a designated group, a member must self-identify as being from one (1) or more of the following group(s):

- Members with a disability;
- Members of a racialized group;
- Members who identify as First Nations, Metis, or Inuit; or
- Members who identify as 2SLGBTQ+.

Section 2 – Nominations

9.2.1 Members shall be notified of the request for nominations at least thirty (30) calendar days prior to the Local Annual Meeting.

9.2.2 The deadline for receipt of nominations shall be no later than 11:59 p.m., fifteen (15) calendar days prior to the Local Annual Meeting. A candidate may be nominated to run for one (1) position only on the Local Executive. Should the declared candidate be unsuccessful in attaining that elected position, the declared candidate may seek a second or third drop down position on the Executive, for which they are qualified. No additional drop-down positions on the WROTL Executive may be sought if the declared candidate is unsuccessful in all three attempts.

9.2.3 All candidates seeking election to a position on the WROTL Executive shall receive an email response from the Elections Officer, prior to the deadline for nominations or within twenty-four (24) hours of the deadline if the nomination is received on the day of the deadline, indicating that their nomination has been received.

9.2.4 All candidates seeking election to the WROTL Executive must have their nomination seconded by another active member of the Local. The phone number and email address of the person seconding the nomination must be included with the nomination.

9.2.5 A list of all nominated members shall be published no later than 11:59 p.m. on the work day, following the nominations deadline specified in 9.2.2.

Section 3 – Campaign Procedures

9.3 The following procedures are to ensure the right of all candidates to campaign on a fair and equal basis. Candidates for election to the WROTL Executive shall follow these procedures:

- Each candidate may have information posted on the Local's website regarding their candidacy and/or emailed to all members.
- Information is to be provided in electronic form, up to approximately 400 words (one- half sheet of a paper measuring 8 ½" X 11"). The following formats are acceptable: PDF, Word, etc.
- Campaign material to be distributed to the membership must be sent to the Local's office administrator at least seven (7) days prior to the Local Annual Meeting. Spelling and grammatical errors will not be corrected by the office administrator prior to distribution to the membership. Candidates may include one headshot (picture) to be distributed along with their written material.
- Materials will be emailed to all members for whom the Local office has current email addresses.
- The following campaigning is not sanctioned by the Local: campaigning at schools or at any Local sponsored events - posting and/or handing out campaign materials of any sort.
- Other forms of campaigning beyond those specified are not permitted.
- All candidates must be aware and agree to these terms as a condition of candidacy.
- These guidelines shall be posted to members by email when the Local is calling for nominations. Once candidacy has been declared, the Elections chair shall forward a copy of these guidelines to each candidate.

Section 4 – Election Procedures

9.4.1 The Past President or other ETFO member designated by the President shall be the Elections Officer of the elections at the Local Annual meeting. The Elections Officer shall not run for any elected position.

9.4.2 All active members present may vote except the Elections Officer, (except as allowed under 9.4.12).

9.4.3 In the event that the number of candidates for a given position is less than or equal to the number of openings, the Elections Officer shall declare the candidate(s) elected by acclamation.

9.4.4 The election shall be by secret ballot.

9.4.5 The WROTL Executive shall be elected in the following order at the appropriate Local Annual Meeting

- President
- First Vice President
- Second Vice President
- Treasurer
- Communications Officer
- Executive Member-at-large - Designated (1 position)
- Executive Member-at-large - Open (3 positions)

9.4.6 The President and First Vice President positions shall be elected on odd numbered years for 2- year terms, and all other WROTL Executive positions shall be elected each year for a one (1) year term (as specified in 6.1.4).

9.4.7 Candidates shall have the opportunity to address the meeting prior to the election. The candidates for president shall each have five (5) minutes to speak. For all other positions, candidates shall each have three (3) minutes for their first speech, or one (1) minute to speak as a candidate for subsequent positions.

9.4.8 A candidate for any elected position shall be allowed to have their speech presented in another format should the candidate be unable to be present. These formats would include video or audio, or the presentation of the speech by another member who is not on the executive or seeking a position at that meeting.

9.4.9 Each candidate may appoint one scrutineer to observe the counting of the ballots for that candidate's election. The vote count for all elected positions may be announced upon request.

9.4.10 Candidates shall be declared elected after obtaining a simple majority of the votes cast.

9.4.11 In the case of more than two nominees for any office, and failing a majority for any candidate on the first ballot, the count of the vote will be announced, and the name of the candidate with the least number of votes will be dropped from the second and succeeding ballots until one of the candidates has a majority. In the case of a tie for the least number of votes on any ballot, the names of those candidates will be dropped from the next and succeeding ballots until one remaining candidate has a majority.

9.4.12 In the event of a tie in the final vote, a new ballot shall be taken, and notwithstanding 9.4.2, the Elections Officer shall cast a vote if they are a member of the Local. Voting shall continue until one candidate achieves a majority of the votes cast.

9.4.13 After the voting results have been announced, the Elections Officer shall provide an opportunity for unsuccessful candidates to declare a drop-down nomination (as specified in 9.2.2 for drop down nominations).

9.4.14 For all positions, any candidates who submitted a nomination before the deadline and any previously unsuccessful candidates who have chosen to drop down shall be considered at the same time. If a position remains unfilled after these candidates have been considered, the position will be declared open. Nominations from the floor will be requested for the position, and will be considered prior to proceeding to the next elected position. Any drop-down nominations and all nominations from the floor shall meet the requirements of the nomination eligibility for that position.

9.4.15 If a position remains unfilled at the conclusion of the election process, the executive shall be responsible for filling the position as per BYLAW I, DUTIES OF THE EXECUTIVE, Section 1 - Executive.

9.4.16 The ballots shall be destroyed by a motion of the Local Annual Meeting immediately following the elections.

9.4.17 A complaint about the election process must be received within fourteen (14) calendar days of an election by the Elections Officer. Upon receipt of a complaint, the Elections Officer will contact the appropriate Local officer, and together they will form a committee consisting of the Elections Officer, the President of the Local or designate, and one other Local member who did not seek a position in the elections. The committee will meet and form a response to the complaint. If the complaint about the irregularity of the process is received within a reasonable period of time before the election occurs, the complainant will receive the response prior to the elections. If the complaint is received after the election has taken place, the complainant will receive the response within 30 calendar days of the committee's determination. The decision of the committee shall be final.

ARTICLE X - DELEGATES TO THE FEDERATION ANNUAL MEETING

Section 1 – Eligibility

10.1.1 An active member of the Local may stand for election as a delegate to the Federation Annual Meeting. Delegates shall be elected at the Winter General meeting.

10.1.2 The President and the First Vice President of the Local, as elected, shall be delegates to the Federation Annual Meeting. The remainder of the delegates, if required, shall be elected up to the limit established by ETFO.

10.1.3 Candidates exceeding the number of delegates established by ETFO will be considered as alternates, based on the number of votes received. The President will make the final

selection.

Section 2 – Nominations

10.2.1 Members shall be notified of the request for nominations at least thirty (30) calendar days prior to the Winter General meeting.

10.2.2 All Candidates seeking election to the WROTL Federation Annual Meeting Delegation must have their nomination seconded by another active member of the Local. The phone number and email address of the person seconding the nomination must be included with the nomination.

10.2.3 Nominations are to be received by email to the Elections Officer designated by the president. Nominations must be received by the Elections Officer by 4:30 p.m. at least fifteen (15) calendar days prior to the general membership meeting at which the election shall take place.

10.2.4 A list of all nominated members shall be published no later than 4:30 p.m. of the work day following the nominations deadline as specified in ARTICLE X, Section 2 – Nominations, subsection 10.2.3.

10.2.5 If the required number of nominations for the position(s) of delegate(s) is not received by the deadline date for receipt of nominations, then the position(s) will be declared an open position(s), and that position(s) will be open for nominations from the floor of the Winter General meeting.

Section 3 – Election Procedures

10.3.1 The Past President or other ETFO member designated by the President shall be the Elections Officer of the elections.

10.3.2 All active members present may vote except the Elections Officer, with the exception of a tie vote as defined in ARTICLE IX, Section 4 – Election Procedures, subsection 9.4.12. The election shall be by secret ballot.

10.3.3 In the event that the number of candidates for a given position is less than or equal to the number of openings, the Elections Officer shall declare the candidate(s) elected by acclamation.

10.3.4 Candidates for election as delegates shall each have one (1) minute to address the general membership, prior to the casting of ballots.

10.3.5 Candidates for election as delegates to the Federation Annual Meeting shall be allowed to distribute a maximum of one piece of written information, through the Local office, prior to the general membership meeting at which the election shall take place. The format

would adhere to the printed guidelines already established for candidates seeking Executive positions for the Local as defined in Article IX- Elections, Section 3- Campaign Procedures, Subsection 9.3. No other candidate information may be distributed to the general membership through any other means, whether electronic, printed, telephone, etc.

10.3.6 A candidate for an elected position to the WROTL delegation for the Federation Annual Meeting shall be allowed the opportunity to have their candidate's speech presented in another format should the candidate be unable to be present at the general membership meeting at which the election shall take place. These formats would include video, audio, or personal presentation of the candidate's speech by another member of the Local. Current Executive members and those members running for an elected position at the same meeting may not present another candidate's speech. Alternate presentations must conform to the timelines as is indicated in subsection 10.3.3.

10.3.7 Each candidate may appoint one scrutineer to observe the counting of the ballots for that candidate's election. The vote count for all elected positions shall be announced upon request.

10.3.8 The candidates receiving the highest number of votes shall be declared as delegates, up to the number of delegates required. Unsuccessful candidates shall be considered for alternate positions for the Federation Annual Meeting, as determined by the President of the Local.

10.3.9 In the event of a tie vote for the final delegate position, a new ballot naming only the tied candidates, shall be presented and a vote shall occur. The Elections Officer shall only cast a vote if they are a member of the Local as defined in ARTICLE IX, Section 4 – Election Procedures, subsection 9.4.12.

10.3.10 Names of delegates to the Federation Annual Meeting shall be forwarded to the provincial office prior to June 1.

10.3.11 The ballots shall be destroyed by a motion immediately following the elections.

ARTICLE XI - RESOLUTIONS TO THE FEDERATION ANNUAL MEETING

11.1 Resolutions to the Federation Annual Meeting shall be passed at a Winter General meeting to be held prior to March 1.

ARTICLE XII - AMENDMENTS TO THE LOCAL CONSTITUTION

12.1 Proposed amendments to the Local Constitution must be submitted to the Executive thirty (30) calendar days prior to the Local Annual Meeting or other general membership meeting.

12.2 The Executive shall publish all proposed amendments to the general membership at least fourteen (14) calendar days prior to the Local Annual Meeting or a general membership meeting.

The Constitution shall be amended if 60% or more of the members present at the Local Annual Meeting, or other general meeting, vote in favour of the proposed amendment.

ARTICLE XIII – FEES

13.1 The annual fee for membership in the Local shall be that portion of the annual per capita Federation fee returned to the Local by the Federation under Federation Bylaw 1, Fees and Fee Rebates.

13.2 An additional Local levy shall be established upon approval of the membership at a general membership meeting. Approval shall be considered to be a simple majority [(more than fifty percent (50%)] of the votes cast.

13.3 Once a levy has been established, the amount of the levy may be altered at a general membership meeting, provided appropriate notice of motion has been given to the membership. Approval shall be considered to be a simple majority [(more than fifty percent (50%)] majority of the votes cast. [The current Local levy is set to an amount not to exceed five tenths (0.5%) of the daily rate of each member, established May 2008].

ARTICLE XIV – FINANCES

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

14.2 All financial transactions shall be signed by two of the three signing officers. The signing officers shall be the President, First Vice President and Treasurer.

14.3 The fiscal year for the WROTL shall be the period from July 1 of one (1) calendar year to June 30 of the succeeding calendar year.

14.4 The Local shall retain the financial records of the Local for a period of six (6) years plus the current year.

14.5 The position of the Local President shall be a full-time position. In any year where ETFO does not provide financial support for full-time release for the Local President, the Local shall make up the difference in release time payment through the Local Levy.

14.6 The President of the Local shall receive an annual salary that is equal to the maximum grid salary level, A4, Step 10, contingent upon full reimbursement by the provincial ETFO Office. This salary shall be paid through the Waterloo Region District School Board and reimbursed by the ETFO provincial office. The effective date is September 1, 2014.

14.7 The position of the Local First Vice President shall be a 1.0 FTE release position, at grid level. In any year where ETFO does not provide equivalent financial support for this position, the Local may choose to make up the difference in release time payment through the Local levy, when authorized by a general membership vote. Release time costs for the First Vice President to act as the Joint Health & Safety Representative shall be paid by the Board.

14.8 There shall be a responsibility allowance, equal to ten percent (10%) of the A4, Year 10 salary, payable to the Local President. There shall be a responsibility allowance, equal to five percent (5%) of the A4, Year 10 salary, times the full-time equivalency (FTE) of the position, payable to the Local First Vice President. Arrangements for said allowances will be made through the Board to facilitate taxation and pension credit. All salary allowances shall be made in accordance with the collective agreement in force in the given school year.

14.9 An Executive member shall be paid at the Executive member's grid rate when the Executive member is requested, by the President, to assume the duties of the President, in the President's absence.

14.10 Attendance at Board, Provincial Occasional Teachers' (POTs), Representative Council, Waterloo Regional Labour Council, Golden Horseshoe Occasional Teachers' and other meetings that are part of the portfolio of the First Vice President shall be considered part of the full-time equivalency (FTE) of that position, and will not receive further compensation.

14.11 The WROTL shall make an annual donation to the ETFO Humanity Fund, as approved by the Executive, in an amount not to exceed five thousand dollars ($5,000.00) per year. The money would come from the "Donations" line of the budget.

Other donations to charitable organizations shall be made only from the "Donations" line in the approved budget, unless the donation coincides with a related

committee/Federation supported event.

14.12 Long Term Disability Insurance (LTDI) be provided for the President and the First Vice President at their respective full-time equivalent (FTE) rates.

ELEMENTARY TEACHERS' FEDERATION OF ONTARIO WATERLOO REGION OCCASIONAL TEACHERS' LOCAL BYLAWS

BYLAW I - DUTIES OF THE EXECUTIVE

Section 1 - Executive

The duties of the Executive shall be to:

1.1.1 uphold the constitution, bylaws and policies of the Federation.

1.1.2 execute the business of the Local in accordance with the constitution and the decisions of general meetings of the Local.

1.1.3 uphold decisions and positions of the Executive, regardless of personal stance.

1.1.4 hold at least six (6) regular Executive meetings each school year. The meetings shall be held in person or by virtual means, using technology. A quorum shall be a majority of the Executive membership.

1.1.5 attend all duly called meetings of the Executive. If unable to attend, the Executive member must give the President twenty-four (24) hours advance notice, if possible. Any Executive member who misses three (3) Executive meetings without reasonable cause shall be deemed to have vacated the position.

1.1.6 hold an Executive meeting at the call of the President or at the request of two (2) Executive members in consultation with the President.

1.1.7 receive a financial report at each Executive meeting.

1.1.8 forward to the provincial Federation office by September 30 of each year the required annual financial statement.

1.1.9 forward to the provincial Federation office each year the annual report of the Local as approved by the Executive.

1.1.10 request the submission of applications to standing committees prior to the Local Annual Meeting with a deadline of June 1.

1.1.11 appoint members to standing committees and, appoint committee chairs, prior to June 30; appoint members to ad hoc committees as required; and, review and approve the terms of reference for these committees and receive reports from the Chair of each committee. The Executive shall endeavor to include members who are not part of the current Executive.

1.1.12 consider possible nominations for the various ETFO awards, prior to the February 1 and April 30 deadlines for such awards.

1.1.13 confirm that the three signing officers of the Local shall be the President, First Vice President and Treasurer.

1.1.14 be a member of and liaise with at least one (1) of the Local Standing Committees.

1.1.15 With the exception of the position of President, elect by secret ballot, a successor to complete any unfilled or unexpired term of an elected Officer of the Local Executive. According to BYLAW I – DUTIES OF THE EXECUTIVE, Section 3- Duties of the First Vice President, subsection 1.3.3, a vacancy of the position of president would be filled by the current First Vice President.

When an absence from an elected position is created, the absence shall be filled within thirty (30) calendar days of the declared vacancy. When an absence is created by an approved Leave of Absence, the Executive member holding the position prior to the approved Leave of Absence shall return to the said position once the Leave of Absence is finished, and the term of that position has not expired.

When a secret ballot election is to be held to choose a successor to complete an unfilled or unexpired term of an elected Officer of the Executive, a member seeking the vacant position must inform the President, in writing, a minimum of one (1) calendar week prior to this election by the Executive taking place.

At the Executive meeting where the election will take place, each candidate will have two (2) minutes to address the Executive members prior to the secret ballot. The President or designate will chair this election. If there is more than one candidate, speaking order for the speeches will be determined by lot. Each candidate's speech shall be the only form of campaigning permitted.

The ballots shall be destroyed by a motion at the end of this election.

1.1.16 The Executive may determine whether to fill the unfilled or unexpired term of a Member-at-Large. If the Executive determines that a vacancy for a Member-at-Large position needs to be filled during the school year, it shall be filled at the next general membership meeting. The Executive will request applications from the general membership.

Applications will be due fourteen (14) calendar days after the request has been published. If there are fewer than fourteen (14) calendar days between the declared vacancy and the next general membership meeting, the Executive will adjust the timelines for receipt of applications accordingly. If no applications are received prior to the general membership meeting where the election will take place, the position shall be

open to the floor for candidates.

1.1.17 Appoint, when necessary, a successor to complete any unexpired term of a committee member.

1.1.18 Recommend the appointment of the auditors to the members at the Fall General Meeting.

1.1.19 Develop an investment policy and review annually.

1.1.20 Determine the location and the time of a minimum of three (3) general meetings; and work in conjunction with the President to organize these meetings.

1.1.21 Hire employees, as needed, and negotiate salary, benefits and working conditions for such employees.

Section 2 - Duties of the President

The President shall:

1.2.1 be a member of the Executive and the spokesperson for the Federation and the Local.

1.2.2 hold the position of President as a 1.0 FTE released officer.

1.2.3 be the official representative of the Federation, the Local and its members.

1.2.4 be one of the signing officers.

1.2.5 be a statutory member of the Budget, CBC, EOT/Management, and Federation Annual Meeting committees, and an ex officio member of all remaining committees.

1.2.6 preside at meetings of the Executive, Local meetings and to attend the ETFO Representative Council.

1.2.7 inform and advise members on issues concerning the Federation and the Local.

1.2.8 serve as a Local delegate at the Federation Annual Meeting.

1.2.9 transact the business of the Local between meetings of the Executive and ensure accurate records are kept of correspondence received by and sent on behalf of the Local.

1.2.10 act as a liaison between the Local and other Federations, Associations and the Board.

1.2.11 present a report of the activities of the Federation and Local at general meetings.

1.2.12 forward to the Federation office, each year, the annual report of the Local.

1.2.13 chair all meetings of the Local or appoint a designate.

1.2.14 chair the EOT/Management Committee meetings.

1.2.15 chair the Federation Annual Meeting committee.

1.2.16 act as Lead Negotiator.

1.2.17 be the Grievance Officer and be responsible for grievances and arbitrations.

1.2.18 organize, the publication of newsletters.

Section 3 - Duties of the First Vice President

The First Vice President shall:

1.3.1 be a member of the Executive and a 1.0 FTE released officer.

1.3.2 assume the duties, responsibilities, and privileges of the President in the President's absence or at the request of the President.

1.3.3 assume the position of President should the current President vacate or be unable to complete their term of office.

1.3.4 liaise with members.

1.3.5 be one of the signing officers in an emergency or at the request of the President.

1.3.6 be a statutory member of the following Standing Committees: Budget, Collective Bargaining (CBC), Elementary Occasional Teacher (EOT) /Management, Federation Annual Meeting (FAM) and Member Development Fund (MDF).

1.3.7 serve as a Local delegate at the Federation Annual Meeting.

1.3.8 be responsible for additional duties as assigned by the President and/or an Executive motion.

1.3.9 administer the MDF program for members.

1.3.10 chair the CBC meetings, do the preparatory work for that committee and be a member of the Table Team for negotiations.

1.3.11 organize and prepare materials for all general membership meetings.

1.3.12 provide a written report of the First Vice President's activities at the Fall General Meeting and the Local Annual Meeting.

1.3.13 enter data for the treasurer, when requested.

1.3.14 attend the monthly Waterloo Regional Labour Council meeting.

1.3.15 when requested, attend POTs and GHOTs meetings.

Section 4 - Duties of the Second Vice President

The Second Vice President shall:

1.4.1 be a member of the Executive.

1.4.2 be a statutory member of the following standing Committees: Constitution and Bylaws (C&B), and Federation Annual Meeting (FAM).

1.4.3 provide a written report of the Second Vice President's activities at the Fall General Meeting and the Local Annual Meeting.

1.4.4 be the Joint Health & Safety Committee Representative.

1.4.5 attend one (1) monthly WRDSB Board Meeting per month.

Section 5 – Duties of the Lead Negotiator

The President shall be the Lead Negotiator and shall:

1.5.1 be a member of the Executive.

1.5.2 be a voting member of the Collective Bargaining Committee (CBC).

1.5.3 ensure that minutes are kept of the negotiation's meetings, and that letters of confirmation are sent, if required by the Board or the Chairperson of negotiations, to the Board after each meeting stating the status of negotiations as of that date.

1.5.4 initiate and assist with creating a Collective Bargaining survey, when required, to be approved by the Collective Bargaining Committee (CBC).

1.5.5 ensure that the results of a survey are communicated to the general membership.

1.5.6 communicate regularly with other bargaining representatives provincially, locally and within the Board.

1.5.7 plan, organize and implement mass meetings pertaining to the collective agreement, including all matters related to their follow-up.

1.5.8 investigate and communicate Professional Learning opportunities for the Collective Bargaining Committee.

1.5.9 provide regular communication to members and the Local Executive in consultation with, and under the direction from, the Collective Bargaining Committee.

1.5.10 educate the members around the Collective Agreement on an on-call basis.

1.5.11 research and report back on information requested by the Collective Bargaining Committee.

1.5.12 facilitate the functioning of the Collective Bargaining Committee.

1.5.13 become familiar with the Education Improvement Act, the School Boards Collective Bargaining Act, and the Labour Relations Act as they apply to Local negotiations.

1.5.14 perform any other appropriate duties under direction of the President and/or the Collective Bargaining Committee.

1.5.15 select the table team, in conjunction with the CBC Chair and the provincial CB Staff Officer, from the Collective Bargaining Committee members, and provide rationale for the size and composition.

1.5.16 act as the Lead Negotiator until current negotiations are completed.

1.5.17 attend Regional and Provincial Collective Bargaining conferences.

Section 6 - Duties of the Treasurer

The Treasurer shall:

1.6.1 be a member of the Executive.

1.6.2 be one of the signing officers.

1.6.3 keep accurate and detailed financial records of the Local based on the Local fiscal year, July 1 to June 30. Both electronic and paper copies will be kept in an accounting program under the guidelines of the Federation.

1.6.4 prepare monthly reports according to the Federation guidelines and make a financial report to each Executive meeting, and to the Fall General Meeting, the Winter General Meeting and the Local Annual Meeting.

1.6.5 prepare and maintain all release time records.

1.6.6 meet with the President monthly to discuss Local income/expenses.

1.6.7 make deposits, and write/mail cheques as needed.

1.6.8 make investments with the approval of the Executive and report investments during each financial report.

1.6.9 reconcile and print off monthly transaction sheets for the auditor, deliver the books to the auditor after June 30, and be available to the auditor for consultation, during the summer.

1.6.10 ensure the financial review is completed and presented to the membership at the Fall General Meeting.

1.6.11 forward the annual financially reviewed statement of the Local to the Federation office by September 30.

1.6.12 be a member and chair of the Budget committee, and prepare and present the proposed draft budget to the membership at the Local Annual meeting, and the final budget at the following Fall General Meeting.

1.6.13 to attend training sessions with Federation as needed, and learn a Federation approved and uniform bookkeeping system.

Section 7 - Duties of the Communications Officer

The Communications Officer shall:

1.7.1 be a member of the Executive.

1.7.2 perform duties pertaining to communication and political action as directed by the Local Executive.

1.7.3 promote greater participation in political action and political education in the Local.

1.7.4 provide a written report of the Communications Officer's activities at the Fall General Meeting and the Local Annual Meeting.

1.7.5 maintain and monitor WROTL website and social media accounts.

1.7.6 act as secretary and maintain accurate records of all Executive and General Membership meetings of the Local.

1.7.7 prepare and circulate minutes of the Executive and General membership meetings.

1.7.8 be a member of the Political Action /Public Relations Committee.

1.7.9 attend meetings of the Waterloo Regional Labour Council.

Section 8 - Duties of the Past President

The Past President shall:

1.8.1 be a member of the Executive.

1.8.2 serve as Elections Officer at all general membership meetings.

1.8.3 advise the Local Executive.

1.8.4 carry out duties assigned by the Local Executive and/or the President. Where there is no Past President, the duties of the Past President shall be assigned to another member of the Executive or another ETFO member.

Section 9 - Duties of Executive Members-at-Large

The Executive Members-at-Large shall:

1.9.1 be a member of the Executive.

1.9.2 attend duly called meetings of the Local including Executive and general membership meetings.

1.9.3 represent the concerns of the membership at Executive meetings.

1.9.4 assume duties and responsibilities as designated by the President and/or the Local Executive.

1.9.5 be a member of and liaise with one of the WROTL Standing Committees.

BYLAW II DUTIES OF THE COMMITTEES

2.1 Committees are responsible to, and shall take direction from, the Local Executive.

2.2 The Local shall endeavor to foster equity in the appointment of members to committees.

2.3 It shall be the prerogative of the Local Executive to determine the maximum number of members on a committee in any given year.

2.4 Each committee shall keep a clear and complete record of its operation. These records must be accessible to current and future Executives, Committee Chairs, and Committee members.

2.5 Terms of Reference for standing committees shall be developed and/or reviewed on an annual basis by its members for approval by the Executive.

2.6 All committee appointments shall be for a term from July 1 to June 30 unless otherwise specified.

2.7 Each committee chair shall submit a written report for the Fall General meeting and Local Annual meeting.

2.8 Each committee chair shall submit a budget request for presentation to the Budget committee prior to April 1.

2.9 Approved budget money for committee meetings and/or professional development activities or other approved activities for members shall not be used for charitable donations. Money for charitable donations shall come from the "Donations" line of the budget, unless the donation coincides with a committee/ Federation supported event.

2.10 Committees shall meet at the call of the Chair, at the call of the President, or at the request of two (2) committee members.

2.11 The meetings shall be held in person or by virtual means.

2.12 The Standing Committees shall be the following:

- 2SLGBTQ+ Committee
- Budget
- Collective Bargaining (CBC)
- Constitution and Bylaws (C & B)
- Elementary Occasional Teacher /Management (EOT)
- Equity and Social Justice (E & SJ)
- Federation Annual Meeting (FAM)
- Member Development Fund (MDF)
- Professional Learning (PL)
- Political Action/ Public Relations (PA/PR)
- Social Committee (SOC)
- Status of Women (Status)

a) 2SLGBTQ+ Committee

The Committee shall consist of a Local Executive member and a minimum of two (2) other members appointed by the Executive.

The purpose is to promote and encourage the positive self-image of 2SLGBTQ+ members, develop educators' awareness of the needs of 2SLGBTQ+ people in the teaching profession, in our schools, in our membership and in society. To develop members' awareness of 2SLGBTQ+ materials and programs and promote opportunities for continued education of members in areas such as non-violence, leadership, equity and other areas which affect the status of 2SLGBTQ+ people.

b) Budget

The committee shall consist of the President, First Vice President and Treasurer.

The purpose is to formulate a draft budget proposal for consideration and approval by the Executive at the May Executive meeting with approval by the membership at the Local Annual Meeting. A final budget shall be presented to the membership at the Fall General Meeting for approval.

c) Collective Bargaining

The committee shall consist of the President, the First Vice President, and, during a negotiating year, a minimum of three (3) other members appointed by the Local Executive. During non-negotiating years, the Executive will determine the number of members needed for the Collective Bargaining Committee.

The CBC is governed by the current negotiation procedures for occasional teacher bargaining units.

The purpose is to represent the Local in collective bargaining with the Board.

d) Constitution and Bylaws

The committee shall consist of the Second Vice President and a minimum of two (2) other members appointed by the Executive.

The purpose is to annually review the Local Constitution and Bylaws, and Operating Procedures of the Local, and make recommendations to the Executive at least thirty (30) calendar days prior to the general membership meeting at which the changes will be introduced to the membership for ratification.

e) Elementary Occasional Teacher/Management

The President and the First Vice President shall represent the Local at regularly scheduled Elementary OT/Management Committee meetings.

The purpose is to monitor the current collective agreement and make recommendations to the administration.

f) Equity and Social Justice

The committee shall consist of a Local Executive member and a minimum of two (2) other members appointed by the Executive.

The purpose is to educate members about issues that include, but are not limited to: culture, race, ethnicity, gender, sexual orientation, class, ability, size, socio-economic status, age, faith and religious diversity within the educational community and society; develop members' awareness of equity and social justice materials and programs; and provide opportunities for continued education of members in areas of equity and social justice.

g) Federation Annual Meeting

The committee shall consist of the President, the First Vice President, the Second Vice President, the Constitution and Bylaws Committee chair, other interested Executive members and general members, and the elected delegates and alternates for the Federation Annual Meeting, following their election.

The purpose is to prepare resolutions for the ETFO Federation Annual Meeting, and make recommendations to the Executive by January 31; to organize the logistics for the delegation to the Federation Annual Meeting; and to review the position the Local delegates will take on each of the resolutions.

h) Member Development Fund

The committee shall consist of a MDF Administrator and a minimum of two (2) additional members appointed by the Executive.

The purpose is to allocate funding to members for professional learning.

i) Political Action/ Public Relations

The committee shall consist of the Communications Officer and a minimum of three (3) additional members appointed by the Executive.

The purpose is to promote positive public relations within the membership and the community; and promote and advocate strategies for political action and public relations on behalf of the members.

j) Professional Learning

The committee shall consist of a Local Executive Member and a minimum of five (5) other members appointed by the Executive.

The purpose is to organize professional learning activities for the membership.

k) Social Committee

The committee shall consist of a Local Executive member and a minimum of three (3) additional members appointed by the Executive.

The purpose of the Social Committee is to plan social events for the general membership of the Local.

l) Status of Women

The committee shall consist of a Local Executive member and a minimum of three (3) members appointed by the Executive.

The purpose is to promote and encourage the positive self-image of women; develop educators' awareness of the needs of women and girls in the teaching profession, in our schools, in our membership, and in society; develop members' awareness of intersectional feminist materials and programs; and promote opportunities for continued education of members in areas such as non-violence, leadership, equity and other areas which affect the status of women.