

Ontario English Catholic Teachers' Association  
Ottawa Unit

Bylaws  
and  
Procedures

July 2010

## **OECTA Prayer**

Creator God, we praise You, the Source of all life. Renew our faith and guide us in our ministry as Catholic teachers. Let us touch the hearts and minds of those with whom we work.

Lord Jesus, share with us Your counsel, so we may choose knowledge over ignorance, wisdom over waste, peace over injustice, community over isolation and service over domination.

Holy Spirit, nurture our growth. Inspire us to give birth to the creative powers within us. Let us come to the fullness of life promised in the Gospel. Amen

## **OECTA Pledge**

I pledge to work for the goal of Christian education, which is to co-operate with Divine Grace in forming the true and perfect Christian. I promise to obey the rules and regulations of the Ontario English Catholic Teachers' Association and to fulfill my duties as a member.

## **Mission Statement**

Recognizing our uniqueness as teachers in Catholic schools, we are an association committed to the advancement of Catholic education.

As teacher advocates we provide professional services, support, protection, and leadership.

## **Statement of Principles**

We will:

Promote Catholic values

Foster the growth of confident, competent professionals

Support our members in collective bargaining

Promote spiritual growth in our members

Establish and exercise our rights at all levels of educational decision-making

Build solidarity through actions that foster trust and collegiality

Assist our members to grow professionally by providing access to information and resources.

# Contents

<b>A. BY-LAWS</b>	1
.....	
Article I – General	1
.....	
<i>Objectives</i>	1
.....	
<i>Statutory</i>	1
.....	
<i>Membership</i>	2
.....	
<i>Life</i>	2
.....	
Article II – Unit Organization	2
.....	
<i>Section 1 – Unit Executive</i>	2
.....	
<i>Section 2 – Duties of the Executive</i>	3
.....	
<i>Section 3 – Duties of the Executive Officers</i>	5
.....	
<i>Section 4 – Unit General Meetings</i>	8
.....	
<i>Section 5 – Committees</i>	9
.....	
<i>Section 6 – Duties of Committees</i>	11
.....	
<i>Section 7 – Amendments to Bylaws</i>	19
.....	
<b>B. PROCEDURES</b>	19
.....	
<i>Section 1 – Unit Elections</i>	19
.....	
<i>Section 2 – Replacement of Vacancies</i>	22
.....	
<i>Section 3 – Salary Benefits for Unit Officers</i>	23
.....	
<i>Section 4 – Delegates to the Annual General Meeting</i>	23
.....	
<i>Section 5 – Delegates to Other Conferences</i>	25
.....	

<i>Section 6 – Expenses</i>	25
.....	
<i>Section 7 – Speakers’ Bureau</i>	26
.....	
<i>Section 8 – Association Representatives</i>	27
.....	
<i>Section 9 – Committees</i>	27
.....	
<i>Section 10 – Unit Directory</i>	28
.....	
<i>Section 11 – Amendments to Procedures</i>	28
.....	

## **A. Bylaws**

### **Article I – General**

1. The name of the Unit shall be the Ontario English Catholic Teachers' Association, Ottawa Unit, hereinafter known as the Unit.
2. The objectives of the Unit shall be:
  - a) to promote the principles of Catholic education;
  - b) to develop a greater understanding among parents, teachers, and students;
  - c) to work for the moral, intellectual, religious, and professional advancement of its members;
  - d) to improve the status of the teaching profession in Ontario;
  - e) to secure for teachers, a leading role in education;
  - f) to co-operate with other teacher organizations to improve the standards of education;
  - g) to defend and promote the constitutional rights of the Catholic school system in Ontario and the fair and equitable funding for all publicly funded school boards;
3. The statutory membership of the Unit shall include:
  - a) teachers employed in the elementary panel by the Ottawa Catholic District School Board for the regular school day programme;
  - b) teachers employed in the secondary panel by the Ottawa Catholic District School Board for the regular school day programme;
  - c) teachers employed by the Ottawa Catholic District School Board seconded to an educational position outside of the Ottawa Catholic District School Board;
  - d) teachers employed by the Ottawa Catholic District School Board as an occasional teacher;
  - e) teachers employed by the Ottawa Catholic District School Board for a continuing education programme;
  - f) associate members as accepted and designated by the Provincial Executive.

4. Local Bargaining Unit membership is understood to be determined by the teaching assignment.
  - a) A member who has a teaching assignment in an elementary school (JK-8) or an elementary assignment shall be a member of the Elementary Bargaining Unit.
  - b) A member who has a teaching assignment in a secondary school (9-12) or a secondary assignment shall be a member of the Secondary Bargaining Unit.
  - c) A member teaching occasionally (casual and long term) shall be a member of the Occasional Teacher Bargaining Unit. A member of the Occasional Bargaining Unit who has a permanent assignment as specified in (a) and (b) above, may also be a member of the Elementary or Secondary Bargaining Unit.
  - d) Notwithstanding a) and b) above, a member who has an equal assignment in an elementary and a secondary school or an equal elementary and secondary assignment shall elect her/his bargaining unit.
5. Life  
Any present or former member of the Ottawa Unit who is appointed a life member, according to Bylaw Article II, Section 4 of the Provincial Handbook, shall be determined to be a life member of the Unit.
6. A minimum of three (3) general meetings shall be held annually.
7. Robert's Rules of Order shall be used at the general meetings.
8. The Unit bylaws are to be consistent with the Association, Handbook 2008 – 2009, and are not to contravene its constitution, bylaws, policies, or procedures.

## **Article II – Unit Organization**

### **Section 1 – Unit Executive**

1. The Executive of the Unit shall consist of the officers as identified in the bylaws.
2. The officers of the Unit Executive shall be:
  - a) past president
  - b) president
  - c) elementary bargaining unit vice-president
  - d) secondary bargaining unit vice-president
  - e) occasional teachers' bargaining unit president
  - f) treasurer
  - g) recording secretary

- h) three (3) elementary bargaining unit councillors
  - i) three (3) secondary bargaining unit councillors
3. The term of office for the Unit President, Elementary Bargaining Unit Vice-president, Secondary Bargaining Unit Vice-president and treasurer shall be two (2) years.
  4.
    - a) Release time for the Unit President, Elementary Bargaining Unit Vice-president, and Secondary Bargaining Unit Vice-president is full time.
    - b) Members holding a full-time release position shall be limited to two consecutive full terms in that particular position.
    - c) In the absence of candidates for a full-time release position, an exception to 4. b), above, will apply.
  5. With the exception of the Past President, the Unit Executive shall be elected at a general meeting of the Unit. This meeting shall ordinarily take place before the Victoria Day long weekend in May, each year.
    - b) The officers of the Unit Executive shall take office on July 1 of each year. The Unit President and treasurer shall be elected in alternate years.
    - c) All members of the Executive shall continue to be statutory members of the Unit for the duration of the term.
  6. The Unit release officers shall be the elected Vice-presidents of the Elementary and Secondary Bargaining Units.

## **Section 2 – Duties of the Unit Executive**

1. The duties of the Unit Executive shall be as defined in the Association *Handbook*, Bylaws, 2.67:
  - a) to promote the interests of the Association;
  - b) to hold general meetings each year as required;
  - c)
    - i. to report in writing to the General Secretary any case of alleged breach of Association constitution, bylaws, policies, or procedures by a member of the Unit and, at the same time, to provide that member with a copy of the report;
    - ii. to report to the Provincial Office, as the Unit Executive becomes aware, any investigation of a member by the College of Teachers;
  - d) to report, in writing, to the Provincial Executive any case of unprofessional conduct alleged against any member of the Unit;

- e) to receive and consider reports of alleged unfairness on the part of the school board or any professional difficulties between members of a staff, and, if necessary, to work with the Provincial Counselling and Relations Committee to secure settlement;
- f) to refer to the General Secretary all matters requiring legal advice;
- g) to encourage that each school be represented by an experienced, responsible member;
- h) to fill vacancies in the membership of the Unit Executive;
- i) to provide workshops for staff members when deemed necessary;
- j) to choose the delegates and alternate delegates to the provincial Annual General Meeting and to other provincial conferences;
- k) to appoint, prior to the Unit elections, an Election Committee;
- l) to supervise the compilation of the Unit budget and authorize and approve Unit expenses;
- m) to ensure that no member running for Executive office, nor the current Unit President, serve as the chairperson or as a member of the Elections committee;
- n) to borrow funds on behalf of the Unit only if such action deems it necessary;
- o) to appoint Unit committee chairpersons at the first Executive meeting after taking office, whenever possible;
- p) to present the Unit budget for membership approval each year;
- q) to receive committee reports and take whatever action it deems necessary
- r) to receive and approve all finances;
- s) to appoint Unit committee Executive liaisons at the first Executive meeting after taking office, whenever possible;
- t) to keep informed and seek advice, where necessary, from any member of the Unit who may be: an OECTA provincial officer; a provincial or OTF committee chairperson; or member of the OTF Board of Governors;
- u) to hold at least three (3) staff representative meetings per year;

- v) to have the Unit budget approved by the members of the Unit at the General Meeting in the spring of each year;
- w) to have a representative at the Ottawa Catholic School Board meetings whenever it is deemed necessary, and to report back to the Executive;
- x) to designate the Unit President as the official spokesperson for all matters to be released to the media;
- y) to conduct an orientation workshop for all teachers new to the Board concerning aims, objectives, by-laws and procedures of the Association and parliamentary procedure;
- z) to ensure that the terms for release time for the Unit President and Vice-presidents are contained in the Collective Agreement;
- aa) to appoint a grievance officer(s) to work in conjunction with the Unit President addressing health and safety matters;
- bb) to appoint a Health and Safety Officer(s) to work in conjunction with the Unit President addressing health and safety matters;
- cc) to hold at least ten (10) Executive meetings each year, one meeting in each school year month;
- dd) a member of the Unit Executive who fails to perform the duties inherent to the office may be removed from office by a two-thirds vote of the Unit Executive, provided at least ten days written notice of such impending action shall be given to appeal to the Unit membership at its next meeting.
- ee) to censure any Executive member who fails to attend consecutive meetings.

### **Section 3 – Duties of Unit Executive Officers**

#### **1. Past President**

- a) to assist the Executive in all levels;
- b) to be responsible for nominations and elections at the local level;
- c) to ensure that the bylaws and procedures of the Unit are followed and to recommend amendments.

#### **2. President**

- a) to promote the interests of the Association;

- b) to call Unit meetings, preside thereat and plan the program thereof;
- c) to organize the preparation of the delegation to the Annual General Meeting to discharge their duties and responsibilities;
- d) to serve on the Council of Presidents. When unable to perform this duty, the Unit President shall be replaced by the appropriate affiliate president;
- e) to give a detailed report to the Unit Executive following each meeting of the Council of Presidents;
- f) to keep the membership informed of Unit business through the staff representatives;
- g) to attend to all correspondence;
- h) to file and keep in good order all Unit records;
- i) to keep on file a record of all members in good standing;
- j) to forward by the prescribed date to the General Secretary the names and addresses of the members of the Unit Executive immediately following their election;
- k) to forward the names of the Unit delegates and alternate delegates to the Annual General Meeting and other provincial conferences;
- l) to notify the provincial office of all Unit meetings;
- m) to be the official spokesperson for all matters to be released to the media;
- n) to ensure that a minutes book be kept for all financial motions for audit.

### **3. Bargaining Unit Vice-presidents**

- a) to assist the President in the duties of the Unit. In the absence of the President, duties shall be performed by the Bargaining Unit Vice-presidents in order of rank or in their absence by the treasurer or one of the councillors;
- b) if the President fails to call a mandatory meeting of the Unit, the Bargaining Unit Vice-presidents shall call the meeting and notify the provincial President and General Secretary of this action;
- c) the Bargaining Unit Vice-presidents shall be responsible for co-coordinating the program for staff representatives;

- d) the Bargaining Unit Vice-president who serves as a member of the Council of Presidents shall be considered first in order of rank for purpose of application of 3a) above;
- e) in conjunction with the Unit President, to be responsible for the preparation of the delegates to the AGM.

#### **4. Treasurer**

- a) to receive and acknowledge all money from the provincial treasury;
- b) to deposit all funds in the name of the Unit in a chartered bank or in an accredited teachers' credit union chosen by the Unit Executive;
- c) to keep an account of all money received and spent;
- d) the treasurer must present to members at a Unit General Meeting, any expenditures in excess of \$5000 that have not been previously budgeted;
- e) to pay all authorized accounts and expenses incurred by the Unit;
- f) to work with the Finance Committee in the preparation of the Unit budget;
- g) to present the Unit budget for approval to the membership at the last Unit General Meeting of the year, prior to the year the budget takes effect;
- h) to inform the Executive at the monthly meetings by presenting a written financial statement to ensure that the local unit adheres to the provincial treasurer's handbook;
- i) to prepare motions for Executive meetings for expenditure approvals.

#### **5. Recording Secretary**

- a) to record and keep a file of the minutes of all Executive and Unit General meetings (noting especially motions carried, with mover and seconder);
- b) to forward copies of such minutes to the General Secretary when requested and to Unit Executive members;
- c) to be a member of a committee as designated by the Unit Executive.

#### **6. Councillors**

It shall be the duty of Unit councillors to assist the Unit Executive in its duties.

## **7. Association Representatives**

- a) to represent the members of the Elementary, Secondary, and Occasional Bargaining Units;
- b) to attend meetings of the Association Staff Representatives as called by the Bargaining Unit Vice-presidents. In the event that an elected representative is unable to attend, another staff member may be sent as a replacement;
- c) to be informed about issues, programs, procedures, services and activities etc. pertaining to the Unit and to the provincial Association;
- d) to encourage staff members to participate in Association activities;
- e) to assist staff members in understanding their rights and responsibilities in consultation with the Unit office;
- f) to notify the Unit office regarding births, deaths, marriages, and to act as the direct liaison between the Unit Executive and the members of the Unit by:
  - i. retaining on a yearly basis minutes of Unit meetings sent out by the Unit;
  - ii. distributing to the members, Unit information items;
  - iii. bringing to the attention of the appropriate Executive members those matters requiring attention as requested by staff members;
- g) to act as a liaison between the provincial Executive and the members of the Unit by:
  - i. distributing to the members, the Association and Ontario Teachers' Federation publications and correspondence;
  - ii. notifying the appropriate authority regarding shortages therein;
- h) to ensure that staff members are aware of appropriate sections of the Collective Agreement.

## **Section 4 – Unit General Meetings**

1. Robert's Rules of Order, latest edition, shall govern all Unit General Meetings. A speaker shall be appointed to each meeting.
2. Notice of a meeting and the major agenda items shall be sent to the membership at least 10 days prior to the meeting date except in the case of emergency meetings.

3. A quorum at all meetings shall be those members present. When the meeting has been called to order, a member of the Steering Committee shall announce the number of members present. A quorum shall continue until the number of members present is less than two-thirds (2/3) of the announced number.
4. The Legislation Committee shall appoint a steering committee for all general meetings. The duty of such a committee shall be to assist the Speaker in bringing forward motions and new business.
5. At least three (3) Unit General Meetings shall be held annually:
  - a) Fall - for audit and resolutions to provincial A.G.M.;
  - b) Winter - Unit direction for A.G.M. delegates;
  - c) Spring - election of Unit Executive;
  - d) Spring - budget

## **Section 5 – Committees**

### **1. General Guidelines**

The following shall apply to all committees of the Unit:

- a) chairpersons of all committees shall be elected by the committee members at the first meeting of the year;
- b) members of all committees shall be approved by the Executive;
- c) each committee shall report through its Executive liaison;
- d) each committee appointed through the Executive is responsible to the Executive;
- e) all financial transactions conducted by committees must be directed to the Unit treasurer;
- f) ideally each committee shall be made up of five (5) members;
- g) the committees shall take office on September 1 of each year, if possible;
- h) members of each committee shall receive copies of the minutes of their respective committee meetings;

- i) ordinarily recruitment of members to serve on Unit committees shall be done in writing in June of each year or as the need arises;
- j) the Unit President will submit a list of committee member applicants to the Executive for approval;
- k) the following committees shall be appointed annually:
  - i. Professional Development
  - ii. Social
  - iii. Awards
  - iv. Communications
  - v. Legislation
  - vi. Social Justice
  - vii. Finance
  - viii. Personnel
  - ix. Political Action
  - x. Elementary Schools
  - xi. Secondary Schools
  - xii. Health & Safety
  - xiii. Beginning Teachers (A beginning teacher shall be defined as a teacher in her/his first five (5) years of teaching)
  - xiv. Status of Women
- l) the Unit Executive may approve any task force/ad hoc committee as may be required from time to time;
- m) task force/ad hoc committees must be dissolved by the Unit Executive when their work has been completed.

2. Duties of the Committee Chairperson:

- a) hold the meetings of the committee when deemed necessary;
- b) communicate the date and time of the meetings to the Unit office manager;
- c) prepare an agenda for the meeting;
- d) appoint a member of the committee to be the recording secretary (the recording secretary prepares the minutes of the meeting and sends copies to the committee as well as to the office manager);
- e) committee chairpersons must present to the Finance Committee, in writing, a budget request for the upcoming year by March 31;

- f) prepare an annual report for the membership, to be presented by the chairperson at the May UGM.

## **Section 6 - Duties of the Committees**

### **1. Professional Development Committee**

- a) to provide a program of professional development for teachers of the Ottawa Unit, based on the needs and interests of the membership;
- b) to decide its monetary funding policy at the end of the term, to be included with its budget request to the Unit Executive, based on expenses and income in cases where funds may be forthcoming (e.g. registration fees);
- c) to publish and distribute the approved monetary funding policy to the membership;
- d) to recommend to the Unit Executive, a plan of the number of activities, topics, dates, and speakers for the year as required for OECTA sponsored professional development;
- e) to sponsor workshops, in conjunction with the Board, that are beneficial to the educational community at large;
- f) to be aware of the professional development needs and interests of the membership;
- g) to encourage involvement of teachers in the process of professional development at the local level;
- h) to allocate funds for professional development as determined by criteria approved by the Unit Executive;
- i) to represent the Unit on the Professional Development Committee established by the Ottawa Catholic School Board;
- j) to organize the Unit's involvement in a designated professional development day;
- k) to co-ordinate the Unit members' attendance at provincial workshops, seminars, and conferences.

### **2. Social**

- a) to be responsible for social activities within the Unit. The committee shall present to the Unit Executive a detailed financial statement for any event.

### 3. Awards

- a) receive applications for the Unit's awards and scholarships;
- b) to recommend recipients of the Unit awards, bursaries and scholarships to the Unit Executive;
- c) The Unit awards are:

#### i. The Sylvester Quinn Memorial Award

**Purpose:** The award is presented in memory of Sylvester Quinn, a former Superintendent and a humanitarian who provided a positive liaison between the school and parish, as well as the Board and OECTA. The Sylvester Quinn Memorial Award in the amount of \$1000 is given to assist a graduating student to further her/his education beyond the high school level.

**Criteria:** The award is given to a recipient who has shown exemplary contributions in building a healthy school environment by demonstrating the principles of social justice among the partners in education. The recipient will have demonstrated throughout their high school career an active commitment to service to family, school and community.

**Selection:** The Awards Committee in each high school selects the recipient of the award and the name is forwarded to the Unit office.

#### ii. The Doreen Brady Memorial Award

**Purpose:** This award is presented annually in memory of Doreen Brady (1935-1982). Doreen Brady was the first full-time woman president of OECTA, from 1978 to 1980. Doreen was recognized for her service to, and advocacy for, teachers in Catholic schools through her extensive leadership in OECTA both locally and provincially, where she was known as "the conscience of the Executive". Doreen also served on the OTF Board of Governors, on the original Qualifications Evaluation Council of Ontario (QECO) committee, and later became an Ontario Teachers' Federation (OTF) Fellow.

**Criteria:** The Doreen Brady Award is given to a member of the Ottawa Unit of OECTA. This award is presented to a teacher who has given an outstanding contribution to OECTA at the local and/or provincial levels.

**Selection:** The recipient is selected by the Awards Committee of OECTA Ottawa based upon applications received. All potential recipients must be nominated by at least five members of the Ottawa Unit.

iii. **The Bernadette MacNeil Award**

**Purpose:** This award is presented annually in honour of Bernadette MacNeil by the OECTA Ottawa Unit in recognition of “Servant Leadership”. Bernie, as she is so fondly called, served as Unit President for two terms, an executive member for ten years, family life co-coordinator, principal, superintendent, and faculty member at the University of Ottawa. Bernie’s special gift in all these professional roles is demonstrated by her ability to reach out to her fellow teachers with compassion and support.

**Criteria:** The award is given to a member of the Ottawa Unit of OECTA who has demonstrated the leadership qualities of compassion for those in need, demonstrated a supportive role among colleagues, and promote good fellowship among staff.

**Selection:** The recipient is selected by the Awards Committee of OECTA Ottawa based upon applications received. All potential recipients must be nominated by at least five members of the Ottawa Unit.

iv. **The Elizabeth Patch Memorial Award**

**Purpose:** This award is presented annually in honour of Elizabeth Patch. (Elizabeth’s motto was “the teacher as a model in the school community”). The recipient of this award is recognized for their outstanding contribution to Catholic education and their community in keeping with the high levels of professionalism and commitment demonstrated by Elizabeth herself.

**Criteria:** The award is given to a member of the Ottawa Unit of OECTA who has demonstrated service to her/his community. The recipient must demonstrate contributions to both teaching/school and the community.

**Selection:** The recipient is selected by the Awards Committee of OECTA Ottawa based upon applications received. All potential recipients must be nominated by at least five members of the Ottawa Unit.

v. **The Dr. William Crossan Memorial Bursary**

**Purpose:** The Dr. William Crossan Bursary, in the amount of \$1000, is presented annually by the Ontario English Catholic Teacher’s Association (OECTA) Ottawa Unit. “He’s not heavy, he’s my brother”, a quote from one of Dr. Crossan’s favourite songs, was a philosophy that characterized his life and his work as a leader and role model. Dr. Crossan, a visionary, is remembered for his humility and his strong commitment to provide, enhance, and celebrate quality Catholic education for every child. As a teacher, principal, superintendent, and Director of Education, he brought wisdom, compassion, and enthusiasm to every situation.

**Criteria:** The award is given to a recipient who is enrolled in a Bachelor of Education program at the Faculty of Education at the University of Ottawa. The recipient of this bursary must demonstrate interest in teaching in the Catholic school system, motivation in selecting the field of education as a career choice, and financial need.

**Selection:** The recipient is selected by the Awards Committee of OECTA Ottawa based upon applications received. Completed applications are forwarded to the OECTA Ottawa Unit from the Faculty of Education at Ottawa University.

vi. **Teacher Education Grant**

**Purpose:** Eight Teacher Education Grants, of the amount of \$600 each, are awarded bi-annually to applicants who are trying to move to a higher category on the salary grid.

**Criteria:** The recipient must:

- 1) be a permanent teacher who is a member of OECTA Ottawa;
- 2) clearly demonstrate a financial need;
- 3) provide proof of registration in a university course;

\*Teachers are ineligible if they are in category A4 on the salary grid.

**Selection:** The recipient is selected by the Unit Awards Committee based upon applications received.

- d)
  - i) to select individuals for approval by the Unit Executive for Unit or Provincial Life or Honourary Membership and other OECTA awards;
  - ii) to prepare applicable resumés of nominees to accompany nominations for Life or Honourary membership.

**4. Communications**

- a) to co-ordinate communication activities and act as facilitator and link between the Unit Executive and the membership;
- b) to produce and distribute the Unit publication;
- c) to report to Executive at each meeting;
- d) to prepare a report for the annual Unit General Meeting;

- e) to submit articles to the Provincial Community and Public Relations Committee for the annual awards;
- f) to assist the Unit President and other Executive members in public relations when so required;
- g) to assist in the selection of news articles for publication on the Unit website.

## **5. Legislation**

- a) to study and report on all matters that pertain to the Unit By-laws and Procedures. It shall be responsible for submitting such matters to the Unit Executive for approval prior to presentation at Unit General Meetings;
- b) to receive all resolutions submitted from the schools, Unit Executive or individuals;
- c) to present resolutions for the provincial Annual General Meeting at the first Unit General Meeting for each year. Such resolutions must be approved by the membership at the Unit General Meeting;
- d) the committee shall be empowered to:
  - i. read, analyze, clarify, re-word and combine resolutions. If the sponsor objects to the combining of a resolution, he/she shall have the right to present as originally submitted;
  - ii. return to sponsors the resolutions requiring clarification;
  - iii. return to sponsors the resolutions which are presently OECTA or OTF policy;
  - iv. refer to appropriate committees for recommendations requiring study or local action;
  - v. to work with the Unit President to hold at least one (1) workshop to thoroughly acquaint AGM delegates with their responsibilities.

## **6. Social Justice**

- a) to respond appropriately to legislation pertaining to equal opportunity;
- b) to inform all members of current trends, issues and problems as they pertain to discrimination;
- c) to keep the Executive apprised of any changes, if it necessitates action on the part of OECTA Ottawa;

d) to provide workshops and assist in the development of local Unit committees.

## **7. Finance**

a) to recommend financial policies and procedures to the Unit Executive;

b) to assist the Unit treasurer in preparing the budget;

c) to recommend courses of action regarding investments;

d) to meet four (4) times per year as follows:

i. October/November – to review the audited financial statements and make recommendations to the Executive;

ii. January/February – to review the financial position of the Unit;

iii. April/May – to review the Unit budget and to prepare for the Unit General Meeting.;

iv. June – to review the budget passed at the Unit General Meeting in preparation for the next year and to assist in the preparation for the annual audit.

## **8. Personnel**

a) The Personnel Committee shall be composed of the Unit President or delegate, the Unit Treasurer, two (2) members of the Unit Executive who are not Unit Release Officers and two (2) staff representatives selected by the staff representatives at the first meeting of the school year. The committee shall work on a basis of consensus decision making.

b) The Personnel Committee terms of reference shall be to:

i. recommend to the Unit Executive the terms and conditions of work for any Unit employee, including their engagement and dismissal, salary and working conditions. Such terms and conditions shall be established in good faith on a basis of status quo plus;

ii. review at the beginning of each year, the terms and conditions of work for the Unit release officers and to recommend to the Unit Executive any change to those terms and conditions;

iii. engage legal and consultative assistance as necessary within the mandate of the committee.

- iv. make recommendations to the Unit Executive regarding working conditions and compensation of members on leaves of absence to work for the local Unit;
- v. make recommendations on other personnel matters, as requested by the Unit Executive.

## **9. Political Action**

- a) to become informed of process pertaining to the three levels government;
- b) to become informed of current issues at the three levels of government which pertain to OECTA members;
- c) to advise the local Unit Executive and membership of the political issues;
- d) to encourage the OECTA membership to become politically aware and politically active.
- e) to provide programmes or activities as needed for teachers' views to be expressed to government locally.

## **10. Elementary Schools**

- a) to work towards achieving the Unit's objectives within the elementary schools;
- b) to identify the needs of the membership, particularly as they apply to elementary schools, and recommend actions which the Unit Executive may undertake to assist them;
- c) to make known the professional development needs of elementary school teachers to the Professional Development Committee.

## **11. Secondary Schools**

- a) to work towards achieving the Unit's objectives within the secondary schools;
- b) to identify the needs of the membership, particularly as they apply to the secondary schools, and recommend actions which the Unit Executive may undertake to assist them;
- b) to make known the professional development needs of secondary school teachers to the Professional Development Committee.

## **12. Health and Safety**

- a) to be informed of issues, trends and problems in the area of occupational health and safety;
- b) to identify members' needs and recommend actions that the Association should pursue to address these needs;
- c) to inform members of all aspects pertaining to occupational health and safety in the workplace;
- d) to advise the Association in matters pertaining to occupational health and safety that require action.

## **13. Beginning Teachers**

- a) to promote the involvement and participation of beginning teachers in the Unit;
- b) to make recommendations to the Unit Executive regarding the needs and concerns of beginning teachers;
- c) to review beginning teachers' programs, resources, structures, policies and procedures at the provincial and local levels;
- d) to support beginning teachers in their professional and union endeavours;
- e) to co-ordinate an annual in-service/orientation event for beginning teachers;
- f) to ensure that beginning teachers are provided with a copy of the Association *Beginning Teachers' Handbook*;
- g) to promote the "OECTA: The Next Generation" Beginning Teachers Conference within the Unit.

## **14. Status of Women**

- a) to advise the Executive on ways to enhance the status of women in the teaching profession and in society;
- b) to propose to the Executive recommendations relevant to the status of women to be addressed at the Joint Consultation Committee (JCC);
- c) to recommend to the Executive and the members at a Unit General Meeting to outreach to community-based women's organizations;

- d) to inform all members of the current trends, issues, and problems as they pertain to the status of women locally, nationally, or internationally.

## **Section 7 – Amendments to Bylaws**

The by-laws may be amended by a two-thirds (2/3) vote of the members present at a Unit General Meeting provided notice of the proposed amendment has been distributed to the members at least ten (10) days prior to the Unit General Meeting. Amendments shall take effect the following school year.

## **B. Procedures**

### **Section 1 - Unit Elections**

#### **1. Election Procedures:**

- a) The elections for the Unit will ordinarily be held prior to the Victoria Day long weekend in May.
- b) An Elections Committee will be struck by the Unit Executive by March 1; to be eligible for service on the Unit Executive, a member shall be a statutory member of the Unit at the time of taking office and shall continue to be a member for the duration of her/his term.
- c) Members may run for a position on the Unit Executive that is within their Bargaining Unit. Notwithstanding the above, any statutory member of the Unit may be a candidate for the position of president, treasurer or recording secretary.
- d) Nomination forms available on the OECTA conference site of First Class must be downloaded, completed and submitted to the Unit Office to the attention of the Elections Committee Chairperson prior to April 15. The initial list of candidates will be posted as soon as possible after this date on the OECTA conference site of First Class and a hard copy will be posted in each school/board department.
- e) Nomination forms for the positions of Unit President, treasurer and recording secretary must be signed by two members of the Elementary and /or Secondary Bargaining Unit. Two (2) members of the Elementary Bargaining Unit must sign the nomination form as for the positions of Elementary Bargaining Unit Vice-president and Elementary Councillors. Two members of the Secondary Bargaining Unit must sign the nomination form for the positions of Secondary Bargaining Unit Vice-president and Secondary Councillors.

- f) Notwithstanding, nominations from the field will be accepted up to seven (7) calendar days after the first posting of the list of candidates. A final candidates list will be posted in the schools before May 1.
- g) Candidate information packages with the process and procedures for the election campaign and distribution of election material will be sent electronically to each candidate after April 15 and to any additional candidates after the second nomination deadline by the Elections Chairperson.

## **2. Campaigns**

### **a) Finances**

- i. any candidate seeking election is limited to \$500.00 in expenditures;
- ii. all expenditures must be itemized listing the amount spent and submitted to the Elections Committee within one week after the date of the election.

### **b) Distribution of Materials**

- i. the Elections Committee, will receive all campaign material for review;
- ii. the distribution of materials will be through the school staff representatives who will receive sufficient copies for all members at the school;
- iii. distribution of materials is at the candidates' expense; receipts must be provided; copying is not to be done at the Unit office.

## **3. Speeches**

- a) the slate of nominees, as prepared by the Elections Committee shall be introduced at the beginning of the Unit election meeting;
- b) the speaking order will be determined by lot;
- c) the candidates' speeches for the position of Unit President will not exceed five (5) minutes;
- d) the speeches for every other position will not exceed three (3) minutes;
- e) all candidates will be entitled to speak even if a candidate is acclaimed.

#### **4. Question Period**

- a) question period following the speeches of candidates for Unit President will be up to ten (10) minutes;
- b) the secretary and treasurer's question period will not exceed five (5) minutes;
- c) the length of the question period for Elementary and Secondary Bargaining Unit positions will be up to ten (10) minutes.

#### **5. Electorate**

- a) the President, treasurer, and recording secretary will be elected by all members of the Unit;
- b) the Secondary Bargaining Unit Vice-president and secondary councillors will be elected by members of the Secondary Bargaining Unit;
- c) the Elementary Bargaining Unit Vice-president and elementary councillors will be elected by members of the Elementary Bargaining Unit;
- d) the Occasional Teacher Bargaining Unit President will be elected by members of the Occasional Teachers Bargaining Unit at their general meeting.

#### **6. Voting**

- a) the Elections Committee Chairperson shall ensure that there is an up-to-date voters list that includes the members' bargaining unit status;
- b) in the event that a member's name does not appear on the voters list or should a dispute arise, the member must provide proof of employment in the current school year (cheque stub or signed time sheet);
- c) elections will normally be held prior to the Victoria Day long weekend in May;
- d) a Unit General Meeting (elections) will be held between Monday and Thursday, 4:30 p.m. – 6:30 p.m., in a central location;
- e) voting will occur subject to the following:
  - i. an advance poll will be held the day before the election from 4:00 p.m. until 6:00 p.m. at the Unit office;
  - ii. a minimum of three polling stations will be available at the location of the Unit General Meeting in a separate room from the Unit General Meeting from 3:30 p.m. until 7:30 p.m.;

- iii. the three polling stations will be designated according to the positions being contested on the Unit Executive;
- f) each teacher shall receive separate ballots for each contested position;
- g) teachers shall be required to show identification before they are given a ballot;
- h) the Elections Committee, including the poll clerks, shall be present for the unsealing of the ballot boxes and the vote count;
- i) one scrutineer per candidate may be present for the unsealing of the ballot boxes and the vote count. Scrutineers must be members of OECTA Ottawa. Members of the Elections Committee, members of the current Executive and acclaimed members of the following year's Unit Executive, as well as candidates themselves may not serve in this capacity. Election results will be posted on the OECTA conference on First Class and distributed to staff representatives through First Class e-mail following the count, unless otherwise determined by the Elections Committee chairperson;
- j) in case of a tie, the Elections Committee will determine the winner by lot;
- k) the chairperson of the Elections Committee shall announce the members of the new Executive;
- l) all ballots will be destroyed within forty-eight (48) hours of the final count unless otherwise determined by the Elections Committee Chairperson.

## **7. Recount**

- a) a difference of 10 votes or less will result in a mandatory recount;
- b) a difference of 11-20 votes may result in a recount at the request of the defeated candidate. Such request shall be made within five (5) minutes of the announcement of the election results.

## **Section 2 – Replacement of Vacancies**

1. It shall be the responsibility of the Executive to notify the general membership as soon as a vacancy exists.
2. Individuals who are interested in filling the vacancy shall be invited to apply to the Executive.
3. In the absence or vacancy of the President, duties shall be performed by the

Bargaining Unit Vice-president who is a member of the Council of Presidents, or in his/her absence by the other Unit release officer, the Occasional Teacher Bargaining Unit President, the treasurer, the recording secretary or one of the councillors.

4. A Bargaining Unit Vice-president shall be replaced by an affiliate councillor according to rank in that affiliate.
5. Order of rank shall be determined by the total years of experience one has acquired on the Ottawa Unit Executive.
6. The Executive may appoint a replacement to an executive vacancy but shall give consideration to holding an interim election.

### **Section 3 – Salary Benefits for Unit Officers**

1. The Unit President shall be paid an allowance of 23% of A4 maximum in addition to the salary that she/he would earn as a teacher.
2. The Bargaining Unit Vice-presidents shall be paid an allowance of 10.5% of A4 maximum in addition to the salary that he/she would earn as a teacher.

### **Section 4 – Delegates to the Annual General Meeting**

The Supreme Body of the Association is the Annual General Meeting. It is this assembly which makes the policy by which the members are governed. Therefore, the Unit has the responsibility to select the best possible delegates to represent the Catholic teachers of the Ottawa Unit at the Annual General Meeting.

In the selection of delegates, the following guidelines shall be considered:

1. The selection of delegates shall follow the Provincial Handbook. The final selection of delegates shall be the responsibility of the Unit Executive in the following order of priority:
  - a) Executive members;
  - b) committee members;
  - c) staff representatives;
  - d) membership at large.
2. Notwithstanding the above:
  - a) occasional teachers shall be appointed as specified in the Provincial *Handbook*;
  - b) where a delegate(s) is/are generated as a result of the occasional teacher(s) membership in the Unit, such delegate(s) shall be an occasional teacher(s);

- c) the Unit Executive shall select the occasional teacher delegate(s) from name(s) forwarded by the Occasional Teachers Bargaining Unit Executive to meet the Unit deadlines;
  - d) should no occasional teacher delegate(s) be forwarded according to (iii), the number of occasional teacher delegates(s) generated by (ii) shall be incorporated with the Unit delegate representation;
  - e) if no member of the Occasional Teacher Bargaining Unit is chosen by the Unit to be a voting delegate to the Annual General Meeting, the Occasional Teachers' Bargaining Unit shall be entitled to send an observer to the Annual General Meeting at Association expense;
  - f) at least 10% of the number of delegates assigned to the Elementary and Secondary Bargaining Units as per the Provincial Handbook, truncated to the nearest whole number, shall be selected from members at large. In the event that there are insufficient applications from members at large, vacant spaces shall be assigned in the order specified above;
  - g) notwithstanding f) above, the Executive may select more than 10% from the members at large in the event that there are insufficient applications from Executive members and committee members/staff representatives.
3. Applications for delegates shall be sent out for posting in the schools at least two (2) weeks prior to the Thursday before the Christmas Holidays.
  4. Applications for delegates to the AGM must be submitted by 4:00 p.m. on the second to last Thursday before the Christmas Holidays. Late applications shall only be considered (in order of receipt) if there are vacant positions after all eligible applicants received by the deadline have been appointed.
  5. If a sufficient number of applications to the AGM are not received on the second to last Thursday before the Christmas Holidays, then a second request for applicants will be sent out on the following day (Friday). This second round of applications to the AGM must be submitted by 4:00 p.m. on the last Thursday before the Christmas Holidays.
  6. The final approval and selection of all delegates shall be the responsibility of the Unit Executive.
  7. The selection of delegates by the Unit Executive should be completed at a January Executive meeting.

8. Selection of delegates from committee members, staff representatives or members at large as specified in 1. above, shall be by lot if the number of applicants exceeds the number of available delegate positions.
9. All delegates and alternates are obliged to attend all sessions, except in cases of emergency as approved by the head of the delegation.
10. Members at large shall not attend two (2) years in a row unless they are selected from the *alternates'* list.
11. Those members who qualify and are not selected may have their names placed on the *alternates'* list.
12. Members who must withdraw from AGM shall be replaced by names from the *alternates'* list.

#### **Section 5 – Delegates to Other Conferences**

1. Delegates to all OECTA sponsored conferences shall be members of OECTA Ottawa.
2. When selecting delegates for conferences where a committee is established in the Unit (e.g. Images Conference), at least one delegate to the conference shall be selected from the committee (starting with the Chairperson).
3. Members must;
  - a) apply by the deadline;
  - b) have not attended two (2) years in a row unless there are spaces available;
  - c) names will be selected by lot;
  - d) in the case of the Secondary Schools Conference, delegates will be selected from each high school and program department.
4. Every effort will be made to choose delegates from a variety of schools.

#### **Section 6 – Expenses**

1. The Unit Executive shall receive and control all finances.
2. All expenses shall be paid in accordance with the provincial guidelines.

3. The Unit Executive may refuse to reimburse a member for any personal expense beyond provincial guidelines or for any other expense related to Unit business, unless other arrangements have been agreed upon by the member and the Executive.
4. All claims must be submitted within ninety (90) days to the treasurer.
5. Mileage will be paid to committee members upon receipt of an itemized claim. This will be extended to those committee members attending authorized meetings and conducting authorized committee business.
6.
  - a) the hotel accommodation expense allowance is based on single occupancy: members are encouraged to use shared accommodation whenever possible;
  - b) when making hotel reservations, members are expected to request and use the corporate rate available to OECTA members at many hotels.
7. Each year the treasurer shall submit the most recent Financial Policies and Procedures manual to the Unit Executive for approval.

## **Section 7 – Speakers’ Bureau**

### **1. General Guidelines**

- a) members of the Speakers’ Bureau shall be approved by the Unit Executive;
  - b) ordinarily recruitment of members to the Speakers’ Bureau shall be done in writing in June of each year or as the need arises.
2. Members of the Speakers’ Bureau perform a valuable service to the Catholic teachers of Ottawa. Members of the Speakers’ Bureau agree to continually develop skills and knowledge of parliamentary rules with a focus on improving the deliberative process at meetings, while remaining neutral about the issues involved.
3. Appointees to the Speakers’ Bureau agree to continually develop skills and knowledge of parliamentary rules with a focus on improving the deliberative process at meetings, while remaining neutral about the issues involved.
4. The imperative of each Speaker, when in the role of Chair, is to facilitate a process that will enable the assembly to efficiently and effectively express its will, to give every member a fair hearing, and to maintain an appropriate tone and pace for the meeting.
5. The basic parliamentary principles that will guide the Speaker in the performance of his/her duties are:
  - a) justice and courtesy for all;

- b) do only one thing at a time;
  - c) the majority rules;
  - d) the minority has a right to be heard;
  - e) there must be equality among members;
  - f) the right to information must be guaranteed;
  - g) full discussion must be assured;
  - h) the parliamentary process must be fair, equitable, understood, and consistent.
6. Members of the Speakers' Bureau are available to provide their experience and expertise on parliamentary procedure to the membership as a whole and to act as Speakers at Unit General Meetings.
  7. Members of the Speakers' Bureau shall not serve on the Unit Executive, be chair of a committee, a staff representative, sit on a provincial committee or work group and will refrain from debating or voting on any issue at the Unit level during their appointment.
  8. Members of the Speakers' Bureau also agree not to hold, or run, for any political office at the unit or provincial level during their appointment. They also agree to resign from the Bureau if they accept any assignment that would make them responsible to elected officers at the unit or provincial level.

### **Section 8 - Association Representatives**

1. Each staff shall elect its representatives by September 15 of each year.
2. To qualify as a candidate for Association representative, a teacher shall be on staff at the time of the election.
3. In electing an Association representative, the teacher elected, must have a permanent contract with the Board.

### **Section 9 - Committees**

The following shall apply to all committees of the Unit:

1. chairpersons shall be appointed by the Executive;
2. members of all committees shall be appointed by the Executive;

3. each committee shall report through its Executive liaison to the Executive;
4. each committee shall be responsible to the Executive;
5. chairpersons shall present to the Finance Committee or treasurer, in writing, a budget report for the upcoming year by March 31;
6. all financial transactions conducted by committees shall be directed to the Unit treasurer;
7. all committees shall seek approval of all meetings from the Unit Executive;
8. in general, each committee shall be made up of members. An Executive liaison member shall be assigned to each committee by the Executive;
9. the committees shall take office on September 1 of each year, or at the time of appointment after September 1;
10. members of each committee shall receive copies of the minutes of their respective meetings;
11. committee Executive liaisons shall present the report of committee meetings to the Executive for appropriate action;
12. the Unit Executive may establish committees as necessary;
13. the Finance Committee shall be formed at the September Executive meeting;
14. the treasurer shall serve as a member of the Finance Committee.

### **Section 10 – Unit Directory**

1. Under the direction of the Unit President, the Unit office manager shall be responsible for the update and publication of the Unit Directory.

### **Section 11 – Amendments to Procedures**

1. Procedures may be established, amended or rescinded by:
  - a) a two-thirds (2/3) vote of the membership present at a Unit General Meeting, provided notice has been given at least ten (10) days prior to the Unit General Meeting;
  - b) a nine-tenths (9/10) majority of the Unit Executive, subject to ratification at the next Unit General Meeting, has been obtained (reference to 1.a).

