

# Unit By-Laws

## 2010 - 2011

of

# The Toronto Elementary Catholic Teachers

*September 2010*

# 2010-2011 UNIT BY-LAWS OF THE TORONTO ELEMENTARY CATHOLIC TEACHERS

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# 2010-2011 UNIT BY-LAWS OF THE TORONTO ELEMENTARY CATHOLIC TEACHERS

## ARTICLE I - UNIT

### SECTION 1

- (a) The Head Office of the Toronto Elementary Catholic Teachers of the Ontario English Catholic Teachers' Association is 951 Wilson Avenue, Condominiums #11 and #12, North York, Ontario, M3K 2A7.
- (b) This unit shall consist of the elementary school teachers who are members of the Ontario English Catholic Teachers' Association and employed by the Toronto Catholic District School Board.
- (c) The Toronto Elementary Catholic Teachers Unit logo is the property of the Toronto Elementary Catholic Teachers Unit – OECTA and shall be used solely by the Unit.

### SECTION 2

The executive of the unit shall consist of:

- president
- immediate past president
- first vice-president
- second vice-president
- third vice-president
- secretary
- treasurer
- Councilors.

### SECTION 3

- (a) The unit executive shall be elected at a general meeting of the unit. This meeting shall take place before June 30th of each year. The officers shall take office on July 1<sup>st</sup> of each year. Sub-unit presidents shall be considered to be elected as Councilors of the unit. The unit president shall serve on a fulltime basis. The unit first vice-president shall serve on a full-time basis. The second vice-president shall serve on a full-time basis. The third vice-president shall serve on a full time basis.
- (b) The unit executive shall hold at least three unit meetings each year, one in each school term, and shall notify the members and the provincial office at least one week prior to such meetings.
- (c) The unit president, first vice-president, second vice-president, third vice-president, secretary, and treasurer shall be elected for a two-year term commencing with the 2007 Toronto Elementary Catholic Teachers' Annual General Meeting. The treasurer shall be elected to a one year term at the 2006 Toronto Elementary Catholic Teachers' Annual General Meeting.
- (d) The president may serve for a maximum of two consecutive terms and until his/her successor is elected. After his/her successor is elected, he/she is once again free to stand as a candidate for any position.
- (e) To qualify as a candidate for unit president, for first vice-president, or for second vice- president, a nominee shall hold a permanent teaching contract with the Toronto Catholic District School Board.
- (f) The president's salary, allowances and benefits shall be 150% of a teacher's salary in Category A-4 (Maximum) of the Collective Agreement on the 1st of September following the election or 125% of the salary the individual would have earned in his/her previous position, whatever is the greater.
- (g) The first vice-president's salary, allowances and benefits shall be 125% of a teacher's salary in Category A-4 (Maximum) of the Collective Agreement on the 1st of September following the election, or 110% of the salary the individual would have earned in his/her previous position, whatever is the greater.
- (h) The second vice-president's salary, allowances and benefits shall be 105% of a teacher's salary in Category A-4 (Maximum) of the Collective Agreement on the 1st of September following the election, or 105% of the salary the individual would have earned in his/her previous position, whatever is the greater.

- (i) The third vice-president's salary, allowances and benefits shall be 100% of a teacher's salary in Category A-4 (Maximum) of the Collective Agreement on the 1<sup>st</sup> of September following the election, or 100% of the salary the individual would have earned in his/her previous position, whatever is greater.
- (j) It is understood that "the salary the individual would have earned in his/her previous position" as referenced in Article 1 – Unit, Section 3 (f), (g), (h) and (i) is defined as the salary the individual would have earned in his/her previous teaching position as a teacher with the Toronto Catholic District School Board.

#### **SECTION 4 - DUTIES OF ALL UNIT EXECUTIVE MEMBERS**

The duties of all unit executive members shall be:

- (a) to attend executive, joint executive, staff representative and general meetings;
- (b) to attend meetings of committees on appointment as a member;
- (c) to attend Toronto Catholic District School Board meetings as assigned;
- (d) to support executive decisions.

#### **SECTION 5 - DUTIES OF THE UNIT EXECUTIVE**

The duties of the unit executive shall be:

- (a) to promote the interests of the association;
- (b) to report, in writing, to the provincial executive any case of unprofessional conduct alleged against any member of the unit, and at the same time, to send said member a copy of the report;
- (c) to receive and consider reports of alleged unfairness on the part of the school board or any professional difficulties between members of the staff and, if necessary, to work with the Provincial Counselling and Member Services department to secure settlement;
- (d) to refer to the provincial association all questions requiring legal advice;
- (e) to encourage each school staff to be represented by an experienced, responsible member;
- (f) to fill vacancies in the membership of the unit executive;
- (g) to choose and prepare the delegates and alternate delegates to the provincial Annual General Meeting and other conferences;
- (h) to supervise the compilation of the unit budget and authorize and approve unit expenses;
- (i) to appoint a communications officer to promote and publicize the activities of the association;
- (j) to appoint an Occupational Health and Safety Inspector(s);
- (k) to review the status of any member of the unit executive who has been absent from three (3) consecutive meetings where executive attendance is required;
- (l) to remove from office any member of the unit executive who fails to, or is unable to, perform the duties inherent in their office. This shall be done by a two-thirds vote of the unit executive, provided at least ten (10) days written notice of such impending action shall have been given. Such member, if removed, may appeal to the unit membership at its next general meeting;
- (m) to review the status of any member of a unit committee who has been absent from three (3) consecutive committee meetings;
- (n) to borrow funds on behalf of the unit only if such action is authorized by the provincial executive;
- (o) to appoint unit committee chairpersons. This shall be done not later than the June executive meeting whenever possible;
- (p) to review annually the terms of reference/duties of all committees, and to recommend and/or approve such, as appropriate;
- (q) to appoint all members of unit committees and to fill vacancies in the membership of unit committees when appropriate;
- (r) to receive committee reports and take whatever action it deems necessary;
- (s) to keep informed and seek advice from any member of the unit who may be an Ontario English Catholic Teachers' Association provincial executive officer, chairperson of a provincial committee, or serving on the Ontario Teachers' Federation Board of Governors;
- (t) to have the unit budget approved by the membership by October 31st of each year;
- (u) to have a representative at all Toronto Catholic District School Board meetings and Toronto Catholic District School Board committee meetings whenever possible to keep the executive informed;
- (v) to provide advice to the representative of the Council of Presidents before each Council of Presidents' meeting;
- (w) to monitor, assess, and respond to all educational issues on behalf of the membership, where deemed appropriate;

- (x) to send to all schools prior to the Toronto Elementary Catholic Teachers Annual General Meeting the agenda and copies of the committee reports of the Toronto Elementary Catholic Teachers;
- (y) to pay all accounts by cheque signed by any two of the following: the president, the treasurer, a designate approved by the unit executive;
- (z) to prepare, and review annually, a handbook for incoming sub-unit presidents and treasurers.
- (aa) to request release time for the treasurer for a half day each month;
- (ab) to consider any request for participation by any outside agency or by any individual;
- (ac) to ensure that executive members receive training in Human Rights issues on a timely basis;
- (ad) to forward copies of the minutes of executive meetings to the staff representatives in the schools/worksites;
- (ae) to request release time of up to one day per term for each sub-unit for sub-unit business;
- (af) to ratify the appointment of Staff Representatives;
- (ag) to appoint TECT representatives to non-unit committees as necessary;
- (ah) to ensure that the Toronto Elementary Catholic Teachers Unit logo appears on all official unit communications.
- (ai) to annually determine an appropriate honorarium for staff representatives.
- (aj) to appoint a Safe Schools Release Officer under the following stipulations:
  - i) The Safe Schools Release Officer shall serve on a full time basis;
  - ii) The Safe Schools Release Officer salary, allowances and benefits shall be 100% of a teacher's salary in Category A-4 (Maximum) of the Collective Agreement on the 1<sup>st</sup> of September following the appointment
  - iii) The Safe Schools Release Officer shall be responsible for:
    - i) better protecting our members from all types of harassment and violence; and
    - ii) other duties as assigned by the president.

## **SECTION 6 - DUTIES OF THE UNIT PRESIDENT**

The duties of the unit president shall be:

- (a) to represent the unit membership, both collectively and individually;
- (b) to be the official spokesperson of the Toronto Elementary Catholic Teachers;
- (c) to prepare an agenda for unit executive meetings;
- (d) to call executive meetings;
- (e) to call unit meetings, preside thereat, and plan the program thereof;
- (f) to be the chairperson of the Executive Liaison Committee;
- (g) to be an ex-officio member of all committees;
- (h) to prepare with the unit treasurer a proposed budget which shall be submitted to the unit Finance Committee;
- (i) to be one of the signing officers of the unit;
- (j) to serve as a resource to the sub-unit executives;
- (k) to concentrate on those areas deemed appropriate by the unit executive;
- (l) to answer promptly and keep on file all correspondence in accordance to unit executive directions;
- (m) to file and keep in order all unit records;
- (n) to keep on file a record of all unit members;
- (o) to forward to the unit and sub-unit executives the names and addresses of all unit and subunit officers;
- (p) to review and manage the unit's office complement and duties;
- (q) to call where necessary a meeting during the summer break.

## **SECTION 7 - DUTIES OF THE UNIT VICE-PRESIDENTS**

The duties of the unit vice-presidents shall be:

- (a) to assist the president in the president's duties. In the absence of the president, such duties shall be performed by the vice-presidents in order of rank or in their absence, by one of the Councilors;
- (b) to call a mandatory meeting of the unit if the president fails to do so. The vice-presidents in order of rank shall call the meeting and notify the unit president of this action;
- (c) the duties of the first vice-president in addition to those above, shall be:
  - i) to serve as a member of the executive liaison committee;
  - ii) to act as a contact person for the sub-unit and school staffs;
  - iii) to be an ex-officio member of committees as designated by the president or the executive;
  - iv) to serve on at least one Joint Teacher/Board committee;

- v) to be one of the signing officers of the unit.
- (d) The duties of the second vice-president in addition to (a) and (b) above, shall be:
  - i) to serve as Communications Officer of the Unit;
  - ii) to represent the unit on the Central Professional Development Committee.
  - iii) to keep on record and make available to the unit executive the minutes of sub-unit meetings and the minutes of all unit committee meetings;
  - iv) to bring questions and concerns from unit committees to the attention of the president.
  - v) to organize and co-ordinate Unit Professional Development activities and/or Association Education activities and to assist and advise the sub-units on such activities;
  - vi) to co-ordinate/organize Joint projects/activities;
  - vii) to assist unit committees with research;
  - viii) to serve on at least one Joint Teacher/Board committee.
- (e) The duties of the third vice-president, in addition to (a) and (b) above, shall be:
  - (i) to serve on at least one Joint Teacher/Board Committee.
  - (ii) to serve as liaison on at least two TECT Committees.
  - (iii) to serve as Editor of the Metro Voice.
  - (iv) to represent the Unit on the Joint Occupational Health and Safety Committee.
  - (v) to manage and maintain the archival records of the Unit, as directed by the Executive.

### **SECTION 8 - DUTIES OF THE UNIT SECRETARY**

The duties of the unit secretary shall be:

- (a) to record and keep on file the minutes of all executive and general meetings of the unit;
- (b) to forward the minutes to the unit president prior to the next meeting.

### **SECTION 9 - DUTIES OF THE UNIT TREASURER**

The duties of the unit treasurer shall be:

- (a) to receive and acknowledge all money from the provincial treasury;
- (b) to receive and ensure that all monies paid to the TECT Unit through arrangements such as, but not exclusive to, the Johnson Administration Support Agreement Allowance (ASA) and the Johnson ASA General Credit, be added to the Total Operating Budget as a separate budget line in the receipts section and be part of the proposed unit budget presented to the membership for approval at the first general meeting of the year.
- (c) to deposit or cause to be deposited, in the name of the unit all funds in a chartered bank or in an accredited teachers' credit union chosen by the unit executive;
- (d) to be a member of the Finance Committee;
- (e) to prepare with the unit president a proposed budget which shall be submitted to the unit Finance Committee for consideration;
- (f) to be one of the signing officers of the unit;
- (g) to review an account, prepared by the unit bookkeeper, of all funds received and spent;
- (h) to pay or cause to be paid on behalf of the executive all authorized accounts and expenses incurred by the unit;
- (i) to present the unit budget for approval to the membership at the first general meeting of the year;
- (j) to give a detailed annual financial report to the membership at the last general meeting of the year;
- (k) to submit a detailed annual financial report covering operations for the entire fiscal year, audited by a licensed public accountant, to the membership at the first general meeting following such audit and to the provincial office;
- (l) to present a financial statement at all unit executive meetings;
- (m) to receive and review proposed and approved sub-unit budgets;
- (n) to receive monthly bank reconciliations, financial statements and minutes of meetings from the sub-units.
- (o) to ensure that any honorarium paid for travel to the release officers be based on itemized mileage records and/or taxi costs.
- (p) to ensure that all non-members pay the full recovery costs for all unit and sub-unit events, unless otherwise directed by the TECT Executive.

**SECTION 10 - DUTIES OF THE UNIT IMMEDIATE PAST PRESIDENT**

The duties of the unit immediate past president shall be to assist the unit executive in its duties.

**SECTION 11 - UNIT COUNCILORS**

The duties of the unit Councilors shall be to assist the unit executive in its duties.

**SECTION 12 - UNIT REPRESENTATIVE TO THE COUNCIL OF PRESIDENTS**

It shall be the duty of the unit representative to the Council of Presidents to give detailed reports to the unit executive following each meeting of the Council of Presidents and to provide the same information to the sub-units when necessary.

**SECTION 13 - QUORUM - UNIT EXECUTIVE**

A quorum at any meeting of the unit executive shall be two-thirds of the voting members rounded up to the next whole number.

## **ARTICLE II - SUB-UNIT ORGANIZATION**

### **SECTION 1 - SUB-UNITS**

A sub-unit shall consist of members whose school/workplace (if on a leave of absence then it will be the member's last school/workplace) is located in one of the following areas and the sub-units shall be named as follows:

- (i) Etobicoke/York
- (ii) North York
- (iii) Scarborough
- (iv) Toronto/East York

### **SECTION 2 - SUB-UNIT EXECUTIVE**

- (a) The executive of the sub-unit shall consist of:
  - president
  - immediate past president
  - first vice-president
  - second vice-president
  - third vice-president
  - secretary
  - treasurer
  - Councilors.
- (b) To qualify as a candidate, a nominee shall hold a probationary or permanent teaching contract with the Toronto Catholic District School Board.
- (c) Sub-unit officers shall be elected at a general meeting of the sub-unit. This meeting shall take place before June 30th.
- (d) The terms of office of the president and the treasurer shall be two (2) years.
- (e) The sub-units shall be responsible for conducting their elections and shall use the guidelines of Article III Section 2 (p) for the election of sub-unit officers. In extraordinary circumstances, the unit executive shall be responsible for conducting the election of sub-unit officers.

### **SECTION 3 - DUTIES OF ALL SUB-UNIT EXECUTIVE**

The duties of all sub-unit executive members shall be:

- (a) to attend sub-unit executive, staff representative and general meetings;
- (b) to attend meetings of committees on appointment as a member or as executive liaison;
- (c) to support sub-unit executive decisions.

### **SECTION 4 - DUTIES OF THE SUB-UNIT EXECUTIVE**

The duties of the sub-unit executive shall be:

- (a) to promote the interests of the association;
- (b) to refer through the unit executive to the provincial association all questions requiring legal action;
- (c) to appoint chairpersons and committee members of sub-unit committees and fill vacancies in the membership of sub-unit committees when appropriate;
- (d) to annually review the Terms of Reference/Duties of all sub-unit committees, and to recommend/approve such, as appropriate;
- (e) to receive committee reports and take whatever action it deems necessary;
- (f) to encourage each school staff to be represented by an experienced, responsible member;
- (g) to fill vacancies in the membership of the sub-unit executive;
- (h) to appoint, prior to the sub-unit election, a Nominations Committee;
- (i) to supervise the compilation of the sub-unit budget and authorize and approve the subunit expenses;
- (j) to remove from office any member of the sub-unit executive who fails to perform the duties inherent to that office. This shall be done by a two-thirds vote of the sub-unit executive provided at least ten (10) days written notice of such impending action shall have been given. Such member, if removed, may appeal to the sub-unit membership at its next general meeting;

- (k) to have the sub-unit budget approved by the members of the sub-unit at a general meeting held after the Toronto Elementary Catholic Teachers General Budget Meeting and by October 30th;
- (l) to assist the unit executive in the choosing of delegates to the Christian Curriculum Development Conference, and other provincial conferences;
- (m) to establish and maintain liaison with staff representatives;
- (n) to hold general meetings when deemed necessary for the welfare of the sub-unit and when required by association by-laws and procedures;
- (o) to assist the unit executive in the choice and preparation of the delegation to the Annual General Meeting;
- (p) to pay all accounts by cheque signed by any two of the following: the president, the treasurer, a designated member of the subunit executive.
- (q) to appoint Councilors up to a maximum of four at the first meeting of the school year.
- (r) to approve any expenditure over \$500.

#### **SECTION 5 - DUTIES OF THE SUB- UNIT PRESIDENT**

The duties of the sub-unit president shall be:

- (a) to represent the membership of the sub-unit;
- (b) to prepare an agenda for sub-unit executive meetings;
- (c) to call an executive meeting when in the opinion of the sub-unit executive, it is deemed necessary for the welfare of the subunit;
- (d) to serve as Councilor on the unit executive as the major liaison officer between the unit and sub-unit executives;
- (e) to call sub-unit general meetings, preside thereat, and plan the program thereof;
- (f) to serve as a member of the unit Finance Committee;
- (g) to be one of the signing officers of the subunit;
- (h) to answer promptly and keep on file all correspondence in accordance with sub-unit executive directives;
- (i) to file and keep in good order all sub-unit records;
- (j) to forward to the unit president the names and addresses of sub-unit officers;
- (k) to notify the unit president of sub-unit meetings at least one week prior to such meetings.

#### **SECTION 6 - DUTIES OF THE SUB-UNIT VICE-PRESIDENTS**

The duties of the sub-unit vice-presidents shall be:

- (a) to assist the president in the president's duties. In the absence of the president, such duties shall be performed by the vice-presidents in order of rank or in their absence by one of the Councilors;
- (b) to call a mandatory meeting of the sub-unit if the president fails to do so. The vice-presidents in order of rank shall call the meeting and notify the unit president of this action;
- (c) the third vice-president shall keep on record and make available to the sub-unit executive the minutes of all sub-unit committee meetings.

#### **SECTION 7 - DUTIES OF THE SUB-UNIT SECRETARY**

The duties of the sub-unit secretary shall be:

- (a) to record and keep on file the minutes of all sub-unit executive and general meetings;
- (b) to forward the minutes to the sub-unit president prior to the next meeting;
- (c) to forward copies of such minutes to the unit second vice-president.

#### **SECTION 8 - DUTIES OF THE SUB-UNIT TREASURER**

The duties of the sub-unit treasurer shall be:

- (a) to receive and acknowledge all money from the unit treasury;
- (b) to deposit in the name of the sub-unit all funds in a chartered bank or in an accredited teachers' credit union chosen by the sub-unit executive;
- (c) to be a member of the unit Finance Committee;
- (d) to be one of the signing officers of the subunit;
- (e) to keep an account of all money received and spent;

- (f) to pay on behalf of the sub-unit executive all authorized accounts and expenses incurred by the sub-unit;
- (g) to present the sub-unit budget for approval to the membership at the first general meeting;
- (h) to give a detailed annual financial report to the membership at the last general meeting;
- (i) to submit a detailed annual financial report covering operations for the entire fiscal year, audited by the licensed public accountant approved by the unit executive, to:
  - i) the unit treasurer no later than the end of the first week in October
  - ii) the membership at the first general meeting following such audit;
- (j) to present a financial statement at all sub-unit executive meetings.

#### **SECTION 9 - DUTIES OF THE SUB-UNIT IMMEDIATE PAST PRESIDENT**

The duties of the sub-unit immediate past president shall be to assist the sub-unit executive in its duties.

#### **SECTION 10 - SUB-UNIT COUNCILORS**

The duties of the sub-unit Councilors shall be to assist the sub-unit executive in its duties.

#### **SECTION 11 - QUORUM-SUB-UNIT EXECUTIVE**

A quorum of any meeting of the sub-unit executive shall be two-thirds of the members rounded up to the next whole number.

#### **SECTION 12 - SUB-UNIT RELEASE TIME**

Release time of up to one day may be used for sub-unit executive business, funds to come from the sub-unit budget.

## ARTICLE III COMMITTEES / LONGTERM DISABILITY BOARD OF TRUSTEES

### SECTION 1

- A. The following shall apply to all committees of the unit and sub-unit:
- (a) Chairpersons of all committees shall be appointed by the appropriate executive.
  - (b) Members of all committees shall be appointed by the appropriate executive.
  - (c) Each committee shall report through its chairperson to the appropriate executive.
  - (d) Each committee appointed by the executive is responsible to that executive.
  - (e) All budgets of every committee must be approved by the appropriate executive. Any other expenditures must be approved by the appropriate executive.
  - (f) (i) The following shall be designated as unit standing committees:
    - (a) Association Education
    - (b) Awards
    - (c) Benevolent
    - (d) Christian Living
    - (e) Collective Bargaining
    - (f) Communications
    - (g) Deferred Salary Plan
    - (h) Educational Aid
    - (i) see Appendix C
    - (j) Education Policy and Procedures
    - (k) Executive Liaison
    - (l) Finance
    - (m) Human Rights
    - (n) Legislation
    - (o) Medical and Physical Procedures
    - (p) Nominations
    - (q) Occupational Health and Safety
    - (r) Political Advisory
    - (s) Provincial AGM Toronto Elementary Catholic Teachers Hospitality
    - (t) Resolutions
    - (u) Retiring Teachers' Function
    - (v) Special Leaves
    - (w) Staff Allocation
    - (x) Teacher Education
  - (ii) The following shall be designated as sub-unit standing committees:
    - (a) Association Education
    - (b) Benevolent
    - (c) Christian Living
    - (d) Communications
    - (e) Joint Professional Development (Article 17.01 (a) of the collective agreement)
    - (f) Nominations
    - (g) OECTA/TCDSB Professional Development (Joint P.D. Day)
    - (h) Professional Development (sub-unit funding)
    - (i) Social
    - (g) The unit and/or sub-unit executive may approve any ad hoc committee as may from time to time appear necessary.
    - (h) The standing committees shall take office, if possible, on July 1<sup>st</sup> of each year.
    - (i) Any committee wishing to meet with persons or organizations outside the association must have the authorization of the appropriate executive.
    - (j) Minutes of the committee meetings must be sent to the appropriate executive member after every committee meeting.

- (k) Ad hoc committees must be dissolved by the unit or sub-unit executive when their work has been completed.
- (l) Each committee shall have one executive member as appointed by the appropriate executive.
- (m) Each committee chairperson shall present a tentative programme and budget request to the appropriate executive by September 15th.
- (n) Chairpersons of the standing and/or ad hoc committees may be invited to the appropriate executive meetings.
- (o) Each committee chairperson shall present a written report, which must conclude with definite recommendations for action, at the appropriate general meeting.

2. The following shall apply to the Long Term Disability Board of Trustees:

- (a) The chairperson shall be appointed by the members of the Board of Trustees.
- (b) The appointment shall be approved by the appropriate executives.

**SECTION 2 - TERMS OF REFERENCE/DUTIES OF STANDING COMMITTEES**

- (a) Association Education (unit and sub-unit)
  - (i) to be responsible for the education of the membership about the aims, objectives, by-laws and constitution of our association and familiarize the membership with parliamentary procedure;
  - (ii) unit: to conduct a staff representatives' conference in September of each school year;
  - (iii) sub-unit: to conduct a minimum of one staff representatives' conference to be held early in the calendar year.
- (b) Awards
  - (i) to solicit nominations for unit awards
- (c) Benevolent (unit and sub-unit)
  - (i) to be responsible for appropriate tributes for illness or bereavement within the membership;
- (d) Christian Living (unit and sub-unit)
  - (i) to provide various opportunities for the membership to gather and promote Christian Fellowship
- (e) Collective Bargaining
  - (i) to research all information pertinent to conditions of service;
  - (ii) to recommend policy and procedure on conditions of service;
  - (iii) to have a general meeting for ratification called by the executive before the agreement becomes official;
  - (iv) to follow procedures as outlined in the provincial negotiations handbook;
  - (v) to seek advice from the provincial office;
  - (vi) to keep the provincial office informed at all stages of negotiations.
- (f) Communications
  - (i) to promote and publicize the activities, philosophies, and issues of the association;
  - (ii) to initiate and maintain liaison with all standing and ad hoc committees of the Toronto Elementary Catholic Teachers, the sub-units, and the sub-unit executives;
  - (iii) to promote Metro Voice as the main vehicle through which all standing and ad hoc committees of the Toronto Elementary Catholic Teachers Unit, the sub-units, and the sub-unit executives communicate to the members;
  - (iv) to follow the procedures for the publication of Metro Voice as approved by the Unit Executive;
  - (v) to maintain close liaison with the Provincial Communications Officer.
- (g) Deferred Salary Plan
  - (i) to function in accordance with the collective agreement.
- (h) Educational Aid
  - (i) to conduct the domestic aid programs of the unit according to the established criteria of the Toronto Elementary Catholic Teachers executive.
- (i) See Appendix B
- (j) Education Policy and Procedures
  - (i) to study current and proposed policies of the Toronto Catholic District School Board as they may affect members of OECTA, Toronto Elementary Catholic Teachers.
- (k) Executive Liaison
  - (i) to discuss with the appropriate senior staff any items presented by the membership that arise from the needs or concerns of school staffs that deal with areas not under negotiations or grievance proceedings;

- (ii) to present such items to the unit executive for discussion before presentation to the Director of Education.
- (l) Finance
  - (i) to consider the financial position of the unit prior to the unit general meetings and report such position to the executive;
  - (ii) to assist the unit executive in preparing the unit budget;
  - (iii) to act as financial advisor to the executive;
  - (iv) to annually make recommendations to the May executive meeting regarding transfer of general funds to the reserve fund.
- (m) Human Rights
  - (i) to act as liaison with the Toronto Catholic District School Board Affirmative Action Committee;
  - (ii) to develop programmes and provide workshops for the membership;
  - (iii) to communicate issues and problems to the membership;
  - (iv) to recommend positions that help advance the cause of equal opportunity in society at large.
- (n) Legislation
  - (i) to study and report on all matters pertaining to the unit by-laws, statements of policy and procedures;
  - (ii) to request and to receive all resolutions for consideration at the unit Annual General Meeting;
  - (iii) to inform the general membership through the regular channels of all resolutions seven (7) days prior to the unit annual general meeting;
  - (iv) to annually cause the printing, and the posting on the TECT website, of the complete updated by-laws.
  - (v) to review the unit by-laws, statements of policy and procedures and to make housekeeping recommendations to the TECT Executive where changes are deemed necessary.
- (o) Medical and Physical Procedures
  - (i) to function in accordance with the collective agreement.
- (p) Nominations (unit and sub-unit)
  - (i) to receive in writing nominees for the appropriate executive offices by the last Friday in April;
  - (ii) to prepare a slate of nominees for the offices of president, first vice-president, second vice-president, third vice-president, secretary, and treasurer, representative to the Council of Presidents and councilors where applicable;
  - (iii) to seek out nominees with a view to having at least two (2) nominees for each office;
  - (iv) to ensure that the slate of nominees shall be in all schools in the unit or sub-unit at least seven (7) days prior to the appropriate annual general meeting;
  - (v) to send to each staff representative a resume of the background and qualifications of each nominee;
  - (vi) to place the slate of nominees early on the agenda of the annual general meeting;
  - (vii) to ensure that at sub-unit annual general meetings only, additional nominations may be made from the floor with the consent of the nominee;
  - (viii) to ensure that candidates or their representatives may speak for two (2) minutes at the general meeting;
  - (ix) to conduct elections by ballot at said meeting, a plurality vote shall elect;
  - (x) to select at least three (3) members to act as scrutineers to distribute, collect and tally the ballots. The chairperson shall announce the count of the votes for each candidate and shall introduce the new executive before the adjournment of the general meeting.
- (q) Occupational Health and Safety
  - (i) to function in accordance with the collective agreement.
- (r) Political Advisory
  - (i) to act as a liaison between the provincial committee and the unit executive;
  - (ii) to educate and query the membership with regard to the issues of concern;
  - (iii) to make available information necessary to allow the membership to make educated political decisions.
- (s) Professional Development (sub-unit)
  - (i) to plan and organize in conjunction with the Toronto Catholic District School Board any jointly sponsored Board-wide professional development days;
  - (ii) to keep informed on issues, trends and problems in the areas of professional development and curriculum;
  - (iii) to identify members' needs and desires in professional development and recommend actions that the association may pursue to satisfy these;

- (iv) to encourage involvement of teachers in the process of professional education at the local level and assist the professional development co-ordinating committee chairperson;
- (v) to work, where possible, in conjunction with the appropriate department of the Toronto Catholic District School Board.
- (t) Provincial AGM Toronto Elementary Catholic Teachers Hospitality
  - (i) to prepare and host the social activities for the Toronto Elementary Catholic Teachers Unit at the provincial annual general meeting.
- (u) Resolutions
  - (i) to receive all resolutions submitted from school staffs, unit executive, unit committees, subunit executive or individuals;
  - (ii) to present its report to a general meeting of the unit by December 7<sup>th</sup>, of each year;
  - (iii) to receive resolutions submitted no later than fourteen (14) days before the consideration of late resolutions with the approval of those present at the Unit General Meeting;
  - (iv) to allow a consideration of late resolutions with the approval of those present at the Unit General Meeting;
  - (v) to submit resolutions to the unit for publications;
  - (vi) to forward the unit's resolutions to the Provincial Legislation Committee not later than 90 days prior to the Annual General Meeting.
- (v) Retiring Teachers Function
  - (i) to plan and carry out a function to honour the association members who retire each year;
  - (ii) to prepare applicable anecdotes of retirees;
- (w) Social (sub-unit)
  - (i) to be responsible for organizing social activities for the membership.
- (x) Special Leaves
  - (i) to function in accordance with the collective agreement.
- (y) Staff Allocation
  - (i) to function in accordance with the collective agreement.
- (z) Teacher Education
  - (i) to assist the unit-appointed representative to the Provincial Teacher Education Network in forging links with the Faculties of Education;
  - (ii) to provide assistance to beginning teachers and associate teachers.

### **SECTION 3 - LONG TERM DISABILITY PLAN BOARD OF TRUSTEES**

The duties of the Board shall be as follows:

- (i) to administer the Metro Catholic Teachers' Long Term Disability Plan, under the direction of the Joint Executives of Toronto Elementary Catholic Teachers, OECTA, and Toronto Secondary Unit, OECTA;
- (ii) to adhere to the LTD Terms of Administration as approved by the aforementioned Joint Executives.

## ARTICLE IV STAFF REPRESENTATIVES

### SECTION 1

- (a) Each staff shall elect its staff representatives for the following school year by June 20th of the previous school year, and forward the name immediately to the unit executive. The alternate(s) shall be elected by September 15th of each school year.
- (b) In the event that an elected staff representative is unable to, or fails to, carry out the duties inherent in the office, the staff may elect a new staff representative.
- (c) To qualify as a candidate for staff representative, a teacher must be on staff at the time of the election.
- (d) In electing a staff representative, it is strongly recommended that the teacher have a permanent contract with the Toronto Catholic District School Board.
- (e) Upon receipt of an itemized claim, travel expenses shall be paid to Staff Representatives for attendance at authorized Staff Representative Meetings.

### SECTION 2

It shall be the duty of staff representatives:

- (a) to attend all meetings for representatives called by the unit executive or appropriate sub-unit executive. In the event that the elected representative is unable to attend, an alternate shall be sent;
- (b) to bring to the attention of the appropriate executive matters requiring attention as requested by staff members;
- (c) to bring to the attention of staff members all communications received from the sub-unit executives and unit executive;
- (d) to act upon notices as directed;
- (e) to act as direct liaison between the executives and staff members by:
  - i) ensuring that all minutes of general and executive meetings are retained in the TECT-OECTA binder and are available to TECT-OECTA members in the school;
  - (ii) distributing to the staff members unit and sub-unit information items;
  - (iii) actively promoting and supporting unit and sub-unit activities and services;
  - (iv) calling staff meetings as directed by an executive.
- (f) to act as a liaison between the provincial executive and members of the unit by:
  - (i) distributing to the members Ontario English Catholic Teachers' Association and Ontario Teachers' Federation publications and correspondence;
  - (ii) notifying the appropriate authority regarding any shortages thereof;
  - (iii) actively promoting and supporting the association and its services among members;
- (g) to represent the membership in the school by attending, at the request of a member, any meeting with the school super-ordinate as a witness and to record the proceedings;
- (h) to report to the unit president any contravention or perceived contravention of the Collective Agreement.

## **ARTICLE V UNIT DELEGATES TO THE ANNUAL GENERAL MEETING**

The supreme body of the Ontario English Catholic Teachers' Association is the delegation at the Annual General Meeting. This assembly determines the By-Laws, Policies and Procedures by which we are governed. Therefore, the unit must select the best possible delegates to represent the Catholic Teachers of the Toronto Elementary Catholic Teachers at the annual general meeting.

- (a) Delegate Selection
  - (i) The approval and selection of all delegates shall be the responsibility of the unit executive;
  - (ii) The selection of delegates shall be made according to criteria as established by the Toronto Elementary Catholic Teachers executive;
  - (iii) Each sub-unit may recommend at least eight (8) delegates;
  - (iv) The selection of unit delegates shall be completed by the end of January.
- (b) Subsequent to the Selection of Unit Delegates  
The unit executive must hold at least one (1) workshop to thoroughly acquaint the delegates with their responsibilities.
- (c) Direction to the Unit Delegates  
All delegates must represent the direction of the unit membership, as voted upon, at the Membership Direction to AGM Delegates General Meeting; however, if circumstances at the AGM so require, the President may call a meeting of all TECT delegates and alternates with the intent of altering this direction. Any change to this direction would require an affirmative vote which is equal to or greater than two-thirds of the entire TECT delegation. Failure to fulfill delegate responsibilities shall result in removal from the delegation and/or subsequent forfeiture of all, or part of the per diem, and may jeopardize participation in future Annual General Meetings.
- (d) Delegate compensation  
Grants or allowances shall not be paid from unit funds to members for attendance at conferences or meetings where such expenses are paid to the members by the provincial treasury.
- (e) Subsequent to the AGM  
Under the direction of the unit president, delegates may report to the unit membership the general outcome of issues and key resolutions.

## ARTICLE VI FINANCES

### SECTION 1

- (a) All expenses shall be paid in accordance with Procedures VIII (3) of the Ontario English Catholic Teachers' Association Handbook.
- (b) The unit executive shall receive and control all finances.
- (c) Each sub-unit shall receive from the unit treasury a grant of 30% of the provincial fee return to the unit, less any funds over five hundred dollars not expended from the previous year's budget. The grants shall be paid following submission of an audited statement for the previous fiscal year to the unit executive.
- (d) The unit Finance Committee shall have access, whenever necessary in their opinion and at their convenience, to the sub-unit financial records and may make recommendations regarding sub-unit financial matters.

### SECTION 2 - RESERVE FUND

- (a) The unit executive shall maintain a reserve fund administered by the unit executive for the benefit of the members, who hold a permanent or probationary teaching contract with the Toronto Catholic District School Board.
- (b) The object of the reserve fund shall be to provide a financial base for long term/special projects.
- (c) The reserve fund shall be maintained by providing in the annual budget an amount equivalent to a minimum of one dollar (\$1.00) for each member of Toronto Elementary Catholic Teachers in June of the previous school year and such other amounts not needed for normal operations of the unit. In any case, monies in excess of the 20% carry over to a new financial year shall be diverted to the reserve fund.
- (d) The reserve fund shall be administered by the unit executive. It shall have full power to dispense the fund according to the provisions of this section.
- (e) The treasurer shall provide to the unit executive and to the membership regular financial reports on the reserve fund.
- (f) All funds shall be deposited in a chartered bank.
- (g) From time to time funds shall be invested at the discretion of the unit executive in other investments.
- (h) Interest earned and capital gains made shall be added to and form part of the fund. Capital losses shall be charged to the fund.
- (i) The treasurer will bring the reserve fund investment proposals to the executive at a May meeting.

## ARTICLE VII CORPORATION

### INCORPORATION

BE IT ENACTED AND IT IS HEREBY ENACTED as a by-law of THE ONTARIO ENGLISH CATHOLIC TEACHERS' ASSOCIATION - Toronto Elementary Catholic Teachers is hereinafter called the "Corporation".

### DEFINITIONS

"Corporation" means the corporation incorporated under the Corporation Act of Ontario by letters patent under the name "The Ontario English Catholic Teachers' Association –Toronto Elementary Catholic Teachers." "Letters Patent" means the Letters Patent issued by the Minister of Consumer and Commercial Relations on the 16th day of June, 1988, to THE ONTARIO ENGLISH CATHOLIC TEACHERS' ASSOCIATION - Toronto Elementary Catholic Teachers. "Member" shall mean an elementary teacher who holds a probationary or permanent contract with the Toronto Catholic District School Board. "Director" shall mean a member of the Management Committee. "Board" shall mean the Management Committee of the Corporation.

### BUSINESS OF THE CORPORATION

- (a) Head Office  
The Head Office of the Corporation shall be 951 Wilson Avenue, Condominiums #11 and #12, North York, Ontario, M3K 2A7.
- (b) Unemployment Insurance Commission Rebate  
The EI Rebate is to be used for the operating costs of the corporation.
- (c) The Unit Executive may allocate funds from the Corporation for long term/special projects. Any such allocation will be presented as part of the TECT Unit Budget.

### DIRECTORS

- (a) Board of Directors  
The affairs of the Corporation shall be managed by the Management Committee, which shall consist of the Directors of the Corporation each of whom at the time of his/her election/appointment through his/her term of office, shall be a member of the Corporation in good standing, and over the age of eighteen years.
- (b) Number of Directors:  
Until changed by special resolution or amending articles the number of Directors of the Corporation shall be and each Director of the Corporation shall hold such position by virtue of his/her election/appointment to one of the following offices of the Corporation:
  - (i) President of the Toronto Elementary Catholic Teachers;
  - (ii) Past-President of the Toronto Elementary Catholic Teachers;
  - (iii) First Vice-President of the Toronto Elementary Catholic Teachers;
  - (iv) Second Vice-President of the Toronto Elementary Catholic Teachers;
  - (v) Third Vice-President of the Toronto Elementary Catholic Teachers;
  - (vi) Treasurer of the Toronto Elementary Catholic Teachers;
  - (vii) Secretary of the Toronto Elementary Catholic Teachers;
  - (viii) Four Councilors (sub-unit presidents) of the Toronto Elementary Catholic Teachers;
  - (ix) Two members at large appointed by the Toronto Elementary Catholic Teachers.

## **ARTICLE VIII GENERAL MEETINGS**

- (a) The unit shall hold the following General meetings:
  - Budget Meeting in October
  - Toronto Elementary Catholic Teachers Resolutions to Provincial AGM in November
  - Membership Direction to AGM Delegates in February/March
  - Toronto Elementary Catholic Teachers Annual General meeting in May/June
- (b) The dates for these meetings shall be established by the executive and published by the end of September.
- (c) Notification of each meeting shall be sent to the teachers at least seven days prior to the meeting date.
- (d) The executive may call special general meetings under the following conditions:
  - (i) where possible, notice of such a meeting shall be sent to teachers at least seven (7) days prior to the meeting date;
  - (ii) notice of such a meeting must include the purpose of the meeting, the place and the time;
  - (iii) under extraordinary circumstances teachers shall be given notice not less than 24 hours prior to a special general meeting.

## **ARTICLE IX AMENDMENTS TO BY-LAWS**

The Toronto Elementary Catholic Teachers Bylaws may be amended by:

- (a) a two-thirds vote of the members present and voting at the Annual General Meeting and qualified to vote thereat provided that notice of the proposed amendment shall have been submitted to the Legislation Committee not later than 30 days prior to that general meeting and shall have been sent to the membership through a unit publication distributed through the regular channels, at least seven (7) days before that Annual General Meeting;
- (b) a unanimous vote of the members present at the Annual General Meeting and qualified to vote thereat if previous notice of the proposed amendment has not been given.

## APPENDIX A POLICIES AND PROCEDURES OF THE TORONTO ELEMENTARY CATHOLIC TEACHERS

### SECTION 1 – POLICIES / BY-LAWS

#### UNIT EXECUTIVE

1. Only statutory members of Toronto Elementary Catholic Teachers are eligible to serve on the unit executive. Any executive member who transfers to another unit shall resign from the unit executive.
2. Only statutory members of Toronto Elementary Catholic Teachers who work in a sub-unit are eligible to serve on a sub-unit executive. Any sub-unit executive member who transfers to another sub-unit shall resign from the position.
3. The Toronto Elementary Catholic Teachers executive shall conduct an annual employee review and report to the April unit executive meeting.
4. The unit executive may send members as observers/delegates to a political convention at the discretion of the unit executive.
5. The unit executive may send a representative(s) to a conference at its discretion and subject to the availability of funding.

#### CONFERENCES

1. Provincial Annual General Meeting [Article V]
  - a) Any delegate to the AGM shall personally notify the head of the delegation of any emergency requiring the absence of the delegate from any session(s) prior to leaving the hotel and/or before the next session (reference Article V (c)).
  - b) Any delegate, absent for any session, or part thereof, for any reason will receive the pro-rated portion of the per diem (e.g. hotel room, meals) as calculated by the unit treasurer.
  - c) The unit will make a donation to Toronto Elementary Catholic Teachers candidates running for Provincial OECTA office.
  - d) All delegates must support resolutions brought forward by Toronto Elementary Catholic Teachers as voted upon at the Resolutions General Meeting.
  - e) The delegates' study groups may make recommendations to the executive concerning the Toronto Elementary Catholic Teachers disposition about other resolutions.
  - f) The executive may make recommendations to the membership concerning the Toronto Elementary Catholic Teachers disposition about other resolutions.
2. Funding of Other Unit Members  
All Toronto Elementary Catholic Teachers OECTA functions in the unit are funded for members of Toronto Elementary Catholic Teachers; participation by Non-TECT members in such functions shall be on a cost recovery basis, unless otherwise decided by the Executive.

#### UNIT AND SUB-UNIT ELECTIONS I

Campaign materials for Metro Unit and Sub-Unit Elections.

1. No campaign materials shall be distributed by any candidate, or on behalf of any candidate, using:
  - i) Board Courier Service
  - ii) Board Fax Machines
  - iii) group postings on Board Voice-Mail
  - iv) group postings on Board E-Mail
2. (Unit only) Campaign materials, two sheets per school, as provided by the candidate(s), shall be distributed by the Nominations Chair through the TECT office by means of Board courier service.
3. Election Materials
  - i) shall not include Provincial OECTA, OTF, or Unit logos,
4. Election materials shall not be distributed or posted within the election meeting room.

## UNIT AND SUB-UNIT ELECTIONS II

1. The Chair of Nominations shall arrange for materials inviting nominations to be in school/work sites at least 6 weeks before the Unit General Meeting and the Sub-Unit General Meeting.
2. The nomination form shall include all relevant information from TECT Unit By-Laws and the candidate shall sign to indicate that the candidate has read the policies and procedures.
3. The Nominations Chair shall maintain the confidentiality of any nominations received until the close of nominations.
4. The Nominations Chair shall make all decisions with regard to the conduct of elections. The Chair may consult with the TECT Executive.
5. The Nominations Chair will inform the membership immediately following the close of nominations as to the slate of nominees for the various offices.
6. The candidates may appoint a member to act as scrutineer during the ballot count.
7. The recommended ratio of tellers to members is 50:1.
8. TECT will use ballot boxes for voting at the TECT Unit Election.
9. That the names of all candidates running be displayed before the assembly. Not all names need to appear on a ballot for it to be considered valid.
10. That the Executive and all Nomination Chairs attend the Special Executive meeting on the last Friday in April.
11. That all candidate nominees be encouraged to attend the Special Executive meeting on the last Friday in April.
12. Nomination forms and curricula vitae shall be sent to the TECT Office c/o the respective Unit and Sub-Unit Nomination Chair(s)

## ELECTIONS PROCEDURE

1. A question period of all candidates running for any office of the unit shall be included at any general meeting of the unit/sub-unit when an election is to take place.
  - i) The question period will include all candidates for a ten minute period.
  - ii) The question must be asked of all candidates running for that specific office.
2. If two candidates for an office receive the same number of votes, the balloting shall be repeated for that office as many times as is necessary to obtain a clear result.
3. If quorum has been lost, a special meeting shall be called to complete the election.
4. When repeated balloting for an office is necessary, the names of all candidates for that office shall remain on the ballot.

## COLLECTIVE BARGAINING

1. The unit unequivocally endorses the concept of unit autonomy in collective bargaining.
2. The Unit executive shall determine an appropriate honorarium, at the end of negotiations, for the unit members of the CBC, and an additional honorarium for the Chief Negotiator and the Chairperson.
3. The Teacher Welfare Budget, CBC, shall include a suitable and adequate amount for release time for the Chief Negotiator, the Chairperson, and other members of the CBC as deemed necessary.
4. Negotiating meetings with the TCDSB shall be held on a neutral site.
5. The Toronto Elementary Catholic Teachers executive approves the policies outlined in "Strike Handbook, Metro Toronto Elementary Unit".
6. The unit executive shall direct the sub-unit executives to assist in matters pertaining to or associated with the acceptance or rejection of a collective agreement.

## COMMUNICATIONS

1. The Metro Voice will, upon request, consider advertisements that:
  - i) reflect and support the goals of TECT, as established by the Executive;
  - ii) advance the cause of education; and
  - iii) promote Professional Development and/or services to teachers.

**GRANTS FROM UNIT FUNDS**

## Donations to Striking Groups

The Toronto Elementary Catholic Teachers may financially support:

- (a) teachers' groups on strike;
- (b) groups on strike supported by the provincial executive of OECTA. (See Procedures, Finance).

**MISCELLANEOUS**

1. Extended Day/International Languages
  - (a) The unit endorses the concept of International Languages.
  - (b) The unit is totally opposed to the extension of the school day to accommodate the inclusion of International Languages programs.
  - (c) Schools with an extended day should be dismissed on Professional Activity Days as if they were on a regular school basis.
  - (d) Schools without International Languages Programmes should not be on an extended day. In other words, timetables should reflect 5 instructional hours.
  - (e) The extended day issue will be a regular agenda item for unit executive and General meetings.
2. Smoking
 

The buildings and offices of Toronto Elementary Catholic Teachers shall be smoke free worksites effective September 1, 1997.
3. Dependent Day Care
 

No Toronto Elementary Catholic Teachers OECTA member who participates at any unit conference, workshop, seminar or meeting, (not including Joint meetings, e.g. CBC) and who has dependent children up to fifteen years of age requiring paid care in the absence of the member should be out of pocket for dependent child care. (See Procedures, Finance, #4).
4. Transportation of Students
 

Teachers are advised not to transport students.
5. Admission to Unit General Meetings
 

Any member of the unit may attend a general meeting.
6. Membership
 

The unit affirms the right of all TCDSB English section teachers to membership in the Ontario English Catholic Teachers' Association and Ontario Teachers' Federation.
7. Privatization
  - (a) The Unit is opposed to the privatization of all teaching and educational support positions within the TCDSB. Such positions shall be deemed to include: elementary teachers, secondary teachers, occasional teachers, educational assistants, youth and child care workers, social workers, psychologists, speech language pathologists, caretakers and school secretaries.
  - (b) The unit recognizes the right of all Catholic students to an education in a publicly funded Catholic School.
  - (c) The Unit is opposed to charter schools and to any government policy or action which weakens publicly funded Catholic Schools.
8. Pensions
 

The Unit affirms that all Teacher Pension Plan monies belong to the teachers and retired teachers who have contributed to the Ontario Teachers' Pension Plan.
9. Joint Activities
 

Any joint activities with other units shall be those approved by the TECT unit executive.
10. Unqualified Teachers
 

That the Unit affirm that only qualified teachers should be teaching in our schools.

11. Collection of Fees – Unqualified Instructors  
That fees of any kind should not be deducted from unqualified instructors
12. Executive Study – Unit Teacher-Welfare Officer  
That the Executive study, and take action, if deemed necessary, regarding the establishment of a Unit Teacher-Welfare Officer.

## **COLLECTIVE BARGAINING PROPOSALS**

1. Medical and Physical Procedures
  - (a) The administration of oral medication, injections, lifting and positioning, mobility, feeding and toileting should only be performed by teachers on an emergency basis and the teachers are able to refuse without fear of recrimination.
  - (b) The board should demonstrate adequate insurance coverage for those employees choosing to perform these functions.
2. The Unit is totally opposed to the deployment of uncertified or non-OTF members in any permanent or probationary teaching position including librarian, kindergarten, guidance, vice principal and principal positions.

## **SECTION 2 – PROCEDURES**

### **Unit and Sub Unit Executives**

1. Replacement or Appointment of Officers  
Any replacement(s) or appointments of officers will be in effect for the duration of the term(s) of office. Any time served due to replacement or appointment under this clause shall not be considered a “term” for the purposes of Unit By-Laws Article 1- Unit, Section 3 (d).
2. Replacement of Elected Officers (Unit and Sub-Unit)
  - (a) In the event that the President is unable to fulfill the term of office, the following procedures will be followed:
    - (i) The First Vice-President assumes the office of President;
    - (ii) In the event that the First Vice-President is unable or unwilling to assume the office of President, the Second Vice-President shall assume the office of President;
    - (iii) In the event that the Second Vice- President is also unable to assume the President's office, the Third Vice-President shall assume the office of President;
    - (iv) In the event that none of the Vice- Presidents in i) to iii) above are able or willing to assume the office of President the executive shall advertise the position, interview selected applicants and appoint a member to the position.
  - (b) In the event that the First Vice-President is unable or unwilling to fulfill the term of office, the following procedures will be followed:
    - (i) The Second Vice-President will assume the office;
    - (ii) If the Second Vice-President is unable or unwilling to assume the office of the First Vice-President, the Third Vice-President shall assume the office;
    - (iii) In the event that neither the Second nor Third Vice-Presidents are able or willing to assume the office of First Vice-President, the executive shall advertise the position, interview selected applicants, and appoint a member to the position.
  - (c) In the event that the Second Vice-President is unable or unwilling to fulfill the term of office, the following procedure will be followed:
    - (i) The Third Vice-President shall assume the office;
    - (ii) If the Third Vice-President is unable or unwilling to assume the office, the executive shall advertise the position, interview selected applicants and appoint a member to the position.
  - (d) In the event that the Third Vice-President is unable or unwilling to fulfill the term of office, the following procedure will be followed:
    - (i) The Treasurer shall assume the office;
    - (ii) If the Treasurer is unable or unwilling to assume the office, the Secretary shall assume the office;

- (iii) In the event that neither the Treasurer nor the Secretary are able or willing to assume the office of Third Vice-President one of the councilors shall be appointed by the Executive to the position of Third Vice-President.
- (iv) In the event that none of the councilors is able or willing to assume the office of Third Vice-President, the executive shall advertise the position, interview selected applicants, and appoint a member to the position.
- (e) In the event that the Treasurer is unable or unwilling to fulfill the term of office, the following procedure will be followed:
  - (i) The Secretary shall assume the office;
  - (ii) If the Secretary is unable or unwilling to assume the office of Treasurer, one of the councilors shall be appointed by the Executive to the position of Treasurer;
  - (iii) In the event that none of the Councilors are able or willing to assume the office of Treasurer, the Executive shall advertise the position, interview selected applicants, and appoint a member to the position.
- (f) In the event that the Secretary is unable or unwilling to fulfill the term of office, the following procedure will be followed:
  - i) One of the councilors shall be appointed by the Executive to the position of Secretary;
  - ii) In the event that none of the councilors is able or willing to assume the office of Secretary, the Executive shall advertise the position, interview selected applicants, and appoint a member to the position

### Office Hours

- (i) The hours of Toronto Elementary Catholic Teachers Office during the school year shall be:  
Monday - Thursday 8:45 am - 5:00 pm  
Friday 8:45 am - 3:30 pm
- (ii) The office is normally closed during the Christmas vacation.
- (iii) The hours during the March Break shall be:  
Monday - Friday 8:45 am - 3:30 pm
- (iv) The hours the week after Canada Day and the week before Labour Day shall be:  
Monday - Thursday 8:45 am - 5:00 pm  
Friday 8:45 am - 3:30 pm
- (v) The hours for the remainder of the summer vacation shall be:  
Monday - Thursday 8:45 am - 4:30 pm  
Friday office closed
- (vi) The TECT office is closed the week of the civic holiday and the week preceding the civic holiday.

### Unit Release Officers

- (a) The President, the First Vice-President, and the Second Vice-President shall work the regular school year plus the week after school closes in June and the week before Labour Day. The Third Vice-President shall work the regular school year.
- (b) The President shall be entitled to 6 weeks vacation. The First Vice-President shall be entitled to 8 weeks vacation. The Second Vice-President shall be entitled to 10 weeks vacation. The Third Vice-President shall be entitled to the vacations allocated to a TCDSB Elementary classroom teacher. Vacation time may not be accumulated from one year to another.
- (c) If it is necessary that any of the release officers take less than the above vacation then the officer shall be compensated on a prorated basis with the approval of the unit executive.
- (d) All release officers shall be entitled to take the regular school Christmas and March Break vacations in addition to statutory holidays.
- (e) The President shall be entitled to take a maximum of two non-consecutive vacation weeks during the school year after consultation with the executive.
- (f) The First Vice-President shall be entitled to take a maximum of one-week vacation during the school year after consultation with the executive.
- (g) The President and First Vice-President shall be entitled to take a minimum of three consecutive weeks vacation during the summer months.
- (h) The release officers shall present to the executive at its first meeting of the school year a projected vacation schedule.

6. Observers at Political Conventions
  - (a) The unit executive shall review the need for an observer(s)/delegates(s) to attend a political convention prior to such convention.
7. Strike Handbook
 

The Toronto Elementary Catholic Teachers executive approves the procedures outlined in the Metro Toronto Elementary Unit Teachers Strike Handbook.
8. CBC Voting Procedures
 

The Toronto Elementary Catholic Teachers executive approves the voting procedures in regard to the CBC as outlined by the Executives.
9. Unit Correspondence
  - (a) Unit members who work in facilities other than schools or board offices can request a copy of any correspondence be forwarded to a school or Board worksite of choice.
  - (b) Unit members on leave can pick up their correspondence at the unit office.
10. Unit Endorsement of Non-Member Groups
  - (a) The content of curriculum materials to be promoted for use in the schools must first be cleared by the Board and the approval be verified in writing to the unit executive.
  - (b) All special requests will be screened by the President and First Vice-President. Appropriate consideration will be presented to the Executive based on the following:
    - (i) Charitable Requests:
    - (ii) Interest Groups: Requests for endorsement will only be considered if they concern the education of teachers and/or children.

## FINANCE

1. Sub-unit Budget
  - (a) Twenty per cent (20%) of the total sub-unit grant will be allocated as a carry over to the next fiscal year. (July 1 - June 30)
2. Grants to Sub-units
  - (a) The Sub-units will receive their grants in four (4) instalments: 40% in November, 20% in January, 20% in March and 20% in May.
3. AGM Per Diem
 

Per Diems for the AGM will be distributed to the Toronto Elementary Catholic Teachers delegates prior to the adjournment of the AGM.
4. Dependent Day Care
 

A Toronto Elementary Catholic Teachers OECTA member may submit a claim for a sum not exceeding \$70.00 per 24 hour period for a maximum hourly rate of \$8.00 for the cost of dependent day care, provided a receipt is submitted. Claims will be honoured until the fund is exhausted. (See Policy, Miscellaneous, #3)
5. Donations to Striking Groups
 

The unit will contribute to striking units in the following way:

  - (a) for OECTA units, an amount deemed appropriate by the unit executive up to \$1.00 per Toronto Elementary Catholic Teachers member;
  - (b) for other affiliates and groups, \$100.00 or an amount deemed appropriate by the unit executive, considering that affiliate's or group's support of the Toronto Elementary Catholic Teachers in the past.
6. Travel Allowance
 

The travel allowance for Toronto Elementary Catholic Teachers members shall be based on the provincial OECTA rate.

7. Any motion involving financial implications shall include the estimated cost and the relevant budget line.

### **UNIT COMMITTEES / LTD BOARD OF TRUSTEES**

1. Membership on CBC, the Occupational Health and Safety, the Joint SAC, the Joint Professional Development Committees and the LTD Board of Trustees:
  - (i) Applicants for the Collective Bargaining Committee, the Staff Allocation Committee, and the Occupational Health and Safety Committee will be interviewed by the unit executive prior to the selection of those committees by the unit executive.
  - (ii) Where it is deemed necessary, the unit executive may appoint members to the above committees without interviewing applicants.

### **PERSONNEL COMMITTEE**

1. Composition
  - i) The Personnel committee is a special standing committee of the unit executive.
  - ii) The members of the Personnel committee shall be the President, First Vice-President, Second Vice-President.
  - iii) The committee shall meet when necessary but not less than once every three months.
2. Terms of Reference
 

The duties of the Personnel Committee shall be:

  - i) to determine the employment requirements of the unit and the Corporation;
  - ii) to develop, review and where necessary, revise, a process for the recruitment and hiring of unit/Corporation employees;
  - iii) to develop, review, and where necessary, terms of employment for the unit/Corporation employees;
  - v) to evaluate and make recommendations to unit/Corporation employees;
  - vi) to develop, review, and where necessary, revise, employment policies for the unit and the Corporation;
  - vii) to seek appropriate advice with respect to employment matters;
  - viii) to assist the President in the retention and maintenance of the unit/Corporation Personnel files and the Personnel Committee files.

### **UNIT AND SUB-UNIT MEETINGS**

1. **Unit Executive and Sub-Unit Executives**
  - (a) The unit executive will call to a meeting at least once in a school year, the unit executive and the four sub-unit executives.
  - (b) The unit president, and the sub-unit presidents will prepare the agenda for the meeting.
2. **General Meetings**
  - (a) The unit executive will publicize a list of General Meeting dates for the year and distribute the list to schools/worksites in the Fall of each year.
  - (b) Toronto Elementary General meetings will start as soon as feasible after school.
  - (c) Roberts Rules of Order shall govern all unit and sub-unit meetings.
3. **Quorum for a Unit General Meeting**

The quorum for a Unit General Meeting shall be 50% + 1 of those present fifteen minutes after the meeting has started.
4. **Admission to Unit General Meetings**
  - (a) At the request of the unit executive, members will be admitted to unit general meetings upon presentation of one of the following: their current Provincial Association Membership Card, a letter from the TECT Staff representative, or a TCDSB pay stub to an official marshal;
  - (b) Guests of the unit executive will be admitted when accompanied by a unit executive member.

**5. Committee Reports at the Toronto Elementary AGM.**

The order of the committee reports will be changed each year in the agenda for the Toronto Elementary AGM except for nominations and legislation.

**6. Use of Outside Premises**

- (a) Any facility not previously used should be viewed for suitability.
- (b) All official bookings should be done by letter, detailing all arrangements and costs.
- (c) Two days prior to the event, arrangements should be double-checked and confirmed.
- (d) The following items should be considered: size of facility and rental cost; accessibility to public transit and the availability of adequate parking; audio-visual systems; comfort considerations; lay-out of tables for material distribution; ventilation and the smoking policy of the location; arrangements for setup and clean-up of the location.

**PROTOCOLS**

The unit president or designate shall develop and update as required, protocols for various unit and sub-unit executive and other officers. Unit or sub-unit protocols shall be adopted as approved by the unit executive.

**SECTION 3 – AMENDMENT TO POLICIES AND PROCEDURES**

The policies and procedures of the Toronto Elementary Unit By-Laws, OECTA may be established, amended or rescinded by:

- (a) a two-thirds majority of the unit executive;
- (b) a two-thirds majority of those present at the unit Annual General Meeting.