

ONTARIO ENGLISH CATHOLIC TEACHERS ASSOCIATION

ONTARIO ENGLISH
Catholic
Teachers
ASSOCIATION

Unit By-laws and Procedures

ONTARIO ENGLISH CATHOLIC TEACHERS' ASSOCIATION

Preamble:

Part A of the Unit By-laws and Procedures below are all referenced in the OECTA Handbook 2023-2024 and are not subject to amendments by the local unit.

Part B of the Unit By-laws and Procedures are discretionary and are subject to amendments by the local unit at their unit annual general meeting.

A. By-Laws

DUTIES OF THE ASSOCIATION

The duties of the Association shall be to protect the rights of members pursuant to the *Labour Relations Act, Occupational Health and Safety Act, Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act* and all applicable legislation.

Article I. General

- 1.1 The name of the Association shall be the Toronto Elementary Catholic Teachers (TECT) hereinafter known as the Unit.
- 1.2 The objectives of the TECT Unit shall be:
 - 1.2.1 To promote the principles of Catholic Education;
 - 1.2.2 to develop a greater understanding among parents, teachers, and students;
 - 1.2.3 to work for the moral, intellectual, religious and professional growth of its members;
 - 1.2.4 to improve the status of the Catholic teaching profession in the region;
 - 1.2.5 to secure for the Unit a leading role in education;
 - 1.2.6 to co-operate with other teacher organizations in improving the standards of education;
 - 1.2.7 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;
 - 1.2.8 to represent members in all matters related to collective bargaining;
 - 1.2.9 to promote full protection of its members under the Ontario Human Rights Code.

Article II. Unit Organization

- 2.1 The Unit shall include the following members:
 - 2.1.1 teachers employed in the Elementary Panel by the Toronto Catholic District School Board in the regular day school program;
 - 2.1.2 elementary teachers employed by the Toronto Catholic district school board seconded to an educational position;
 - 2.1.3 teachers employed by the Toronto Catholic district school board as an occasional teacher for whom the major portion of their work is performed in the elementary panel;

- 2.2 There shall be a minimum of Four (4) General meetings shall be held annually, including the unit annual general meeting.
- 2.3 Robert's Rules of Order shall be used at all unit meetings where they are not inconsistent with the provincial and unit by-laws or any other special rules of order the unit may adopt.
- 2.4 The Unit By-Laws are to be consistent with the Association Handbook and are not to be in contravention of the Associations constitution, by-laws, policies or procedures.

Article III. Unit Executive

- 3.1 The unit executive shall be elected according to the election procedure established by the unit. The election procedure for TECT unit is found in Procedures Section 1.
- 3.2 The executive of the unit shall consist of:
 - President
 - Past President
 - First Vice-President
 - Second Vice-President
 - Third Vice-President
 - Occasional Teacher Representative
 - Treasurer
 - Secretary
 - Equity Representative and
 - Councillors.
- 3.3 In the absence of an Occasional Teacher Representative, those duties shall be assumed by the Unit President or designate.
- 3.4 The Unit Executive may appoint as advisors one (1) or two (2) additional Councillors who have unit executive experience.
- 3.5 Unit executive members appointed under 3.4 or to fill vacancies on the unit executive may be accorded, by unit by-law, full voting privileges.
- 3.6 A quorum at any meeting of an elected or appointed unit body shall be two-thirds of the voting members of that body.

Article IV. Duties of Executive and Officers

Unit Executive

- 4.1 The duties of the Unit Executive shall be as defined in the current Association Handbook and as follows:
 - 4.1.1 to promote the interests of the Association;
 - 4.1.2 to conduct all meetings and activities in compliance with the constitution, by-laws, policies, and procedures of the Association to promote accessibility, inclusion, diversity and equity, including but not limited to, by providing a land acknowledgement, accommodations, human rights statement, and sexual harassment statement;
 - 4.1.3 to report in writing to the General Secretary any case of alleged breach of Association Constitution, By-laws, Policies or Procedures by a member of the Unit and, at the same time, to provide the member of the Unit with a copy of the report;

- 4.1.4 to report to the Provincial Office, as the Unit Executive becomes aware of any investigation of a member by the Ontario College of Teachers;
- 4.1.5 to receive and consider reports of alleged unfairness on the part of the School Board within the Unit and reports of professional difficulties between members of a school staff, and, if necessary, to work with the General Secretary in the resolution of these matters;
- 4.1.6 to refer to the General Secretary all matters requiring legal advice;
- 4.1.7 to encourage each school to be represented by an experienced, responsible member;
- 4.1.8 to conduct a workshop for Association Representatives when deemed necessary;
- 4.1.9 to fill vacancies in the membership of the Executive;
- 4.1.10 to choose the delegates and alternate delegate(s), to the Annual General Meeting and other Provincial Conferences;
- 4.1.11 to hold General Meetings in each school year when required by the Association By-Laws and Procedures to elect officers and to approve a budget and whenever else deemed necessary for the welfare of the unit. At Unit Meetings, all members shall be entitled to vote;
- 4.1.12 to appoint an elections chairperson and, where applicable, a nominating committee prior to the opening of nominations for unit elections;
- 4.1.13 to supervise the compilation of a balanced unit budget, to authorize and approve unit expenses and to levy, with the approval of the unit membership, any necessary additional local fee;
- 4.1.14 if a grant is required to supplement fee income, to submit in writing to the provincial executive, a grant application along with the proposed annual budget;
- 4.1.15 to borrow funds on behalf of the unit if such action is authorized by the provincial executive;
- 4.1.16 to appoint a communications officer to promote and publicize the activities of the Association;
- 4.1.17 to provide for beginning teachers' in-service/ orientation annually;
- 4.1.18 to appoint a teacher worker representative to the joint health and safety committee at the site based or central committee level;
- 4.1.19 to appoint the lead negotiator(s) and bargaining unit collective bargaining committee(s);
- 4.1.19.1 to cooperate in the appointment of the occasional teacher lead negotiator and collective bargaining committee, where required;
- 4.1.20 to appoint the grievance officer(s) and the joint health and safety appointee(s).

Unit Equipment and Records

- 4.2. All members of the unit executive and any member acting in the capacity of a unit release officer shall surrender to their successor all equipment and records of the unit, in good order, upon completion of their respective term of office or at any other time upon written request of the Association, through the general secretary.
- 4.2.1 Failure to surrender all equipment and records of the unit shall result in a complaint under the Discipline Process or civil action should the individual cease to be a member of the Association.
- 4.2.2 All members of the unit executive and any member acting in the capacity of a unit release officer shall execute two copies of a statutory declaration upon assuming office. One copy of the statutory declaration shall be retained by the unit and the other shall be forwarded to the general secretary

within thirty (30) days of execution.

- 4.2.3 Every unit shall ensure that officers acting in a release capacity shall maintain all records on unit authorized systems and/or services.

Conflict of Interest

- 4.3 That the Association require each member of the provincial executive and unit executives to promote the interests of the Association in carrying out their duties.
- 4.3.1 That the duties and responsibilities of the unit executive includes representing members in the collective bargaining process, protecting members' rights under the collective agreement and administering the affairs of the unit and the Association.
- 4.3.2 That in the context of administering the affairs of the Association, the concept of promoting the interests of the Association implicitly includes a requirement for members of the provincial executive and unit executives to avoid a conflict of interest.
- 4.3.3 That a conflict of interest occurs when the interest of a member of the unit executive is placed in a position where their interests might conflict with the interests of the Association's membership.
- 4.3.4 That in order to avoid a conflict of interest, members of the unit executive shall:
- 4.3.4.1 on learning that they have a conflict of interest, immediately declare their conflict and disclose the nature of the conflict. In the case of the unit executive, a member of the unit shall have the conflict recorded in the executive's minutes, and these minutes shall be forwarded to the provincial office of the Association;
- 4.3.4.2 a unit executive member who has disclosed a conflict of interest shall refrain from participating in any decision relating to the matter in which they have a conflict. This means that the unit executive member, who has a conflict, shall not participate in deliberations on the matter and shall not vote on the matter.
- 4.3.5 That the rules established under 2.221 to 2.264 of the Provincial Handbook shall determine the question of whether or not a member of the unit executive has contravened the Association's conflict of interest policy.

Unit President

- 4.4 The duties of the Unit President shall be as defined in the current Association Handbook and as follows:
- 4.4.1 to promote the interests of the Association;
- 4.4.2 to be the official spokesperson of the unit. The unit president may designate an alternate spokesperson on a matter;
- 4.4.3 to call Unit Meetings and to preside thereat and to plan the program thereof;
- 4.4.4 to be responsible for preparing the delegation to the Annual General Meeting to discharge its duties and responsibilities. It is essential that the delegation represent the majority opinion of the members in the Unit;
- 4.4.5 to serve on the Council of Presidents. When unable to perform this duty, the unit president shall ensure a designate is chosen according to a procedure established by the unit membership;
- 4.4.6 to give a detailed report to the unit executive following each meeting of the council of presidents;
- 4.4.7 to keep the membership informed of unit business through the Association representatives;
- 4.4.8 to attend to all correspondence;
- 4.4.9 to file and keep in good order all unit records;

- 4.4.10 to keep on file a record of all members;
- 4.4.11 to forward by the prescribed date to the general secretary the names and addresses of the members of the members of the unit executive immediately following their election;
- 4.4.12 to forward the names of Unit Delegates and Alternate Delegates to the Annual General Meeting and other Provincial Conferences;
- 4.4.13 to notify the Provincial Office of all Unit Meetings.

Unit Vice-Presidents

- 4.5 The duties of the Unit Vice-Presidents shall be as defined in the current Association Handbook as follows:
 - 4.5.1 to assist the President in their duties. In the absence of the President, duties shall be performed by the Vice-Presidents, as determined by the unit by-laws, or in their absence by the Treasurer, Secretary, or Councillors, as determined by the unit by-laws;
 - 4.5.2 if the president fails to call a mandatory meeting of the unit, a vice-president, as determined by the unit by-laws, shall call the meeting and notify the provincial president and general secretary of this action.

Vice-President of Equity(or another title as determined by unit by-laws)

- 4.6 The duties of the vice-president of equity shall be as defined in the current Association Handbook as follows:
 - 4.6.1 to assist the president in their duties;
 - 4.6.2 to advance human rights, accessibility, inclusion, equity, and diversity needs and priorities.

Unit Treasurer

- 4.7 The duties of the unit treasurer shall be as defined in the current Association Handbook as follows:
 - 4.7.1 to receive and acknowledge all money from the Association;
 - 4.7.2 to deposit all funds in the name of the Unit in a Financial Institution that is a member of the Canadian Deposit Insurance Corporation or in an accredited Credit Union chosen by the unit executive;
 - 4.7.3 to keep an account of all money received and spent;
 - 4.7.4 to pay all authorized accounts and expenses incurred by the Unit;
 - 4.7.5 to present a balanced budget for approval to the membership at the first general meeting;
 - 4.7.6 to give a detailed General Report to the membership at each Unit General Meeting;
 - 4.7.7 to submit a detailed financial report covering operations for the entire fiscal year, including bargaining units. This report, audited by a licensed public accountant, is to be presented to the membership at the first general meeting following the completion of such an audit and a copy sent to the provincial office.

Unit Recording Secretary

- 4.8 The duties of the Unit Recording Secretary shall be as defined in the current Association Handbook as follows:

4.8.1 to record and keep on file Minutes of the Executive and Unit General Meetings;

4.8.2 to forward copies of such minutes to the general secretary when requested.

Unit Councillors

4.9 The duties of the Unit Councillors shall be as defined in the current Association Handbook as follows:

4.9.1 to assist the Unit Executive in its duties;

Occasional Teacher Representative

4.10 The duties of the Occasional Teacher Representative shall be as defined in the current Association Handbook as follows:

4.10.1 to chair the occasional teachers bargaining unit executive committee (or in the case of a combined bargaining unit, to represent occasional teachers on the combined bargaining unit executive committee);

4.10.2 to assist the unit executive in its duties;

4.10.3 to advise the unit executive on matters pertaining to occasional teachers;

4.10.4 in the absence of an Occasional Teacher Representative, the duties shall be assumed by the Unit President or designate.

Grievance Officer

4.11 The duties of the grievance officer shall be as defined in the current Association Handbook as follows:

4.11.1 to maintain up-to-date records;

4.11.2 to keep the unit executive and provincial office fully informed throughout all stages of the grievance and arbitration process;

4.11.3 to process grievances;

4.11.4 to work with the Association and counsel in the preparation for arbitration.

Joint Health and Safety Appointee

4.12 The duties of the joint health and safety appointee shall be as defined in the current Association Handbook as follows:

4.12.1 to maintain up-to-date records;

4.12.2 to maintain the minutes of the joint health and safety committee;

4.12.3 to keep the unit executive fully informed of all issues related to health and safety and workplace environment;

4.12.4 to work with the Association and counsel in the preparation of appeals or violations of the *Occupational Health and Safety Act*; and

4.12.5 to submit regular reports and/or recommendations to the unit executive and act as an advisor on health and safety issues.

Association Representatives

- 4.13 The duties of Association representatives shall be as defined in the current Association Handbook as follows:
 - 4.13.1 to act as the direct liaison between the unit executive and the members of the unit by:
 - 4.13.1.1 retaining on a yearly basis minutes of unit meetings;
 - 4.13.1.2 distributing unit information items to the members;
 - 4.13.1.3 actively promoting unit activities and available services;
 - 4.13.2 to act as a liaison between the provincial executive and the members of the unit by:
 - 4.13.2.1 distributing the Association and Ontario Teachers' Federation publications and correspondence to the members;
 - 4.13.2.2 notifying the appropriate authority regarding shortages therein;
 - 4.13.2.3 actively promoting the Association and its services among members.

Article V. Bargaining Unit Executive Committee(s)

- 5.1 The bargaining unit executive committee shall be composed of a minimum of a chair and other members as defined by unit by-laws. (In the case of a combined bargaining unit, the constituent membership groups shall each have representation on the bargaining unit executive committee.)
 - 5.1.1 For the occasional teacher bargaining unit executive committee, the occasional teacher representative of the unit executive shall be the chair. In the absence of an occasional teacher representative, the duties shall be assumed by the unit president or designate. (in the case of both an elementary and a secondary unit, the respective occasional teacher representatives shall be the co-chairs of a joint Occasional Teacher Bargaining Unit Executive Committee. The units shall cooperate on the composition of the joint committee as set out in their respective by-laws)
 - 5.1.2 Unit by-laws shall determine the process by which the bargaining unit executive committee is elected and/or appointed, subject to requirements under the *handbook*.
- 5.2 The duties of the bargaining unit executive committee shall be:
 - 5.2.1 to promote the interests of the Association;
 - 5.2.2 to exercise the following duties in relation to collective bargaining in a manner consistent with Policies, Collective Bargaining, Process;
 - 5.2.3 to represent its members in collective bargaining negotiations with the employing board subject to Policies, Local Collective Bargaining, Process and the applicable law;
 - 5.2.4 to recommend to the unit executive the members of the bargaining unit who shall compose the collective bargaining committee and a member who shall act as lead negotiator to negotiate with its respective Catholic district school board, no later than 90 days prior to the last day on which notice to negotiate with the school board is required;
 - 5.2.5 to establish collective bargaining proposals.
 - 5.2.6 The occasional teacher bargaining unit executive committee, where one exists, shall forward to the unit executive(s) a list of occasional teacher members for selection as occasional teacher delegates to the annual general meeting.

Article VI. Unit Elections

Nominations Committee/ Elections Chairperson

- 6.1 The nominating committee/elections chairperson shall:
 - 6.1.1 hold a meeting of all candidates as soon as possible but no later than ten days after the close of nominations to review the elections guidelines and, through the chair of the committee, answer candidates' questions;
 - 6.1.2 ensure that the elections chairperson is the primary liaison between the unit, the candidates and the general secretary with respect to unit elections and any rulings thereto;
 - 6.1.3 refer any appeal of a ruling of the elections chairperson to the General Secretary;
 - 6.1.4 not be involved in any campaign as a candidate or on behalf of a candidate.

Elections

- 6.2 Unit by-laws must include the rules and procedures for unit elections.
 - 6.2.1 To be eligible for election to the unit executive a nominee shall be a member of that unit.
 - 6.2.3 To be eligible for election to the bargaining unit executive committee, a nominee shall be a member of that bargaining unit.
 - 6.2.4 To continue to hold office on the unit executive, a member shall continue to be a member of that unit.
 - 6.2.5 To continue to hold office on the bargaining unit executive committee, a member shall continue to be a member of that bargaining unit.
 - 6.2.6 The term of office of the president and the treasurer shall be two years and until each of their successors is elected. The officers of the unit executive shall assume office on July 1 of each year for the appropriate term.
 - 6.2.7 The unit executive shall be elected in accordance with the unit by-laws.
 - 6.2.8 In the absence of a unit by-law, the unit executive shall be elected at the annual general meeting of the unit;
 - 6.2.9 This election shall take place before June 30 of each year.
 - 6.2.10 After the nominating committee has presented its nominations to the unit annual general meeting, additional nominations for each office may be made from the floor of the meeting, provided the consent of the nominee has been obtained.
 - 6.2.11 The term of office of the president and the treasurer shall be two years and until each of their successors is elected. All other offices may be for either one-year or two-year terms as specified in the unit by-laws. In the absence of a local by-law setting out the term of office for positions other than president and treasurer, the term of office shall be one year.
 - 6.2.12 A member of the unit executive who fails to perform the duties inherent in 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 proposed action shall be given to the member. Such member, if removed, may appeal to the unit membership at its next general meeting.
 - 6.2.13 A member of the bargaining unit executive committee who fails to perform the duties inherent in the office may be removed from office by recommendation of the bargaining unit executive committee to the unit executive for determination as per 6.2.12 above.

Article VII. Unit General Meetings

- 7.1 Unit General meetings shall take place in accordance with the relevant provisions of the current Association Handbook:
- 7.1.1 A quorum at any meeting of an elected or appointed unit body shall be two-thirds (2/3) of the voting members of that body.

Article VIII Temporary Measures During Prohibited Period

- 8.1 Notwithstanding any provision in the letters patent, constitution, by-laws, procedures or unit by-laws, the following provisions apply during any period when in person Association or unit meetings are prohibited or restricted by any law, regulation, order, rule, direction or decision of any government authority ("Prohibited Period"):
 - 8.1.1 All meetings for Association or unit business, including but not limited to the annual general meeting, unit general meetings, provincial executive, council of presidents and unit executive meetings, may be held by telephonic or electronic means and all voting at such meetings may take place telephonically or electronically;
 - 8.1.2 With respect to unit and other elections during the Prohibited Period, all nominations, elections and voting processes may take place electronically as per any guidelines which may be issued by the provincial executive; and
 - 8.1.3 While the Prohibited Period continues, the annual general meeting, unit annual meetings, and elections shall be deemed valid so long as the membership is provided with reasonable notice of the time and method for participating in the meeting and/or election.

Article IX. Amendment of By-Laws

- 9.1 The by-laws may be amended by a two-thirds (2/3) vote of members present and voting at a Unit General Meeting-

Unit By-Laws

of

The Toronto Elementary

Catholic Teachers

2025-2026

Part B

2025-2026 UNIT BY-LAWS OF THE TORONTO ELEMENTARY CATHOLIC TEACHERS

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2025-2026 UNIT BY-LAWS OF THE TORONTO ELEMENTARY CATHOLIC TEACHERS

ARTICLE I - UNIT

SECTION 1 - UNIT

- (a) The Head Office of the Toronto Elementary Catholic Teachers (TECT) of the Ontario English Catholic Teachers' Association (OECTA) is 951 Wilson Avenue, Condominiums #11 and #12, North York, Ontario, M3K 2A7.
- (b) 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.
- (c) Toronto Elementary Catholic Teachers shall be hereinafter referred to as TECT, Ontario English Catholic Teachers Association shall be hereinafter referred to as OECTA, and Toronto Catholic District School Board shall be hereinafter referred to as TCDSB.

SECTION 2 - EXECUTIVE

The executive of the unit shall consist of:

- president
- past president
- first vice-president
- second vice-president
- third vice-president
- **equity vice-president**
- treasurer
- secretary
- occasional teacher representative
- councillors

SECTION 3 - COMPENSATION

- (a) The Unit Executive shall be elected in accordance with TECT By-laws, Policies and Procedures. The officers shall take office on July 1st. Sub-unit presidents shall be considered to be elected as councillors of the unit. The Unit president, first vice-president, second vice-president, and third vice-president shall serve on a full-time basis.
- (b) That the Unit Executive hold at least four unit general meetings each year, in accordance with Article VIII- General Meetings, and shall notify the provincial office at least one week prior to such meetings.
- (c) The Unit president, first vice-president, second vice-president, third vice-president, **equity vice-president**, treasurer, secretary, and occasional teacher representative shall be elected for a two- year term.
- (d) The president may serve for a maximum of two consecutive terms and until their successor is elected. After the successor is elected, the individual is once again free to stand as a candidate for any position.
- (e) To qualify as a candidate for the Unit Executive, a nominee shall be employed as a teacher with the Toronto Catholic District School Board (TCDSB).
- (f) To qualify as a candidate for a TECT elected Release Officer on the Unit Executive (president, first vice-president, second vice-president, third vice-president), a nominee (as defined in “e” above) shall have served at least one full school year as a member of the Unit Executive.
- (g) 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 their previous position, whatever is the greater.
- (h) 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 their previous position, whatever is the greater.
- (i) 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 their previous position, whatever is the greater.
- (j) 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 1st of September following the election, or 100% of the salary the individual would have earned in their previous position, whatever is greater.
 - (k) It is understood that "the salary the individual would have earned in their previous position" as referenced in Article 1 – Unit, Section 3 (g), (h), (i), and (j) is defined as the salary the individual would have earned in their 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, Association 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 **as per Part A Article IV and:**

- (a) to encourage each school staff to be represented by a member in good standing;
- (b) to fill vacancies in the membership of the Unit Executive;
- (c) to choose and prepare the delegates and alternate delegates to the provincial Annual General Meeting and other conferences;
- (d) to appoint the Designated Worker Member(s);
- (e) to communicate to all members on health and safety issues;
- (f) 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;
- (g) 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;
- (h) to review the status of any member of a unit committee who has been absent from three (3) consecutive committee meetings;
- (i) to appoint unit committee chairpersons (This shall be done not later than the June executive meeting whenever possible.);
- (j) to review annually the terms of reference/duties of all committees and to recommend and/or approve such, as appropriate;
- (k) to appoint all members of unit committees and to fill vacancies in the membership of unit committees when appropriate;
- (l) to receive committee reports and take whatever action it deems necessary;
- (m) 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 and/or member of a provincial committee, or serving on the Ontario Teachers' Federation Board of Governors;
- (n) to have the unit budget approved by the membership by October 31st of each year;
- (o) 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;
- (p) to provide advice to the representative of the Council of Presidents before each Council of Presidents' meeting;

- (q) to monitor, assess, and respond to all educational issues on behalf of the membership, where deemed appropriate;
- (r) to make available to all members, prior to the Toronto Elementary Catholic Teachers Annual General Meeting, the agenda and copies of the committee reports of the Toronto Elementary Catholic Teachers;
- (s) to pay all accounts by cheque signed by any two of the following: the president, the treasurer, a designate approved by the Unit Executive;
- (aa) to prepare, and review annually, a handbook for incoming sub-unit presidents and treasurers;
- (ab) to request release time for the treasurer for a half day each month;
- (ac) to consider any request for participation by any outside agency or by any individual;
- (ad) to ensure that executive members receive training in Human Rights issues on a timely basis;
- (ae) to forward copies of minutes of executive meetings to the Association Representatives in the schools/worksites;
- (af) to request release time of up to one day per term for each sub-unit for sub-unit business;
- (ag) to ratify the appointment of Association Representatives;
- (ah) to appoint TECT representatives to non-unit committees as necessary;
- (ai) to ensure that the Toronto Elementary Catholic Teachers Unit logo appears on all official unit communications;
- (aj) to annually determine an appropriate honorarium for Association Representatives;
- (ak) 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 1st 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;
- (al) to conduct at least once per year, a membership satisfaction survey;
- (am) to ensure that evaluation/feedback forms are utilized at TECT General Meetings, in-services and forums;
- (an) to ensure that the TECT Executive Unit elections will be conducted by electronic voting;
- (ao) to ensure that TECT strike and ratification votes be conducted by electronic voting;
- (ap) to annually confer the Anthony Bellissimo Oratorical Premiere Award at the OECTA Provincial Annual General Meeting;
- (aq) to annually confer the Mario Bernardo Social Justice Award;
- (ar) to appoint the grievance officer(s).
- (as) to cooperate with the Toronto Secondary Unit Executive in the appointment of the Occasional Teacher Lead Negotiator and Occasional Teacher Local Collective Bargaining Committee. (Note: Should the Unit Executives be unable to reach agreement on the chair of the collective bargaining committee, the position shall be co-chaired.)
- (at) to conduct all meetings and activities in compliance with the constitution, by-laws, policies and procedures of the Association to promote accessibility, inclusion, diversity and equity, including but not limited to, by providing a land acknowledgement, accommodations, human rights statement and sexual harassment statement.

SECTION 6 - DUTIES OF THE UNIT PRESIDENT

The duties of the Unit president shall be **as per Part A Article IV and:**

- (a) to represent the unit membership, both collectively and individually;
- (b) to prepare an agenda for Unit Executive meetings;
- (c) to call executive meetings;
- (d) to be the chairperson of the Executive Liaison Committee;
- (e) to be an ex-officio member of all committees;
- (f) to prepare with the unit treasurer a proposed budget which shall be submitted to the unit Finance Committee;
- (l) to be one of the signing officers of the unit;
- (l) to serve as a resource to the sub-unit executives;
- (m) to concentrate on those areas deemed appropriate by the Unit Executive;
- (n) to answer promptly and keep on file all correspondence in accordance to Unit Executive directions;

- (o) to forward to the unit and sub-unit executives the names and addresses of all unit and sub-unit 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 **as per Part A Article IV and:**

- (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;
- (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 be an ex-officio member of committees as designated by the president or the executive;
 - iii) to serve on at least one Joint Teacher/Board committee;
 - iv) 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 on at least one Joint Teacher/Board committee.
 - ii) to be one of the signing officers of the unit.
- (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.

SECTION 7a – DUTIES OF THE EQUITY VICE-PRESIDENT

The duties of the Equity Vice-President shall be as per Part A Article IV and:

- (a) to assist the Unit Executive in its duties;
- (b) to advise the Unit Executive on matters related to human rights, accessibility, inclusion, equity, and diversity

SECTION 8- DUTIES OF THE UNIT TREASURER

The duties of the unit treasurer shall be as **per Part A Article IV and:**

- (a) to receive and ensure that all monies paid to the TECT Unit through arrangements such as, but not exclusive to, the Johnson (**or successor**) Administration Support Agreement Allowance (ASA) and the Johnson (**or successor**) 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;
- (b) to be a member of the Finance Committee;
- (c) to prepare with the Unit president a proposed budget which shall be submitted to the unit Finance Committee for consideration;
- (d) to be one of the signing officers of the unit;
- (e) to review an account, prepared by the unit bookkeeper, of all funds received and spent;
- (f) to pay or cause to be paid on behalf of the executive all authorized accounts and expenses incurred by the unit;
- (g) to give a detailed annual financial report to the membership at the last general meeting of the year;

- (h) to present a financial statement at all Unit Executive meetings;
- (i) to receive and review proposed and approved sub-unit budgets;
- (j) to receive monthly bank reconciliations, financial statements and minutes of meetings from the sub-units;
- (k) to ensure that any honorarium paid for travel to the release officers be based on itemized mileage records and/or taxi costs;
- (l) 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 9- DUTIES OF THE UNIT SECRETARY

The duties of the unit secretary shall be as per **Part A Article IV and:**

- (a) to forward the minutes to the Unit president prior to the next meeting.

SECTION 10– DUTIES OF THE OCCASIONAL TEACHER REPRESENTATIVE

The duties of the Occasional Teacher Representative shall be as per **Part A Article IV and :**

- (a) to receive Unit Executive approval to stand for the position of provincial occasional teacher bargaining unit representative.

SECTION 11- DUTIES OF THE UNIT PAST PRESIDENT

The duties of the unit past president shall be to the assist the Unit Executive in its duties.

SECTION 12 – DUTIES OF UNIT COUNCILLORS

The duties of the unit councillors shall be to assist the Unit Executive in its duties.

SECTION 13 – DUTIES OF THE GRIEVANCE OFFICER(S)

The duties of the Grievance Officer shall be as **per Part A Article IV.**

SECTION 14 – DUTIES OF THE JOINT HEALTH AND SAFETY APPOINTEES

The duties of the Joint Health and Safety Appointee(s) shall be **as per Part A Article IV.**

SECTION 15 - 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 16 - 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 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.

- (a) A member's sub-unit will be the sub-unit of the first school/workplace worked during the week, as identified on the FORM 100 or equivalent. If a member is assigned to more than one school/workplace located in more than one sub-unit, as identified on the Form 100 or equivalent, the member will have the option of self-declaring sub-unit membership. Such declaration shall be made, in writing, to the Unit President.
An Occasional Teacher member may only be a member of one sub-unit. The sub-unit shall be that which the member declares in accordance with the Unit Executive declaration process. In the event the occasional teacher fails to provide such declaration, the assignment of sub-unit shall be made by the Unit Executive.
- (b) If on a leave of absence, the member's sub-unit shall be that from which the leave commenced as per (a) above.

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
 - treasurer
 - secretary
 - councillors
- (b) To qualify as a candidate, a nominee shall be employed as a teacher 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, first vice-president, second vice-president, third vice-president, treasurer, and secretary and shall be two (2) years.
- (e) The sub-units shall be responsible for conducting their elections in accordance with TECT By-laws, Policies and Procedures. 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 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 a member in good standing;
- (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 sub-unit 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 establish and maintain liaison with Association Representatives;
- (m) to hold general meetings when deemed necessary for the welfare of the sub-unit and when required by Association by-laws and procedures;
- (n) to assist the Unit Executive in the choice and preparation of the delegation to the Annual General Meeting;
- (o) to pay all accounts by cheque signed by any two of the following: the president, the treasurer, a designated member of the sub-unit executive;
- (p) to appoint councillors up to a maximum of four at the first meeting of the school year;
- (q) 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 sub-unit;
- (d) to serve as councillor 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 sub-unit;
- (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 and in the absence of the president, such duties shall be performed by the vice-presidents in order of rank;
- (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 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 sub-unit;
- (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 8 - 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 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 – DUTIES OF SUB-UNIT COUNCILLORS

The duties of the sub-unit councillors 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 / LONG TERM DISABILITY BOARD OF TRUSTEES

SECTION 1 – COMMITTEES GENERAL

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) To be eligible for election/appointment to a Unit Restricted Standing Committee, a nominee shall be a member of that respective bargaining unit.
- (d) To continue to hold membership on a Unit Restricted Standing Committee, a nominee shall continue to be a member of that respective bargaining unit.
- (e) Each committee shall report through its chairperson to the appropriate executive.
- (f) Each committee appointed by the executive is responsible to that executive.
- (g) All budgets of every committee must be approved by the appropriate executive. Any other expenditures must be approved by the appropriate executive.
- (h) An *Ad hoc*/Special committee(s) will be deemed dissolved by June 30th of the academic year of which the committee is struck, unless otherwise determined by the Unit or Sub-Unit Executive respectively.
- (i) The unit and/or sub-unit executive may approve any *ad hoc* committee as may from time to time appear necessary.
- (j) The standing committees shall take office, where possible, on July 1st of each year.
- (k) Any committee wishing to meet with persons or organizations outside the Association must have the authorization of the appropriate executive.
- (l) Minutes of the committee meetings must be sent to the Executive Liaison after every committee meeting.
- (m) Each committee shall have one executive member as appointed by the appropriate executive.
- (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.

SECTION 2 – OPEN COMMITTEES

The following shall be designated as Unit Open standing committees to which all members may be appointed.

- (a) Awards
- (b) Benevolent
- (c) Christian Living/Human Rights
- (d) Communications
- (e) Education Policy and Procedures/Teacher Education
- (f) Finance
- (g) Legislation
- (h) Nominations
- (i) Political Advisory
- (j) Provincial AGM Toronto Elementary Catholic Teachers Hospitality
- (k) Resolutions
- (l) Retiring Teachers' Function
- (m) Social Educational Aid
- (n) Status of Women

SECTION 3 – UNIT RESTRICTED STANDING COMMITTEES

- (a) The following shall be designated as Unit Restricted Standing Committees to which only members of the Elementary Teacher Bargaining Unit may be appointed:
 - (i) Collective Bargaining
 - (ii) Deferred Salary Plan
 - (iii) Educational Leadership
 - (iv) Healthy Workplace
 - (v) Medical and Physical Procedures
 - (vi) Occupational Health and Safety
 - (vii) Related Work Experience
 - (viii) Safe Schools
 - (ix) Special Education
 - (x) Staff Allocation
 - (xi) Workplace Safety and Insurance Board

- (b) The following shall be designated as Unit Standing Restricted Committees to which only members of the Occasional Teacher Bargaining Unit may be appointed:
 - (i) Occasional Teacher Collective Bargaining Advisory Committee
- (c) The following shall be designated as Unit Standing Restricted Committees to which any member may be appointed:
 - (i) Executive Liaison
 - (ii) Professional Development
 - (iii) Teacher Performance Appraisal

SECTION 4 – LONG TERM DISABILITY BOARD OF TRUSTEES

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 5 - TERMS OF REFERENCE/DUTIES OF OPEN STANDING COMMITTEES

- (a) Awards
 - (i) to solicit nominations for unit awards

- (b) Benevolent (unit and sub-unit)
 - (i) to be responsible for appropriate tributes for illness or bereavement within the membership

- (c) Christian Living/Human Rights
 - (i) to provide various opportunities for the membership to gather and promote Christian Fellowship
 - (ii) to recommend positions that help advance the cause of equal opportunity in society at large

- (d) Communications
 - (i) to promote and publicize the activities, philosophies, and issues of the Association

- (e) Education Policy and Procedures/Teacher Education
 - (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
- (f) 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
- (g) Legislation
 - (h) to study and report on all matters pertaining to the unit by-laws, statements of policy and procedures
 - (i) 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 post on the TECT website, 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
- (i) (1) Nominations - Unit
 - (i) to receive in writing nominees for the appropriate executive offices by the last working day in March
 - (ii) to prepare a slate of nominees for the offices of president, first vice-president, second vice-president, third vice-president, **equity vice-president**, treasurer, secretary, and occasional teacher representative
 - (iii) to ensure that the slate of nominees shall be in all schools/workplaces in the unit at least seven (7) days prior to the annual general meeting
 - (iv) to post on the unit website a resume of the background and qualifications of each nominee, if provided
 - (v) to place the slate of nominees early on the agenda of the annual general meeting
 - (vi) to ensure that candidates, or their representatives, may speak for two (2) minutes at the annual general meeting
 - (vii) to conduct elections by electronic ballot/telephonic voting; a plurality vote shall elect
 (2) Nominations – Sub-Units
 - (i) to receive in writing nominees for the appropriate executive offices by the last working day in March
 - (ii) to prepare a slate of nominees for the offices of president, first vice-president, second vice-president, third vice-president, treasurer, and secretary
 - (iii) to ensure that the slate of nominees shall be in all sub-unit schools/workplaces at least seven (7) days prior to the appropriate annual general meeting
 - (iv) to post on the unit website, a resume of the background and qualifications of each nominee, if provided
 - (v) to place the slate of nominees early on the agenda of the annual general meeting
 - (vi) to ensure that candidates, or their representatives may speak for two (2) minutes at the annual general meeting
 - (vii) to conduct elections by ballot at said meeting; a plurality vote shall elect
 - (viii) to select at least three (3) members to act as scrutineers to distribute, collect and tally the ballots
 - (ix) 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
- (i) 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
- (j) 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

- (k) Resolutions
 - (i) to receive all resolutions submitted from school staffs, Unit Executive, unit committees, sub-unit executive or individuals
 - (ii) to present its report to a general meeting of the unit by December 7 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
- (l) Retiring Teachers Function
 - (i) to plan and carry out a function to honour the Association members who retire each year
- (m) Social Educational Aid
 - (i) to conduct the domestic aid programs of the unit according to the established criteria of the Toronto Elementary Catholic Teachers executive
- (n) Status of Women
 - (i) to promote and raise awareness of issues affecting women, and those that identify as women
 - (ii) to provide opportunities for local outreach at community-based organizations that support/assist women
 - (iii) to plan opportunities for members who identify as women to gather and promote issues that are related to women

SECTION 6 - TERMS OF REFERENCE/DUTIES OF RESTRICTED STANDING COMMITTEES

- (aa) 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 from Provincial OECTA
- (ab) Deferred Salary
 - (i) to function in accordance with the collective agreement
- (ac) Educational Leadership
 - (i) to function in accordance with the collective agreement
- (ad) 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
- (ae) Healthy Workplace
 - (i) to function in accordance with the collective agreement
- (af) Medical Physical Procedures
 - (i) to function in accordance with the collective agreement
- (ag) Occupational Health and Safety
 - (i) to function in accordance with the collective agreement
- (ah) Professional Development
 - (i) to function in accordance with the collective agreement

- (ai) Related Work Experience
 - (i) to function in accordance with the collective agreement
- (aj) Safe Schools
 - (i) to function in accordance with the collective agreement
- (ak) Special Education
 - (i) to function in accordance with the collective agreement
- (al) Staff Allocation
 - (i) to function in accordance with the collective agreement
- (am) Teacher Performance Appraisal
 - (i) to function in accordance with the collective agreement
- (an) Workplace Safety and Insurance Board
 - (i) to function in accordance with the collective agreement
- (ba) Occasional Teacher Collective Bargaining Advisory Committee
 - (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 from Provincial OECTA
 - (v) to recommend to the Unit Executive the members of the bargaining unit who shall compose the Occasional Teacher Collective Bargaining Committee (joint with Toronto Secondary Unit) and a member who shall act as a **lead** negotiator to negotiate with the Toronto Catholic District School Board, no later than 90 days prior to the last day on which notice to negotiate with the school board is required
 - (vi) the Occasional Teacher Representative of the Unit Executive shall be the chair of the Occasional Teacher Local Bargaining Advisory Committee. In the absence of an Occasional Teacher Representative, the duties shall be assumed by the Unit President or designate.

SECTION 7 – DUTIES OF THE 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 ASSOCIATION REPRESENTATIVES

SECTION 1

- (a) Each staff shall elect its Association Representative 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 Association Representative is unable to, or fails to, carry out the duties inherent in the office, the staff may elect a new Association Representative.
- (c) To qualify as a candidate for Association Representative, a teacher must be on staff at the time of the election.
- (d) Upon receipt of an itemized claim, travel expenses shall be paid to Association Representatives for attendance at authorized Association Representative Meetings.

SECTION 2

It shall be the duty of Association Representatives **as per Part A Article IV** and:

- (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, **when directed by the Unit Executive**, 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 superordinate 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 Constitution, 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) 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 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 are employed 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 full-time equivalent 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 bylaw 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 is employed 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 their election/appointment through their 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 their 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) **Equity Vice-President** of the Toronto Elementary Catholic Teachers;
 - (vii) Treasurer of the Toronto Elementary Catholic Teachers;
 - (viii) Secretary of the Toronto Elementary Catholic Teachers;
 - (ix) Occasional Teacher Representative of the Toronto Elementary Catholic Teachers;
 - (x) Appointed Councillors as per provincial Handbook
 - (xi) Four Councillors (sub-unit presidents) of the Toronto Elementary Catholic Teachers;
 - (xii) 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 by-laws 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 / BYLAWS

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 or have declared as a member of that Sub-Unit according to Bylaw Article II Section 1 (a), 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, with the exception noted above.
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 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 PROCEDURES

Unit elections shall be as per Part A Article VI and:

I NOMINATIONS

- (i) The Unit Nominations Chair shall make all decisions with regard to the conduct of elections. The Unit Nominations Chair may consult with the TECT Executive or the General Secretary.
- (ii) The Unit Nominations Chair shall arrange for materials inviting nominations to be in schools/work sites at least four (4) weeks before the last working day of March.
- (iii) The nomination form shall include all relevant information from the TECT Unit By-Laws, Policies and Procedures and each candidate shall attest to having read and understood said policies and procedures. Furthermore, by said attestation the candidate also agrees to

abide by said policies and procedures.

- (iv) It is the responsibility of the candidate to ensure that any individual acting on their behalf during the election abide by said policies and procedures.
- (v) **A candidate for the position of**
 - **Equity Vice-President must self-identify with one or more of the equity deserving groups;**
 - **Occasional Teacher Representative must be a member of the Occasional Teacher Bargaining Unit.**
- (vi) Nomination forms and *curricula vitae* of 400 words maximum shall be sent to the TECT Office c/o the Unit Nominations Chair no later than the last working day of March, as per the deadline delineated on the Nominations forms.
- (vii) The Unit Nominations Chair shall maintain the confidentiality of any nominations received until the close of nominations.
- (viii) The Executive and all Sub-Unit Nominations Chairs (where applicable) are encouraged to attend the Nominations Meeting on the last working day of March when the Unit Nominations Chair discloses the names of all candidates running for office.
- (ix) All candidate nominees are encouraged to attend the Nominations Meeting on the last working day of March when the Unit Nominations Chair discloses the names of all candidates running for office.
- (x) The Unit Nominations Chair will inform the membership following the close of nominations as to the slate of nominees for the various offices, and post, where provided, the *curricula vitae* on the TECT website.
- (xi) Notice of withdrawal of a candidate shall be submitted in writing, to the Unit Nominations Chair. The last date for withdrawal is 48 hours prior to the date of balloting.

II ELECTION MATERIALS

- (i) The Unit shall be responsible for posting up to two pieces of candidate election materials, upon submission by the candidate, on the Unit website. These materials must be provided to the Unit Nominations Chair no later than five (5) working days after the close of Nominations in the format specified in II (i). These election materials shall be approved by the Unit Nominations Chair, prior to posting. Each post shall be no larger than a standard 8.5" X 11" sheet of paper (one-sided).
- (ii) No election materials shall be distributed by any candidate, or on behalf of any candidate, using any TCDSB (Board) communication tool (such as, but not limited to, courier, e-mail, portal, voicemail, twitter, fax) in accordance with the TECT By-Laws Policies and Procedures and Board Policies.
- (iii) No election materials are to be distributed at any TCDSB worksite.
- (iv) Election materials shall not contain negative, defamatory, or baseless statements.
- (v) Election materials shall not include Provincial OECTA, OTF, TCDSB or Unit logos.
- (vi) Election materials shall not be distributed by any candidates or on behalf of any candidates, using any OECTA communication tool in accordance with TECT By-Laws Policies and Procedures, except as noted in (i) above.
- (vii) Election materials shall not be distributed or posted within the election meeting room.

III ELECTRONIC/TELEPHONIC VOTING – UNIT ELECTIONS

- (i) Every effort will be made to ensure that members will receive information pertaining to electronic/telephonic voting at least two weeks prior to the voting date.
- (ii) The date and time of the voting shall be determined by the Unit Executive.
- (iii) All members are entitled to vote for all positions on the Unit Executive with the exception of the **Equity Vice-President for whom only self-identifying equity deserving group members may cast a ballot and the Occasional Teacher Representative for whom only Occasional Teacher members may cast a ballot.**
- (iv) If two candidates for an office receive the same number of votes, to obtain a clear result for that office, notice shall be given, and electronic/telephonic voting will be repeated for that office within ten (10) working days of the original vote. If after the second vote for that office, the candidates receive the same number of votes, the winner shall be determined by the drawing of lots. The drawing of lots will be conducted by the Unit Nominations Chair in the presence of all affected candidates, in a manner determined by the Unit Nominations Chair.

IV ANNUAL GENERAL MEETING

1. UNIT

- (i) The names of all candidates running will be displayed before the assembly at the Unit Annual General Meeting.
- (ii) A question period of all candidates running for each position on the Unit Executive shall be included at the Unit Annual General Meeting. This provision will be waived for any position that is acclaimed.
- (iii) The question period for all contested positions shall be ten minutes, in total.
- (iv) A question posed to a candidate for a specific contested position must then be put to all other candidates for said position.

2. SUB-UNIT

- (i) The names of all candidates running will be displayed before the assembly at the Sub-Unit Annual General Meeting.
- (ii) A question period of all candidates running for each position on the Sub-Unit Executive shall be included at the Sub-Unit Annual General Meeting. This provision will be waived for any position that is acclaimed.
- (iii) The question period for all contested positions shall be ten minutes, in total.
- (iv) A question posed to a candidate for a specific contested position must then be put to all other candidates for said position.
- (v) The candidates may appoint a member to act as scrutineer during the ballot count.
- (vi) The recommended ratio of tellers to members is 1:50.
- (vii) If two candidates for an office receive the same number of votes, the balloting shall be repeated for that office. If after the second vote for that office, the candidates receive the same number of votes, the winner shall be determined by the drawing of lots. The drawing of lots will be conducted by the Unit Nominations Chair in the presence of all affected candidates in a manner determined by the Unit Nominations Chair.
- (viii) If quorum has been lost, a special meeting shall be called to complete the election.
- (ix) 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 Collective Bargaining Committee (CBC), and an additional honorarium for the **Lead** Negotiator and the Chairperson.
- 3. 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. TECT Publications 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 without International Languages Programmes should not be on an extended day. In other words, timetables should reflect 5 instructional hours.
2. Smoking
The buildings and offices of Toronto Elementary Catholic Teachers shall be smoke free worksites.
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 childcare (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, but not limited to: elementary teachers, secondary teachers, occasional teachers, designated early childhood educators, educational assistants, youth and childcare 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
 - (a) 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. Certified Teachers
That the Unit affirm that only certified teachers should be teaching in our schools.
11. Unit Teacher-Welfare Officer
That the Unit Executive take action, if deemed necessary, regarding the hiring of a Unit Teacher-Welfare Officer.

COLLECTIVE BARGAINING PROPOSALS

1. 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.

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 or unwilling to assume the President's office, the Third Vice-President shall assume the office of President; 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 Councillors shall be appointed by the Executive to the position of Third Vice-President.
 - (iv) In the event that none of the Councillors 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 Councillors shall be appointed by the Executive to the position of Treasurer;
 - (iii) In the event that none of the Councillors is 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 Councillors shall be appointed by the Executive to the position of Secretary;
- ii) In the event that none of the Councillors 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.

3. 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 August civic holiday and the week preceding the August civic holiday.

4. 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 Unit 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 Unit 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.

5. 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.

6. 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.

7. 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 end of the academic school year.
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 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 (calculated on basis of Full Time Equivalent);
 - (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

1. Appointment to all Unit committees is the sole responsibility of the Unit Executive. Where it is deemed necessary, the Unit Executive may appoint members to 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 and 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;
- iv) to evaluate and make recommendations to Unit/Corporation employees;
- v) to develop, review, and where necessary, revise, employment policies for the Unit and the Corporation;
- vi) to seek appropriate advice with respect to employment matters;
- vii) 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 of the Unit Executive and the four Sub-Unit Executives.
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 Association 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. 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, rental cost; **accessibility, access** to public transit, availability of adequate parking, audio-visual systems, comfort considerations, lay-out of tables for material distribution, ventilation 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 the various Unit and Sub-Unit Executive members and any 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 TECT 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.