

CONSTITUTION

Ottawa Carleton Elementary

Occasional Teachers'

Association

(OCEOTA)

Amended May 2023

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CONSTITUTION

1 ARTICLE - NAME

- 1.1 The name of the organization shall be the "Ottawa Carleton Elementary Occasional Teachers' Association" (OCEOTA).

2 ARTICLE II - OBJECTS >revised 2018

- 2.1 The objects of the OCEOTA shall be:
 - 2.1.1 to represent all elementary Occasional Teachers employed by the Ottawa-Carleton District School Board (OCDSB).
 - 2.1.2 to secure the best possible conditions of employment for all members in good standing.
 - 2.1.3 to uphold the dignity and ethics of the teaching profession.
 - 2.1.4 to advance the cause of public education and the status of Occasional Teachers in Ottawa Carleton.
 - 2.1.5 to promote and defend the health and safety of members in the workplace; >revised 2018
 - 2.1.6 to promote professional development.
 - 2.1.7 to work in concert with other Elementary Teachers' Federation Locals (ETFO).

3 ARTICLE III - MEMBERSHIP

- 3.1 An Occasional Teacher is a member in good standing of OCEOTA provided they are:
>revised 2019
 - 3.1.1 a member in good standing of the Ontario College of Teachers; and
 - 3.1.2 actively employed by the OCDSB as an Occasional Teacher; and
 - 3.1.3 a member in good standing with ETFO; and
 - 3.1.4 abides by the Ottawa Carleton Elementary Occasional Teachers' Association Constitution and By-Laws and supports the Policies and Procedures of Ottawa Carleton Elementary Occasional Teachers' Association. >created 2021

4 ARTICLE IV - RIGHTS AND PRIVILEGES

- 4.1 Every member in good standing shall have the right to:
 - 4.1.1 attend, participate, and vote in meetings of the Local; >revised 2018
 - 4.1.2 hold elected office in OCEOTA;
 - 4.1.3 participate in activities and events organized by OCEOTA;
 - 4.1.4 request Local support in any problem directly related to professional duties including, but not limited to, related legal or disciplinary matters;
 - 4.1.5 approve any tentative agreement between the Local, ETFO, and the OCDSB through a ratification vote conducted at a meeting after a duly called information meeting; >revised 2018
 - 4.1.6 apply to the President for observer status two (2) weeks prior to an Executive meeting. >revised 2018

5 ARTICLE V - DUTIES OF MEMBERS

- 5.1 Members shall:
 - 5.1.1 uphold the objectives of OCEOTA;
 - 5.1.2 attend all general meetings;
 - 5.1.3 elect the Executive;
 - 5.1.4 amend as necessary and approve the annual budget;
 - 5.1.5 abide by the Collective Agreement;
 - 5.1.6 abide by the Constitution and By-Laws of OCEOTA;
 - 5.1.7 report any violations of the OCEOTA Collective Agreement, call out system and staffing protocol to the President immediately; >created 2016
 - 5.1.8 notify the President of their attendance at an ETFO leadership event and be invited to attend an executive meeting to observe local issues being addressed. >revised 2018

6 ARTICLE VI - DUES

- 6.1 Each member shall pay dues as prescribed by the By-Laws of ETFO.
- 6.2 A Local Levy may be established at a General Meeting as a payroll deduction. >created 2013

7 ARTICLE VII – EXECUTIVE

7.1 The Executive of OCEOTA shall consist of:

President

1st Vice-President

2nd vice-President

Four (4) or five (5) Executive Members at Large >revised 2017

A new candidate for the position of President or Vice-President must have a minimum of one year of active occasional teaching with the OCDSB within the last two (2) years.

7.1.1 The incoming President may appoint the immediate Past President to the Executive. The Past President shall be a non-voting member. >revised 2018

7.2 All elected positions will be for a term of two years. >revised 2021

7.3 The Executive shall be elected at the Annual General Meeting

7.4 The term of office for Executive begins July 1 following the election until June 30th of the second year. >revised 2021

7.5 Newly elected Executive members shall be invited, as non-voting members, to Executive meetings held between the time of their election and the date they assume office.

7.6 All Executive members, other than 1.0 released officers, must be actively teaching in the OCDSB and must regularly report, to the President, issues that arise in the schools where they teach. >revised 2017

8 ARTICLE VIII - MEETINGS

- 8.1 An Annual General Meeting shall be held in May of each year to:
 - 8.1.1 conduct necessary Executive elections; >revised 2021
 - 8.1.2 approve an interim budget for the following year; consider proposed amendments to the Constitution and By-Laws;
 - 8.1.3 receive Committee reports;
 - 8.1.4 elect Delegates and Alternates to the ETFO Annual Meeting;
 - 8.1.5 conduct any other business of the Local.
- 8.2 There shall be a General Meeting prior to the end of October to approve the final budget and to receive the financial statement for the previous year as certified by the accountant. >revised 2018
- 8.3 General meetings will be held at the discretion of the Executive or by written request of ten percent (10%) of the membership.
- 8.4 Quorum shall be considered the members in attendance at General Meetings. >created 2016
- 8.5 There shall be an Executive meeting to approve resolutions to the ETFO AM at which the general membership may vote on the resolutions. >revised 2010
- 8.6 Executive meetings shall be held monthly during the school year.
- 8.7 Additional Executive meetings may be held at the discretion of the President or at the request of three Executive members.
- 8.8 The most recent edition of Robert's Rules of Order shall be the procedural guide at OCEOTA meetings.
- 8.9 Fifty percent (50%) plus one elected Executive member shall constitute a quorum for Executive meetings.
- 8.10 A ratification vote will take place at a Collective Agreement ratification meeting to be held after at least one week of advance notice to the members. The vote will be preceded by an explanation of the changes that ratification would make to the collective agreement and there will be a question-and-answer session prior to the voting. >revised 2018
- 8.11 Proxy votes are not allowed at any meeting. >revised 2018

9 ARTICLE IX - AMENDMENTS

- 9.1 The Constitution and By-Laws may be amended at the Annual General Meeting, or the Fall General Meeting, by the affirmative vote of two-thirds (66.6%) of the members present. >revised 2017
- 9.2 Any motion to amend this Constitution and By-Laws must be received by the Local Secretary at least thirty (30) days prior to the Fall or Annual General Meeting.
- 9.3 A Notice of Motion shall be communicated to the membership at least fourteen (14) days prior to that meeting.

10 ARTICLE X - FISCAL YEAR

- 10.1 The fiscal year of the Local shall be the period from July 1 of one calendar year to June 30 of the succeeding calendar year. >revised 2018

11 ARTICLE XI – VACANCIES >created 2021

- 11.1 In the event of a vacancy of a Member-at-Large position, the Executive shall appoint an interim replacement, arrange a by-election, or leave the position vacant.
- 11.2 The Executive will make an effort to hold by-elections prior to the date when the position will actually be vacated so that no interim appointments are necessary. In that case, the newly elected person would take office on that vacated date.
- 11.3 If the position has already been vacated the newly elected person would take office immediately unless they are required to give notice in their current assignment or other employment.
- 11.4 In the event of a vacancy for the position of President, 1st Vice-President, or 2nd Vice-President, the Executive shall call a General Meeting for a by-election within two (2) months; unless the vacancy occurs within three (3) months of the scheduled AGM, then the interim positions will continue until the AGM whereupon those elected will assume office when vacated.
- 11.5 In the event of a vacancy of a released officer, and until the next GM, the position will be filled in the interim by:
 - 11.5.1 The 1st Vice-President assuming the office of interim President until a successor is elected for the remainder of the term;
 - 11.5.2 The 2nd Vice-President assumes, if eligible and willing, the office of 1st Vice-President if the office becomes vacant between General Meetings until a successor is elected for the remainder of the term.
 - 11.5.3 Failing the 2nd Vice-President being eligible or willing, the President will appoint an interim 1st Vice-President until a successor is elected.
- 11.6 In the event of simultaneous vacancies of both released officer positions, a General Meeting for by-elections will be immediately announced by the Executive and scheduled as quickly as possible.

- 11.7 By-elections for vacancies may be held at any General Meeting provided that the by-election has been communicated to the membership at least twenty-eight (28) days prior to said election.
- 11.8 An executive member must vacate their current position to run in a by-election.
- 11.8.1 Any vacancy created by a current executive member running will also be filled by the subsequent by-election in that same General Meeting.
- 11.8.2 A candidate who has been unsuccessful in a by-election may elect to drop-down and seek another position on the Executive for which they are qualified.
- 11.9 Candidates for Released Officers must have a nominator and seconder and declare their intention to contest the position to the Nominating Committee at least two weeks (14 days) before the date of the election. If no nominations have been received by that date, nominations will be accepted from the floor at the General Meeting.
- 11.10 Only OCEOTA members available for 1.0 release by the Local for the term of office are eligible to run for released officer positions.
- 11.11 Candidates for other vacancies may either be nominated in advance by way of the Nominating Committee, or from the floor of the GM.

BY-LAWS

1 BY-LAW I - FINANCES

- 1.1 Expenditures in excess of \$1000.00 require approval of the Executive with the exception of items included in the Budget. >revised 2018
- 1.2 An up-to-date financial statement shall be presented at each regularly scheduled Executive meeting.
- 1.3 A financial statement prepared by an independent accounting professional shall be sent to ETFO by September 30 each year and a copy presented to the membership.
- 1.4 A proposed budget for the following fiscal year shall be presented for approval by the members at each Annual General Meeting.
- 1.5 The OCEOTA fiscal year shall be from July 1 to June 30 of the following year.
- 1.6 A local levy may be established by a two-third (66.6%) vote of the members present at a General Meeting provided Notice of Motion has been communicated to the membership at least two weeks (14 days) in advance.
- 1.7 Increase the local levy or temporarily decrease the local levy for up to one (1) year at the Fall General Meeting or the May AGM upon Executive recommendation. >created 2013
- 1.8 That ninety-seven (97) days of grid rate shall be budgeted to top up the President's release provided by ETFO to 1.0. Any days remaining will fund 1st Vice-President release at their grid rate. >created 2015
- 1.9 Any year-end surplus shall be transferred to Members' Equity Funds that are underfunded. When all funds are at maximum as established under P&P, additional surplus shall go to the Unallocated Reserve Fund. >created 2013
- 1.10 Any year-end deficit shall be addressed by the Members' Equity Unallocated Reserve Fund. >created 2013

2 BY-LAW II - DUTIES OF THE EXECUTIVE

- 2.1 **The Executive shall:**
 - 2.1.1 abide by the Constitution and By-Laws of the OCEOTA;
 - 2.1.2 appoint Standing Committee members and their Chairpersons;
 - 2.1.3 appoint Ad Hoc Committees as required, establish their terms of reference and name their Chairpersons; >revised 2016
 - 2.1.4 appoint two members to the Nominating Committee no later than March 31 each year; >revised 2021
 - 2.1.5 monitor the Local's involvement with Grievance and Arbitration;
 - 2.1.6 establish a liaison with Federation and Board Committees where practical;
 - 2.1.7 establish the date and venue of each General Meeting;
 - 2.1.8 communicate decisions and actions to the membership;
 - 2.1.9 appoint a Chief Electoral Officer for the Annual General Meeting;
 - 2.1.10 advise and make recommendations to the President;
 - 2.1.11 regularly review the Constitution and suggest amendments as required;

- 2.1.12 approve the financial statement of the previous year's activities for submission to ETFO by September 30th, in accordance with the ETFO Constitution;
- 2.1.13 report any violations of the OCEOTA Collective Agreement, call out system, and staffing protocol to the President immediately; >created 2016
- 2.1.14 report any new OCDSB initiatives to the President immediately;
- 2.1.15 in September, pass any amendments to the interim budget necessitated by the ETFO Annual Meeting and/or by the final year end actual expenses report and approve the final budget document for the current year; >revised 2019
- 2.1.16 amend the Policy and Procedures, as needed, with a simple majority at any executive meeting; > revised 2010
- 2.1.17 notify the President if accepted to an ETFO provincial event and be prepared to report at the Executive meeting following the event; >revised 2018
- 2.1.18 go through the President if they wish to attend an ETFO event that conflicts with their executive duties; >revised 2018
- 2.1.19 attend General Meetings, Executive Meetings, and meetings associated with duties as assigned; >created 2019
- 2.1.20 complete all reports and action items related to Executive duties and duties as assigned; >created 2019
- 2.1.21 remain informed by checking their email daily and the GEM Conference and OCEOTA website weekly; >created 2019
- 2.1.22 failure to perform Executive duties may result in removal from the Executive. >created 2019

2.2 The President shall:

- 2.2.1 be available for 1.0 release by the Local from teaching duties and shall be paid 1.0 FTE at their grid rate. In addition, the President shall be paid a responsibility allowance of 10% of A4 maximum; >revised 2021
- 2.2.2 abide by the Constitution and By-Laws of OCEOTA;
- 2.2.3 be the official spokesperson for OCEOTA;
- 2.2.4 chair all meetings of the Executive and OCEOTA;
- 2.2.5 act as an ex-officio member of all Committees;
- 2.2.6 carry out decisions of the Executive;
- 2.2.7 be chief signing officer on all documents including cheques; >revised 2010
- 2.2.8 make provision for the counseling of OCEOTA members as required;
- 2.2.9 communicate regularly with the membership;
- 2.2.10 carry out the business of the Local between Executive meetings and report to Executive;
- 2.2.11 attend the Representative Council meetings of ETFO;
- 2.2.12 be a delegate to the ETFO Annual Meeting;
- 2.2.13 liaise with the Ottawa Carleton Elementary Teachers' Federation of Ontario (OCETFO);
- 2.2.14 be the Chief Negotiator;
- 2.2.15 hire, supervise, and evaluate OCEOTA staff;
- 2.2.16 assign tasks/duties to Executive members; >revised 2010
- 2.2.17 have a fiduciary responsibility toward the members; >revised 2010
- 2.2.18 appoints members to Standing Committees. >revised 2019

2.3 The 1st Vice-President shall: >revised 2017

- 2.3.1 be available for 1.0 release by the Local from teaching duties and shall be paid at their grid rate, when there is ETFO release time exceeding the President's 1.0 release time and/or a balance remaining in the ninety-seven (97) days released officers' budget line; >revised 2021
- 2.3.2 assume the duties of the President upon the absence of or the request of the President;
- 2.3.3 act as an alternate signing officer on cheques; >revised 2010
- 2.3.4 carry out other duties as directed by the President;
- 2.3.5 attend ETFO Representative Council;
- 2.3.6 be a delegate to the ETFO Annual Meeting; >created 2019
- 2.3.7 chair the Budget Committee;
- 2.3.8 present the interim budget, as approved by Executive, to the Annual General Meeting;
- 2.3.9 revise and present the Final Budget, as amended by the Executive, at the Fall General Meeting; >revised 2010
- 2.3.10 be a member of the negotiating team;
- 2.3.11 act as the Chair of the Collective Bargaining Committee;
- 2.3.12 communicate notice of all General Meetings to the membership;
- 2.3.13 ensure that Notice of Motion regarding amendments to the Constitution is communicated to the membership at least two weeks (14 days) prior to the General Meeting. >revised 2010

2.4 The 2nd Vice-President shall: >new 2017

- 2.4.1 generally be assigned the duties of Secretary;
- 2.4.2 generally be assigned the duties of Treasurer; and
- 2.4.3 carry out duties as directed by the President;

2.5 The Secretary shall:

- 2.5.1 receive, answer as required, and file all correspondence directed to the Secretary;
- 2.5.2 record minutes for the General and Executive meetings, provide them to executive within three (3) days, and present them at the next such meeting; >created 2016
- 2.5.3 ensure that minutes are filed in the archives; >revised 2010
- 2.5.4 keep on file an up-to-date copy of the OCEOTA Constitution;
- 2.5.5 track motions for constitutional amendments and present them at the March Executive Meeting; >created 2016
- 2.5.6 keep a record of all motions, actions, and decision items; >created 2017
- 2.5.7 be granted release time each month to fulfill duties as directed by the President. >created 2017

2.6 The Treasurer shall:

- 2.6.1 receive, answer as required, and file all correspondence directed to the Treasurer;
- 2.6.2 act as signing officer on cheques; >revised 2010
- 2.6.3 present an up-to-date financial report to the Annual General Meeting;

- 2.6.4 present an up-to-date financial report at each Executive meeting;
- 2.6.5 be a member of the Budget Committee;
- 2.6.6 ensure that the OCEOTA books are thoroughly completed and ready for the accountant's review by August 31; >created 2014
- 2.6.7 provide an audited report of the Local's finances for the previous year to Executive in September and at the Fall General Meeting; >revised 2014
- 2.6.8 meet with the President by the Wednesday prior to the Executive Meeting to examine the monthly Treasurer's Report. >revised 2017

3 BY-LAW III – COMMITTEES

3.1 Each Standing and Ad Hoc Committee shall:

- 3.1.1 meet at the call of the Chairperson in consultation with the President; >created 2016
- 3.1.2 take action as directed by Executive on matters within its terms of reference;
- 3.1.3 report to Executive on its activities;
- 3.1.4 Submit a report of the committee's activities to the AGM. >revised 2019

3.2 Standing Committees

Professional Development Committee shall:

- 3.2.1 plan and initiate Professional Development workshops;
- 3.2.2 disseminate any relevant information received regarding Professional Development and Educational Studies.

The Collective Bargaining Committee shall:

- 3.2.3 be composed of the President as Chief Negotiator, the 1st Vice-President as the Chair of the CBC and up to 4 other members;
- 3.2.4 maintain liaison with the OCETF Collective Bargaining Committee;
- 3.2.5 solicit input from the general membership and recommend local & provincial collective bargaining goals to Executive;
- 3.2.6 solicit input from the membership for the Preliminary Submission;
- 3.2.7 prepare the Preliminary Submission for Executive in the last year of the contract.

The Negotiating Team shall:

- 3.2.8 Be composed of the President as Chief Negotiator, the 1st Vice-President, two (2) members of the Collective Bargaining Committee, and, at the discretion of the President, one non-executive member of OCEOTA; >revised 2015
- 3.2.9 be struck by Executive after the Preliminary Submission has been approved by the members;
- 3.2.10 be responsible for negotiating the OCEOTA Collective Agreement.

The Nominating Committee shall:

- 3.2.11 Be composed of one (1) non-executive member who is not seeking election, not withstanding, if there are not enough candidates to fill all of the positions, the non-executive member may put their name forward from the floor; >revised 2021
- 3.2.12 solicit candidates for all elected positions as listed in Article 7.1 of the Constitution;

- 3.2.13 communicate the list of declared candidates to the membership prior to the Annual General Meeting;
- 3.2.14 communicate to candidates the various responsibilities, including release time, associated with the executive positions; >revised 2021
- 3.2.15 to ensure the nomination process is fair to all candidates. >revised 2021

The Budget Committee shall:

- 3.2.16 be composed of the Treasurer, the Vice-President, one executive member and a minimum of one non-executive member; >revised 2015
- 3.2.17 prepare a draft budget to present to exec no later than one month prior to the AGM. >revised 2015

The Awards Committee shall:

- 3.2.18 Be composed of an Executive member and at least one (1) non-executive member;
- 3.2.19 Assist in the presentation of the five (5) and ten (10) year pins at the Fall GM;
- 3.2.20 make recommendations to Executive about members who are deserving of the Outstanding Service to Members' Award and assist in presentations at the AGM. >revised 2019

3.3 Duties of Chairpersons

Each Committee Chairperson shall:

- 3.3.1 submit to the President, for approval, a detailed outline of the planned event which includes a cost analysis and the OCEOTA goal which is being promoted prior to bringing the plan to the Executive; >revised 2021
- 3.3.2 call meetings of the Committee as required;
- 3.3.3 provide reports to Executive as required; >created 2014
- 3.3.4 provide to the Local Treasurer before May 1 each year, a detailed accounting of the Committee's spending;
- 3.3.5 maintain a record of all reports in the OCEOTA office which include a summary and financial breakdown of all events/workshops; >created 2014
- 3.3.6 present a written report on their Committee's activities at the Annual General Meeting;
- 3.3.7 said report must be provided to the OCEOTA office 18 days prior to the AGM; >created 2016
- 3.3.8 add, to the AGM report, any event that occurs after the Annual General Meeting. >revised 2018

At Executive meetings a Committee Chairperson may:

- 3.3.9 sponsor any motion pertaining to their Committee;
- 3.3.10 speak on any matter before Executive.

4 BY-LAW IV - METERAGE

- 4.1 Meterage will be paid at the current ETFO rate for OCEOTA business as approved by the President. >revised 2010

5 BY-LAW V - ELECTION PROCEDURES >revised 2021

- 5.1 All elections for office shall be by secret ballot.
- 5.2 Only OCEOTA members in good standing are eligible to run for office and vote for candidates. Only OCEOTA members available for 1.0 release by the Local are eligible to run for released officer positions.
- 5.3 In the event of multiple candidates for a single position, 50% plus one of the votes cast is required for a candidate to be successful.
- 5.4 In the event of two or more positions for Executive Members at Large being open, the number of candidates with the greatest number of votes synonymous with the number of vacancies shall be declared successful.
- 5.5 The order of elections shall be: >created 2017
 - 1 - President
 - 2 - 1st Vice-President
 - 3 - 2nd Vice-President
 - 5 - Executive Members at Large
- 5.6 A candidate who has been unsuccessful in an election may elect to drop-down and seek another position on the Executive for which they are qualified. >revised 2021
- 5.7 Each candidate has the right to have a scrutineer present at the counting of ballots.
- 5.8 The election process will be conducted by the Chief Electoral Officer appointed by Executive.
- 5.9 For the election of each office, the doors will be tiled before speeches begin and shall be untiled after the ballots have been collected.

6 BY-LAW VI - ETFO ANNUAL MEETING

- 6.1 Delegates to the Annual Meeting (AM) shall be elected at the OCEOTA Annual General Meeting in accordance with Article VIII 8.1.4.
- 6.2 The number of delegates to the Annual meeting is determined by ETFO. >created 2014
- 6.3 With Executive approval, up to an equal number of Alternates may be named in order of the number of votes received. >revised 2010
- 6.4 One position on the ETFO AM delegation will be reserved for a non-executive member who has never attended the ETFO AM. >created 2014
- 6.5 Candidates not successful as Delegate or Alternate will, in order of the number of votes received, go on a waiting list to replace any Delegate or Alternate who subsequently withdraws from the Delegation.
- 6.6 The Delegation Chair will be appointed by the President and approved by Executive.
- 6.7 The delegation Chair will survey the delegation re mode of travel, room arrangements and allergies and provide that information to the President within one week of the AGM. >created 2016
- 6.8 Any delegate who learns they will not be available for the whole five (5) days, Sunday to Thursday, will inform the President immediately so that appropriate action can be taken. >created 2016