

**By-Laws of the
Waterloo Unit
of the
Ontario English Catholic Teachers'
Association**

Approved on Nov 14, 2011 at the Unit Annual General Meeting

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1. BY-LAWS

1.1 General Provisions and Limitations

- 1.1.1 The Unit By-laws are to be consistent with the Association Handbook and are not to contravene its constitution, by-laws, policies or procedures.
- 1.1.2 The Waterloo Unit and its Branch Affiliates shall hereafter be known as the Ontario English Catholic Teachers' Association (OECTA) – Waterloo Combined Unit and herein shall be designated as the Unit.

1.2 Objectives of the Unit

- 1.2.1 It shall be the objectives of the Unit to:
 - 1.2.1.1 promote the objectives of the Provincial Association;
 - 1.2.1.2 promote the development and welfare of Catholic Education in the service of students in the Waterloo Catholic District School Board;
 - 1.2.1.3 promote a spirit of collegiality among members;
 - 1.2.1.4 assist in the development and maintenance of Ontario English Catholic Teachers Association membership for all teaching staff of English language schools in the Waterloo Catholic District School Board;
 - 1.2.1.5 promote the personal, professional and spiritual growth of members;
 - 1.2.1.6 improve and safeguard the welfare of members and their students;
 - 1.2.1.7 influence, through the Association and its parent bodies, decision-making in education in Waterloo Region, the Province of Ontario and Canada;
 - 1.2.1.8 promote full protection of its members under the Ontario Human Rights Code.
 - 1.2.1.9 promote proportional representation across all unit committees and delegations.

1.3 Organization of the Unit

1.3.1 The Unit shall have the following organizational divisions:

1.3.1.1 General Membership

1.3.1.2 Executive Council (EC)

1.3.1.3 Elected Table Officers (ETO)

1.3.1.4 Standing Committees

1.3.1.5 Ad Hoc Committees

1.3.1.6 Elementary Branch Affiliate (EBA) Members

1.3.1.7 Secondary Branch Affiliate (SBA) Members

1.3.1.8 Occasional Branch Affiliate (OBA) Members

1.3.2 AMENDMENTS OF BY-LAWS

1.3.2.1 By-laws governing the Unit may only be amended by a two-thirds majority vote of the members present and voting at a General Meeting of the members. By-laws must be submitted in accordance with the procedures in the OECTA Provincial Handbook for approval by the Provincial Association. Such By-laws must be consistent with the Provincial Association as per the OECTA Provincial Handbook.

1.3.3 AMENDMENTS OF POLICIES AND PROCEDURES

1.3.3.1 Policies and Procedures governing the Unit may only be amended by a two-thirds majority vote of the members at a General Meeting or a three-quarters majority vote at Executive Council. Any such action taken by Executive Council shall be subject to ratification at the next Unit General Meeting.

1.4 MEETINGS

1.4.1 Meeting Conduct

1.4.1.1 The rules of order for meetings shall be in accordance with the current edition of Robert's Rules of Order and where they are not

inconsistent with this by-laws or any special rules of order the Unit may adopt.

1.4.1.2 Members may question reports.

1.4.1.3 Members may debate, amend or vote on motions.

1.4.1.4 Members shall consider and endorse an agenda and conduct themselves in accordance with that agenda.

1.4.1.5 Unless otherwise requested, business of the Unit shall be transacted by a show of hands.

1.4.2 **Unit General Meetings**

1.4.2.1 **Purpose of General Meetings**

1.4.2.1.1 General Meetings of the Unit may amend the By-laws, Policies, Procedures, Budget allocations or any business of the Unit provided that such amendment is consistent with the *Handbook* of the Provincial Association.

1.4.2.1.2 General meetings may be held in conjunction with Elementary, Secondary, and/or Occasional Teacher Branch Affiliate meetings.

1.4.2.1.3 In the case of change in the Unit By-laws, such By-laws must be submitted to the Provincial Association for approval.

1.4.2.1.4 No change in By-laws may occur unless notice has been distributed to the members, through regular channels, ten working days prior to a General Meeting. Change in the By-laws may occur, without ten days prior notice, when unanimous consent of the Assembly is given at a properly constituted meeting.

1.4.2.1.5 Change in Policy and Procedures may occur when:

1.4.2.1.5.1 notice has been distributed to the members, through regular channels, ten working days prior to a General Meeting and a two-thirds majority of the members present and voting at the meeting is in favour, or;

1.4.2.1.5.2 notice has been distributed to the members through regular channels ten working days prior to an Executive Council Meeting and with a three-quarters majority of the Executive Councilors present and voting at the meeting in favour and the changes are ratified at the next General Meeting.

1.4.2.2 **General Meetings**

1.4.2.2.1 The Unit shall hold:

1.4.2.2.1.1 an Annual General Meeting of the Unit prior to June 30th;

1.4.2.2.1.2 a Fall General Meeting of the Unit prior to December 1st;

1.4.2.2.1.3 meetings deemed necessary by the Members, the Executive Council or ETO which shall be called in accordance with the by-laws.

1.4.2.2.2 General Meetings

1.4.2.2.2.1 Shall receive reports from Officers or Committees of the Unit, question those reports, debate motions and conduct business of the Unit.

1.4.2.2.2.2 Members of the Unit shall be entitled to vote at Unit General Meetings.

1.4.2.2.3 The Annual General Meeting shall receive written reports from:

1.4.2.2.3.1 Elected Officers

1.4.2.2.3.2 Standing Committees

1.4.2.2.3.3 Special Officers

1.4.2.2.3.4 Ad Hoc Committees

1.4.2.2.4 The Annual General Meeting shall approve a budget, in principle, for the Unit year which shall run from July 1st until June 30th of the following year.

1.4.2.2.5 The Annual General Meeting shall:

1.4.2.2.5.1 conduct step-down elections of the ETO for terms to begin July 1st next;

1.4.2.2.5.2 elect by their respective members, the executives for the EBA, SBA and OBA.

1.4.2.2.6 The Fall General Meeting shall:

- 1.4.2.2.6.1 approve the Unit budget for the year;
- 1.4.2.2.6.2 consider and approve or not approve resolutions to the Provincial Annual General Meeting;
- 1.4.2.2.6.3 announce the members of the Executive Council, members to committees and selection of committee chairs;
- 1.4.2.2.6.4 recognize recipients of the OECTA Certificate for 25 years Contribution to Catholic Education.
- 1.4.2.2.7 The election of the ETO and Branch Affiliate Officers shall be conducted by secret ballot.

1.5 Executive

1.5.1 Organization of the Executive of the Unit

- 1.5.1.1 The Executive shall be the Executive Council. ETO shall form a division within the Executive, with the duties, rights and responsibilities hereinafter specified.
- 1.5.1.2 The Executive Council shall consist of: the Executive Councilors, ETO, the Branch Affiliate Officers, the Standing Committee Chairs and the Grievance Officers.
- 1.5.1.3 Executive Councilors shall be elected/appointed on the basis of:
 - 1.5.1.3.1 1 Executive Councilor for every 25 members, or part thereof, in each school;
 - 1.5.1.3.2 Occasional teachers shall be represented by the appropriate number of FTE that their fee return generates. (e.g. 73 FTE = 3 Executive Councilors);
 - 1.5.1.3.3 Certified Staff, not affiliated with a school, shall be considered a school and shall be permitted to have a number of councilors as per the schedule in 1.5.1.3.1;
 - 1.5.1.3.4 Continuing Education teachers, at each site, shall be considered a school and shall be permitted to have a number of councilors as per the schedule in 1.5.1.3.1;

1.5.1.3.5 Any school which sees a decrease to below the threshold for an additional councilor will be given a year of grace.

1.5.1.4 Any member of the Unit may attend an Executive Council meeting.

1.5.2 Voting

1.5.2.1 All duly elected or appointed members of Executive Council may vote at any Executive council meeting.

1.5.2.2 Unless a ballot or recorded vote has been requested, the business of the Executive Council shall be transacted by a show of hands.

1.5.3 Terms of Office

1.5.3.1 The terms of office for Officers shall be as follows:

1.5.3.1.1 President – two years;

1.5.3.1.2 Past President – in accordance with the President;

1.5.3.1.3 Treasurer – two years;

1.5.3.1.4 Elementary Vice President – two years;

1.5.3.1.5 Secondary Vice President – two years;

1.5.3.1.6 Occasional Vice President– two years;

1.5.3.1.7 Recording Secretary – one year;

1.5.3.1.8 Executive Councilor – one year;

1.5.3.1.9 Councilors to ETO – one year.

1.5.3.2 The various terms of office shall commence on July 1st and conclude on June 30th of that term. In the case of appointed positions, the terms of office shall commence at the time of appointment and conclude on June 30th next.

1.5.3.3 The President, Occasional Vice President and Elementary Vice President shall be elected in odd years and Treasurer and Secondary Vice President shall be elected in even years.

1.5.4 Eligibility

- 1.5.4.1 A candidate must be a member of the Unit at the time of taking office and during the term of office.
- 1.5.4.2 At any given time, an officer may hold only one elected office within the Unit.

1.5.5 Election

- 1.5.5.1 The Elected Table Officers shall:
 - 1.5.5.1.1 be elected at the Annual General Meeting of the Unit through an election supervised by an appointed Nominating Committee with the Past President as Chair, and;
 - 1.5.5.1.2 as per Procedures, be elected by step-down elections;
 - 1.5.5.1.3 for the positions of the vice presidents representing Branch Affiliates and councilors representing Branch Affiliates, the respective Branch Affiliates shall determine how the positions will be filled.

1.5.6 Removal from Office

- 1.5.6.1 An elected or appointed Officer of the Unit who fails to perform the duties of the office may be removed from office by a two-thirds majority vote of the Executive Council. At least ten days written notice of such impending action shall be provided to the Officer and to Executive Council.
- 1.5.6.2 An appeal may be made to the members at the next General Meeting.

1.5.7 Composition of Elected Table Officers (ETO)

- 1.5.7.1 The Elected Table Officers is the body consisting of:
 - 1.5.7.1.1 Elected Officers:
 - 1.5.7.1.1.1 President;
 - 1.5.7.1.1.2 Past President;

- 1.5.7.1.1.3 Vice President Elementary;
- 1.5.7.1.1.4 Vice President Secondary;
- 1.5.7.1.1.5 Vice President Occasional;
- 1.5.7.1.1.6 Treasurer;
- 1.5.7.1.1.7 Recording Secretary;
- 1.5.7.1.1.8 Councilor Elementary – 2;
- 1.5.7.1.1.9 Councilor Secondary – 2;
- 1.5.7.1.1.10 Councilor Occasional – 1.
- 1.5.7.1.2 Appointed Officers:
 - 1.5.7.1.2.1 Councilors, a maximum of two deemed necessary by ETO.
- 1.5.7.2 Only the above Officers may vote at a meeting of the ETO.
- 1.5.7.3 Upon the resignation, death or removal from office or short term leave of absence of an elected Officer, the ETO shall within five days either:
 - 1.5.7.3.1 call an election for the balance of the term or leave of absence for that position;
 - 1.5.7.3.2 appoint an interim replacement, for the balance of the term or leave of absence subject to the approval of Executive Council;
 - 1.5.7.3.3 in the case of Past President, decide if the position is to be left vacant.
- 1.5.8 Meetings**
 - 1.5.8.1 Frequency of Meetings
 - 1.5.8.1.1 The Executive Council shall meet monthly beginning with the month of September and ending with the month of June next. The Annual General Meeting and the Fall General Meeting shall replace the mandatory monthly meetings in the months in which they occur.

- 1.5.8.1.2 In addition to the mandatory monthly meeting, the Executive Council shall meet at the request of the President, the ETO or upon the request of five or more Executive Councilors, from at least two schools. Such meetings shall occur within ten working days following written notification.
- 1.5.8.1.3 In addition to attendance at Executive Council Meetings, the ETO shall meet monthly beginning with the month of September and ending with the month of June next.
- 1.5.8.1.4 The ETO shall meet at the request of the President or two of their own members, in addition to the mandatory monthly meetings. Such meetings shall occur within ten working days following notification.
- 1.5.8.1.5 The newly elected ETO shall meet at least once for the purpose of establishing annual goals and objectives and organization prior to or at the regular September ETO meeting.
- 1.5.8.2 Conduct of Executive Council and Elected Table Officers Meetings
 - 1.5.8.2.1 The Chair of Executive Council shall be selected by the ETO.
 - 1.5.8.2.2 The Chair of ETO meetings shall be the President or designate;
 - 1.5.8.2.3 A quorum for ETO and Executive Council meetings shall be two-thirds of elected members;
 - 1.5.8.2.4 The rules of order for meetings shall be in accordance with the current edition of Robert's Rules of Order and where they are not inconsistent with these by-laws or any special rules of order the Unit may adopt.

1.5.9 Duties of the Executive Council

- 1.5.9.1 Executive Council shall:
 - 1.5.9.1.1 report to the grievance officer(s) alleged unfairness on the part of the Board;
 - 1.5.9.1.2 attend a local Role Specific Training In-service for the Executive Council;

- 1.5.9.1.3 seek volunteers to all Unit committees and approve members to said committees;
- 1.5.9.1.4 designate the President, Treasurer and a minimum of one other member of Executive Council to interview and recommend for hiring any candidate(s) for permanent employment;
- 1.5.9.1.5 hire, upon recommendation, permanent employees;
- 1.5.9.1.6 hold General Meetings when deemed necessary for the welfare of the Unit and when required by the By-laws, Policies and Procedures;
- 1.5.9.1.7 approve a Nominating Committee prior to the Unit Annual General Meeting;
- 1.5.9.1.8 oversee the compilation of the Unit budget and membership approved levy;
- 1.5.9.1.9 authorize and approve all Unit expenses;
- 1.5.9.1.10 accept the resignation of an ETO, Councilor or Committee Member;
- 1.5.9.1.11 receive and consider for approval reports from Committees and Officers;
- 1.5.9.1.12 monitor the activities of the Officers and Committees;
- 1.5.9.1.13 grant approval of the proposed activities of all Officers and Committees;
- 1.5.9.1.14 direct responsibility for action on approved recommendations;
- 1.5.9.1.15 receive concerns and inquiries brought to the Executive Council;
- 1.5.9.1.16 make recommendations to the General Membership on By-laws or Policy and Procedures;
- 1.5.9.1.17 consider procedures for the careful management of the Unit business;
- 1.5.9.1.18 consider, in advance, requests for over-expenditures;
- 1.5.9.1.19 promote the interests of the Unit and Provincial Association;

- 1.5.9.1.20 approve the delegates, alternates and Resolutions to the Provincial Annual General Meeting;
- 1.5.9.1.21 borrow funds on behalf of the Unit, if such action is authorized by the Provincial Executive;
- 1.5.9.1.22 become informed about the Canadian Teachers' Federation, the Ontario Teachers' Federation, the Ontario English Catholic Teachers' Association, The College of Teachers, the Teaching Profession Act, the Collective Agreement, issues affecting education in the Waterloo Region, the Education Act and its Regulations, all other Ministry Policies as well as the policies of the Waterloo Catholic District School Board;
- 1.5.9.1.23 approve the appointment of a Steering/House Resolutions Committee for Executive Council Meetings

1.5.10 Role and Duties of the Executive Councilors

- 1.5.10.1 The role of the Executive Councilor is key to the successful attainment of the objectives of the Unit.
- 1.5.10.2 The Executive Councilor shall:
 - 1.5.10.2.1 assist in the definition of the Unit's annual objectives;
 - 1.5.10.2.2 represent staff opinion at the Executive Council meetings;
 - 1.5.10.2.3 channel requests by staff members for information to the appropriate Officer and/or Committee;
 - 1.5.10.2.4 participate in all Executive Council business;
 - 1.5.10.2.5 act as liaison between OTF, OECTA, Provincial and Executive Council, and the members of the Unit by:
 - 1.5.10.2.5.1 attend all Executive Council Meetings;
 - 1.5.10.2.5.2 retain minutes of Unit Meetings and making these available to members;
 - 1.5.10.2.5.3 hold regular staff meetings or securing a place on the agenda of school staff meetings to inform members of issues and to poll staff on opinion on issues;

- 1.5.10.2.5.4 act as a liaison for the Unit in the school or department by establishing a Unit/Provincial Association bulletin board and other communication routines;
- 1.5.10.2.5.5 distribute to the members OTF, OECTA and Unit information, publications and correspondence, notifying the appropriate authority of the shortages therein;
- 1.5.10.2.5.6 actively promote Provincial and Unit activities and available services;
- 1.5.10.2.5.7 report to ETO, for furtherance to the Provincial Executive, any case of alleged unprofessional conduct by a member of the Unit and, at the same time, provide the member a copy of the report.
- 1.5.10.3 The Executive Councilor may:
 - 1.5.10.3.1 question any matter brought to the Executive Council;
 - 1.5.10.3.2 bring any new matter to the Assembly under "New Business";
 - 1.5.10.3.3 propose any motion pertaining to the business of the Assembly;
 - 1.5.10.3.4 request any information necessary to the business of the Assembly;
 - 1.5.10.3.5 survey and/or poll the members regarding matters pertaining to Assembly business.

1.5.11 Duties of the Elected Table Officers

- 1.5.11.1 The ETO, subject to the By-laws, Policies and Procedures of the Unit, shall:
 - 1.5.11.1.1 manage the interim affairs and business of the Unit and be responsible to the Executive Council;
 - 1.5.11.1.2 recommend to the Executive Council annual Unit objectives;
 - 1.5.11.1.3 set the agenda for meetings of the Executive Council;
 - 1.5.11.1.4 select Chair of the Executive Council meeting;
 - 1.5.11.1.5 promote the interests of the Provincial Association and the Unit;

- 1.5.11.1.6 report in writing to the Provincial Executive any case of alleged unprofessional conduct and, at the same time, furnish the member with a copy of the report;
- 1.5.11.1.7 receive and consider reports of alleged unfairness on the part of the Board or its agents, and reports of professional difficulties between members. If necessary, work with General Secretary to resolve these matters;
- 1.5.11.1.8 shall refer to the General Secretary all matters requiring legal advice and counsel;
- 1.5.11.1.9 advertise positions on committees;
- 1.5.11.1.10 seek out and recommend to the Executive Council committee appointments;
- 1.5.11.1.11 recommend to Executive Council the names of members to fill committee vacancies;
- 1.5.11.1.12 encourage full representation of members on Executive Council;
- 1.5.11.1.13 oversee, subject to the Executive Council approval, and designate to the Finance Committee supervision and the employment of any Unit staff, including endorsing of a job description, scheduling work, and setting conditions of employment;
- 1.5.11.1.14 be a member of a minimum of one standing committee and act as a liaison between the ETO and that committee;
- 1.5.11.1.15 call the first meeting of the above committee(s) prior to the second Executive Council Meeting of the year at which:
 - 1.5.11.1.15.1 terms of reference are reviewed;
 - 1.5.11.1.15.2 a Chair and secretary are selected;
 - 1.5.11.1.15.3 priorities are set;
- 1.5.11.1.16 appoint a Nomination Committee prior to the Unit Annual General Meeting, with the Past President as Chair;
- 1.5.11.1.17 delegate interim responsibility for a vacant position to the existing ETO;
- 1.5.11.1.18 organize education workshops for the ETO and Councilors;

- 1.5.11.1.19 direct responsibility for action, based on motions approved by ETO or the Executive Council.
- 1.5.11.2 The Elected Table Officers may:
 - 1.5.11.2.1 establish a sub-committee of its own members to investigate, discuss and formulate recommendations on any matter relevant to the performance of its duties. When forming such, the ETO shall set terms of reference and timelines for completion;
 - 1.5.11.2.2 recommend to the Executive Council any course of action which it deems to be in the best interest of the Unit or its members;
 - 1.5.11.2.3 formulate procedures to expedite business subject to approval by the Executive Council and/or a General Meeting;
 - 1.5.11.2.4 call for reports from any Officer or Committee of the Unit;
 - 1.5.11.2.5 call for the minutes of any committee and address those minutes at a meeting;
 - 1.5.11.2.6 meet with the Director of Education of the Board to discuss any matter that is not specifically related to negotiations for Collective Agreements(s) or Grievance(s) that may be in progress. Reports and recommendations derived from such discussions shall be brought to Executive Council for approval;
 - 1.5.11.2.7 recommend the appointment of up to two Councilors annually, from the General Membership, who will provide valuable experience and background to the composition and conduct of ETO;
 - 1.5.11.2.8 should a group not be represented by election on the ETO, consideration of the appointment of a representative from that group shall be given.
- 1.5.12 Terms of Reference of Elected Table Officers**
 - 1.5.12.1 **The President** shall be as described in the Provincial handbook, and to:
 - 1.5.12.1.1 promote the interest of the Ontario English Catholic Teachers' Association;

- 1.5.12.1.2 communicate and meet regularly with all members: as individuals, school groups or special interest groups, to listen to members' concerns and to educate;
- 1.5.12.1.3 provide information to appropriate committees and ETO regarding role specific Provincial workshops, seminars, conferences and ensure attendance by the designated members of the Unit;
- 1.5.12.1.4 impart to the Chair of the Professional Development Committee all information regarding non role-specific conferences and/or seminars;
- 1.5.12.1.5 upon a request for committee members by the Board, advertise and follow Policy;
- 1.5.12.1.6 call Unit, Executive Council and ETO meetings and direct the planning of programs thereof with the assistance of the appropriate ETO and the Executive Councilor(s);
- 1.5.12.1.7 be a member of the Benefits Review Committee, Political Advisory Committee;
- 1.5.12.1.8 act as an ex-officio member of all other committees;
- 1.5.12.1.9 act as liaison to the Grievance Officer(s), Benefits Review Committee and the EBA/SBA and OBA Collective Bargaining Committees;
- 1.5.12.1.10 represent the will of the ETO and the Executive Council by acting as liaison with the Board, units of OECTA and community groups;
- 1.5.12.1.11 finalize the agenda for the ETO meetings and preside thereat;
- 1.5.12.1.12 counsel members to choose an appropriate course of action by providing all pertinent information;
- 1.5.12.1.13 ensure the presentation of the local Service Awards;
- 1.5.12.1.14 attend the Council or Presidents as per the *Handbook*. If unable to attend, designate the role to the CEO of the Branch Affiliate of which the President is a member;
- 1.5.12.1.15 give a written report to the Executive Council and members following each meeting of the Council of Presidents and respond to concerns;

- 1.5.12.1.16 ensure a designate is selected for any Provincial function, for which the Unit President is the official representative and unable to attend or unable to perform the duty;
- 1.5.12.1.17 act as a liaison or delegate the authority for liaison to another Officer; with the Board, units of OECTA, Provincial Associations and community groups as may be required. The President may delegate authority but not responsibility for the tasks;
- 1.5.12.1.18 seek the advice and counsel of any member of the Provincial Staff;
- 1.5.12.1.19 be responsible for matters related to Pension Benefits;

- 1.5.12.2 **The Past President** shall:
 - 1.5.12.2.1 advise and counsel the President and the ETO;
 - 1.5.12.2.2 act as Chair of the Nomination Committee and conduct elections at the Annual General Meeting of the Unit;
 - 1.5.12.2.3 advise and assist the Vice President in organizing the General Meetings of the Unit;
 - 1.5.12.2.4 be responsible for the education of the ETO, Executive Council and the members of the Unit;
 - 1.5.12.2.5 be a member of the Spiritual Development Committee;
 - 1.5.12.2.6 remain in the position of Past President until the succeeding Past President takes office. In the event of the resignation of the Past President, the office shall be filled by the immediate predecessor or predecessor in order of immediacy.

- 1.5.12.3 **The Vice Presidents** shall:
 - 1.5.12.3.1 assist the President with Unit duties. In the absence of the President, duties shall be performed by the Branch Affiliate Vice President who is a member of the Council of Presidents, or in their absence by the other Release Officer, the Occasional Branch Affiliate Vice President, by the Treasurer or one of the other ETO;
 - 1.5.12.3.2 within five working days of the President's failure to call a mandatory meeting of the Unit, call the meeting and notify the Unit President and the Provincial General Secretary of this action;

- 1.5.12.3.3 act as Communications Officers for the Unit to establish and maintain communication with the local media;
- 1.5.12.3.4 be members of the Communication Committee and assist in the preparation of Unit publications;
- 1.5.12.3.5 assist the officers or Standing Committees in the formation of media releases subject of the scrutiny of ETO and Executive Council;
- 1.5.12.3.6 attend Communication Seminars of the Provincial Association;
- 1.5.12.3.7 be responsible for the conduct of Executive Council and General Meetings of the Unit and consult with the Past President;
- 1.5.12.3.8 preside or delegate the authority to preside at Executive Council and General Meetings so that:
 - 1.5.12.3.8.1 the views of the minorities shall be heard;
 - 1.5.12.3.8.2 the will of the majority shall rule, and;
 - 1.5.12.3.8.3 the business of the meeting shall be efficiently concluded;
- 1.5.12.3.9 be responsible for the appointment of a Steering/House Resolutions Committee for Executive Council Meetings and General Meetings of the Unit;
- 1.5.12.3.10 consult with the Past President regarding the conduct of General Meetings of the Unit;
- 1.5.12.3.11 work with the Past President in the education of the members of the Executive Council and the Unit regarding OECTA Unit affairs;
- 1.5.12.3.12 be members of the Legislation Committee;
- 1.5.12.3.13 receive, from the President, all information regarding non role-specific meetings/conferences and seminars; advertise the event and method of delegate selection and recommend appropriate delegates;
- 1.5.12.3.14 subject to the approval of ETO and of the Executive Council and the provisions of the budget, be responsible for:
 - 1.5.12.3.14.1 selecting delegates for the Provincial Annual General Meeting following the criteria;

- 1.5.12.3.14.2 publicizing and accepting applications for delegates based on establish criteria;
- 1.5.12.3.14.3 recommending a list of delegates to ETO and Executive Council;
- 1.5.12.3.14.4 preparing the delegates for conferences, seminars and workshops;
- 1.5.12.3.15 be members of the Professional Development Committee;
- 1.5.12.3.16 be the CEO of their respective Branch Affiliate;
- 1.5.12.3.17 In the event of separate Collective Agreements, there shall be one Grievance Officer for each Branch Affiliate. The Grievance Officer shall be responsible to the appropriate Branch Affiliate Executive.
- 1.5.12.4 **The Unit Treasurer** shall be as described in the Provincial handbook and:
 - 1.5.12.4.1 be responsible for the deposit of all funds in the name of the Unit in an accredited banking institution;
 - 1.5.12.4.2 keep or supervise an account of all monies received or expended and report monthly to the Executive Council and ETO;
 - 1.5.12.4.3 monitor the fiscal practices of the Unit;
 - 1.5.12.4.4 be responsible for authorizing the payment of all approved accounts and expenses incurred by the Unit. Payments to be made by cheque are to be signed by any two of the following authorized signing officers: the President, the Treasurer, the Office Manager;
 - 1.5.12.4.5 present a detailed annual financial report to the members at the Annual General Meeting of the Unit;
 - 1.5.12.4.6 take, with the Finance Committee, a balanced budget "In Principle", to the Annual General Meeting;
 - 1.5.12.4.7 take, with the Finance Committee, a balanced budget and all related motions for approval to the Fall General Meeting;
 - 1.5.12.4.8 be a member of the Finance Committee;

- 1.5.12.4.9 ensure that expenditure policies and procedures are formulated, through committees and ETO input, and approved by Executive Council;
- 1.5.12.4.10 make recommendations regarding any financial matters.
- 1.5.12.5 **The Recording Secretary** shall:
 - 1.5.12.5.1 be responsible for recording all minutes of General, ETO and Executive Council meetings;
 - 1.5.12.5.2 be responsible for and submit such minutes to the Unit office;
 - 1.5.12.5.3 forward copies of Executive and General Meeting minutes to the General Secretary as requested.
- 1.5.12.6 **Councilors** shall:
 - 1.5.12.6.1 advise and assist ETO on matters of Unit business and its duties;
 - 1.5.12.6.2 serve as members of Ad Hoc Committees as designated by Executive Council;
 - 1.5.12.6.3 be a member of the appropriate Branch Affiliate Executive;
 - 1.5.12.6.4 fulfill the Terms of Reference as designated by the Branch Affiliate.

1.6 STANDING COMMITTEES

1.6.1 Standing Committees of the Unit

- 1.6.1.1 Standing Committees of the Unit may be:
 - 1.6.1.1.1 Beginning Teachers;
 - 1.6.1.1.2 Finance;
 - 1.6.1.1.3 Health and Safety;
 - 1.6.1.1.4 Human Rights;
 - 1.6.1.1.5 Legislation;
 - 1.6.1.1.6 Political Advisory;

- 1.6.1.1.7 Professional Development;
- 1.6.1.1.8 Recognition;
- 1.6.1.1.9 Social;
- 1.6.1.1.10 Spiritual Development;
- 1.6.1.1.11 Status of Women Committee.
- 1.6.1.1.12 Communications and Public Relations Committee

1.6.2 Duties of the Standing Committees

- 1.6.2.1 Should a committee not be established by the second Executive Council Meeting of the year, the assigned Elected Table Officer shall review the committee terms of reference and make a recommendation to the Executive Council for action;
- 1.6.2.2 Standing Committees shall:
 - 1.6.2.2.1 recommend the name of a Chair, who is not a member of ETO, to the Executive Council for approval at the first Executive Council meeting following the first meeting of the committee;
 - 1.6.2.2.2 appoint a secretary to keep an accurate written record of meetings;
 - 1.6.2.2.3 report at each Executive Council Meeting as necessary and keep the members apprised of the progress of the committees' activities;
 - 1.6.2.2.4 submit copies of minutes to the Office Staff for typing and distribution to the Committee;
 - 1.6.2.2.5 take direction from the ETO, the Executive Council and the General Meetings as required by the Executive Council;
 - 1.6.2.2.6 report to the Annual General Meeting of the Unit and to other General Meetings as required by the Executive Council;
 - 1.6.2.2.7 submit budget recommendations to the Finance Committee for the following year no less than twenty-one (21) days prior to the Annual General Meeting;

- 1.6.2.2.8 expend budget lines as per approved Unit procedures and submit receipts/invoices through the Office Staff to the Treasurer;
- 1.6.2.2.9 abide by the specific terms of reference for the Committee;
- 1.6.2.2.10 review the terms of reference on an annual basis and recommend amendments to a General Meeting;
- 1.6.2.2.11 plan projects and related costs, request approval for the project and funding from the Executive Council prior to the commencement of the project;
- 1.6.2.2.12 observe a quorum of fifty percent of committee members;
- 1.6.2.2.13 consider pertinent matters introduced by members;
- 1.6.2.2.14 maintain the highest standard of professionalism.
- 1.6.2.3 Standing Committees may:
 - 1.6.2.3.1 make recommendations to the ETO, Executive Council, Branch Affiliate Executives or a General Meeting;
 - 1.6.2.3.2 propose for Executive Council approval the names of additional members who may wish to serve on the committee;
 - 1.6.2.3.3 make recommendations for changes to its terms of reference or recommend the formation of an Ad Hoc Committee.
- 1.6.2.4 Standing Committee Chairs shall:
 - 1.6.2.4.1 report as required by the Executive Council;
 - 1.6.2.4.2 supervise the compilation of accurate minutes and reports;
 - 1.6.2.4.3 advise the Executive Council, ETO or Branch Affiliate Executives of any recommendation of the Committee;
 - 1.6.2.4.4 submit to the Finance Committee a budget proposal for the future operation of the Committee;
 - 1.6.2.4.5 seek approval from Executive Council, in advance, for all over-expenditures.
- 1.6.3 Terms of Reference of Standing Committees**

1.6.3.1 **Beginning Teachers Committee**

1.6.3.1.1 The Beginning Teachers Committee shall:

1.6.3.1.1.1 promote the involvement and participation of beginning teachers in the Association;

1.6.3.1.1.2 address the needs and concerns of beginning teachers;

1.6.3.1.1.3 review the beginning teachers' programs, resources, structures, policies and procedures at the local level;

1.6.3.1.1.4 support beginning teachers in their professional and union endeavours.

1.6.3.2 **Finance Committee**

1.6.3.2.1 The Finance Committee shall:

1.6.3.2.1.1 monitor expenditures of the Unit;

1.6.3.2.1.2 formulate a proposed balanced budget based on:

1.6.3.2.1.2.1 the review of previous budget;

1.6.3.2.1.2.2 the review of financial statements;

1.6.3.2.1.2.3 the solicitation of spending estimates from Officers and Committees of the Unit;

1.6.3.2.1.2.4 the goals and priorities established by the Unit;

1.6.3.2.1.3 receive budget proposals for incorporation in the budget to be approved "In Principle" at the Unit Annual General Meeting;

1.6.3.2.1.4 review the budget approved "In Principle" and formulate a final budget to be approved at the Fall General Meeting;

1.6.3.2.1.5 monitor the investments and securities of the Unit;

1.6.3.2.1.6 provide input/guidance to Committees on all financial concerns affecting the spending of Committee monies.

1.6.3.3 **Health and Safety Committee**

1.6.3.3.1 The Health and Safety Committee shall:

- 1.6.3.3.1.1 be informed of issues, trends and problems in the area of occupational health and safety and the workplace environment;
- 1.6.3.3.1.2 identify members' needs and recommend actions that the Unit should pursue to address these needs;
- 1.6.3.3.1.3 inform the members of all aspects pertaining to occupational health and safety and the workplace environment;
- 1.6.3.3.1.4 advise the Unit in matters pertaining to occupational health and safety and workplace environmental issues that require attention;
- 1.6.3.3.1.5 present such health and safety seminars, conferences and workshops as needed and directed by the Provincial Executive.

1.6.3.4 **Human Rights Committee**

1.6.3.4.1 The Human Rights Committee shall:

- 1.6.3.4.1.1 inform all members of the current trends, issues and problems as they pertain to equal opportunities for members based on race, creed, ethnicity, gender, sexual orientation and mental or physical ability;
- 1.6.3.4.1.2 recommend actions to ensure barrier free and discrimination free workplaces;
- 1.6.3.4.1.3 assist our students to recognize and appreciate the contributions of people of different races, creeds, ethnicities, genders, sexual orientations and mental or physical abilities;
- 1.6.3.4.1.4 support and promote school based projects that highlight human rights and social justice issues;
- 1.6.3.4.1.5 provide workshops and assist in the development of local committees to address the concerns of members based on race, creed, ethnicity, gender, sexual orientation and mental or physical abilities.

1.6.3.5 **Legislation Committee**

1.6.3.5.1 The Legislation Committee shall:

- 1.6.3.5.1.1 study all matters pertaining to the Unit By-laws, Policies or Procedures and report on such matters to the Annual General Meeting;
- 1.6.3.5.1.2 monitor and advise the Executive Council on the effects of all changes proposed to the local By-Laws, Policies and Procedures, in light of the *Handbook*;
- 1.6.3.5.1.3 promote member awareness of the Provincial Association Constitution and Handbook, Unit By-laws, Policies and Procedures and Legislation affecting education;
- 1.6.3.5.1.4 review the Unit By-laws, Policies and Procedures; make recommendations annually or as deemed necessary, on changes that could expedite or align the business of the Unit with actual practice;
- 1.6.3.5.1.5 consider submissions from within the Unit;
- 1.6.3.5.1.6 seek, receive and direct all resolutions, submitted for consideration at the Provincial Association Annual General Meeting;
- 1.6.3.5.1.7 maintain a current copy of the Unit By-laws, Policies and Procedures.

1.6.3.6 **Political Advisory Committee**

- 1.6.3.6.1 The Political Advisory Committee shall:
 - 1.6.3.6.1.1 establish contact with local politicians;
 - 1.6.3.6.1.2 establish contact with outside agencies and teacher organizations;
 - 1.6.3.6.1.3 monitor issues relevant to education in Ontario and in particular to Catholic Education and assist the Communication Officer(s) in communication in a timely and public manner;
 - 1.6.3.6.1.4 report to the ETO and Executive Council pertinent facts and recommendations for action;
 - 1.6.3.6.1.5 take direction from the ETO and Executive Council, regarding political issues;
 - 1.6.3.6.1.6 establish ad hoc committees as required, to pursue specific individual issues;

- 1.6.3.6.1.7 provide the membership with information so they can make informed decisions when voting.
- 1.6.3.7 **Professional Development Committee**
- 1.6.3.7.1 The Professional Development Committee shall:
 - 1.6.3.7.1.1 plan local workshops for members subject to the approval of the Executive Council;
 - 1.6.3.7.1.2 review and select all Young Authors / Best Practice submissions;
 - 1.6.3.7.1.3 participate in the planning and operation of Professional Activity Day(s) allocated to the Unit;
 - 1.6.3.7.1.4 liaise and co-operate with the Board and other educational groups regarding workshops and local professional development activities;
 - 1.6.3.7.1.5 distribute funding as per established criteria for:
 - 1.6.3.7.1.5.1 workshops;
 - 1.6.3.7.1.5.2 conferences;
 - 1.6.3.7.1.5.3 seminars;
 - 1.6.3.7.1.5.4 other professional development;
 - 1.6.3.7.1.6 review the established criteria for distribution of funds.
- 1.6.3.8 **Recognition Committee**
- 1.6.3.8.1 The Recognition Committee shall:
 - 1.6.3.8.1.1 establish awards, bursaries and grants;
 - 1.6.3.8.1.2 set the criteria for awards, bursaries and grants subject to the approval of Executive Council;
 - 1.6.3.8.1.3 review the established criteria for distribution of funds;
 - 1.6.3.8.1.4 establish procedures for presentation of awards, bursaries and grants;
 - 1.6.3.8.1.5 publicize criteria, applications, nominations and the presentation of all awards, bursaries and grants;

- 1.6.3.8.1.6 receive and treat all information from nominations and applications as confidential;
- 1.6.3.8.1.7 select recipients of awards, bursaries and grants based upon established criteria;
- 1.6.3.8.1.8 consider requests for donations according to established criteria;
- 1.6.3.8.1.9 receive no less than five percent and no greater than seven percent of the Unit's Fee Return for distribution on a yearly basis.

1.6.3.9 **Social Committee**

1.6.3.9.1 The Social Committee shall promote wellness by:

- 1.6.3.9.1.1 planning social functions for members;
- 1.6.3.9.1.2 implementing plans for social functions after receiving approval of the Executive Council.

1.6.3.10 **Spiritual Development Committee**

1.6.3.10.1 The Spiritual Development Committee shall:

- 1.6.3.10.1.1 support the spiritual growth of members by planning and implementing spiritual activities and celebration;
- 1.6.3.10.1.2 develop a long-range plan for the spiritual development of members.

1.6.3.11 **Status of Women Committee**

1.6.3.11.1 The Unit Status of Women Committee shall:

- 1.6.3.11.1.1 advise the Executive on ways to enhance the status of women in society, both nationally and internationally;
- 1.6.3.11.1.2 develop recommendations for the Executive to assist the unit in establishing programs to educate members about international women's issues;
- 1.6.3.11.1.3 make recommendations to the Executive for possible action related to the status of women;

- 1.6.3.11.1.4 make recommendations to the Executive on outreach to community-based women's organizations;
- 1.6.3.11.1.5 inform all members of the current trends, issues, and problems as they pertain to the status of women locally, nationally and internationally.

1.6.3.12 **Communications and Public Relations Committee**

- 1.6.3.12.1 The Communications and Public Relations Committee shall:
 - 1.6.3.12.1.1 monitor present communication practices and make recommendations for the most effective internal and external practices;
 - 1.6.3.12.1.2 promote the activities and services of the Unit and the Association
 - 1.6.3.12.1.3 support and promote teacher advocacy at the local and provincial levels
 - 1.6.3.12.1.4 provide a venue for unit members to share information with the membership

1.6.4 Ad Hoc Committees

- 1.6.4.1 Ad Hoc Committees may be created to pursue individual issues.
- 1.6.4.2 Members may vote to create an Ad Hoc Committee at a Unit General Meeting, Unit Membership Meeting or Executive Council Meeting.
- 1.6.4.3 Terms of Reference for each Ad Hoc Committee shall be approved:
 - 1.6.4.3.1 at the time of establishment or;
 - 1.6.4.3.2 at the next meeting of the Executive Council.
- 1.6.4.4 Ad Hoc Committees and Chairs shall be subject to all terms of reference outlined for Standing Committees and Chairs.
- 1.6.4.5 Anticipated budgets shall be considered at the time of establishment of the Terms of Reference.

2. Policies

2.1 The Meaning and Purpose of Policies

2.1.1 The policies of the Unit are statements of the goals and beliefs to which its members subscribe.

2.1.2 The purpose of policy statements are:

2.1.2.1 to guide the Officers of the Unit in their public statements and in their planning of action and the conduct of Unit activities;

2.1.2.2 to provide guidance to General Meetings of the Unit when specific proposals regarding activities are placed before it.

2.2 Travel Expenses

2.2.1 That all members attending Unit business/meetings, exclusive of Branch Affiliate General Membership meetings, shall be entitled to claim travel allowance as per established procedures.

2.3 Strike Donations

2.3.1 The Unit will consider making donations to other striking workers. Such donations to be based on the size of the striking union and the length of the strike.

2.4 Dependant Care

2.4.1 All members attending Unit business/meetings, during not-business hours and exclusive of Branch Affiliate General Membership Meetings, who have dependants requiring paid care in the absence of the member, shall be entitled to claim dependant care as per established procedure. Dependant care shall include those providing paid service for babysitting, adult care and such.

2.5 Professional Development Individual Assistance Grant

2.5.1 Individual Professional Development Assistance will be granted to any member of the Unit for conference and workshops according to the established criteria and procedures subject to availability.

2.6 Creation of Units

- 2.6.1 The EBA, OBA and SBA have the right as per the *Handbook* to request the creation of a new unit.
- 2.6.2 Request for creation of a new unit to the Council of Presidents will take place only after the Branch Affiliate Executives have successfully negotiated a mutual separation agreement regarding Unit assets and responsibilities.
- 2.6.3 A new unit shall be established on a majority vote of the total members of the Branch Affiliate requesting the creation of such.
- 2.6.4 It is the policy of the Unit that all action entailed in the creation of new unit(s) be conducted in a professional, fair and open manner.

2.7 Awards

- 2.7.1 Dedication to Catholic Education Award;
- 2.7.2 Exemplary Service Award;
- 2.7.3 Twenty-five Year Service to Catholic Education;
- 2.7.4 The Dwyer and Sheila Sullivan Award;
- 2.7.5 Occasional Teacher of the Year Awards;
- 2.7.6 Beginning Teacher of the Year Award;
- 2.7.7 Staff Rep of the Year Award;
- 2.7.8 Service to Members' Award.

2.8 Bursaries

- 2.8.1 The Unit may distribute bursaries, granted on the basis of need, for the pursuance of Post-Secondary Education. These bursaries shall be distributed to students attending WCDSB Secondary Schools. All bursaries shall be paid in the year of granting. A student's failure to fulfill the terms of the bursary shall be considered a forfeiting of the right to the bursary.

3. Procedures

3.1 Meetings

- 3.1.1 Meetings may be moved into Committee Of The Whole following procedures governed by the current Robert's Rules of Order;
- 3.1.2 No minutes shall be kept during Committee Of The Whole;
- 3.1.3 Committee Of The Whole is limited only to members of that specific group that is meeting;
- 3.1.4 Recommendations of Committee Of The Whole may be acted upon by the members of that meeting upon arising from Committee Of The Whole.

3.2 Documents

- 3.2.1 The Unit shall identify all documents as "DRAFT" prior to appropriate approval;
- 3.2.2 The Unit shall identify the date of approval on all documents.

3.3 Board Committee Membership

- 3.3.1 The Unit shall:
 - 3.3.1.1 seek the right to have members on appropriate Board and Administrative Committees;
 - 3.3.1.2 where the member represents the Unit, appointments shall be made by Executive Council and representatives shall be responsible to it;
 - 3.3.1.3 where members are sought for expertise, not Unit representation, the names of all volunteers shall be forwarded to the Board.

3.4 General Procedures

- 3.4.1 Candidates running for the following Offices shall declare their candidacy, in writing, a minimum of ten (10) working days prior to elections:
 - 3.4.1.1 President;

- 3.4.1.2 Treasurer.
- 3.4.2 The Elections Chair shall present the nominations report to the assembled members at the beginning of the Annual General Meeting and subsequently present the amended slates for each office when appropriate.
- 3.4.3 The Elections Chair shall ensure appointment of a team of scrutineers who shall assist in the conduct of the elections.
- 3.4.4 The Elections Chair shall conduct the elections according to the following procedures:
 - 3.4.4.1 at the beginning of each election period, the Elections Chair shall announce those eligible for the position and have a slate posted;
 - 3.4.4.2 the scrutineers shall distribute one ballot for each contested position to voting members present at the Annual General Meeting at the time of distribution;
 - 3.4.4.3 after an appropriate passage of time, as determined and announced, the scrutineers shall collect the ballots and count them;
 - 3.4.4.4 a plurality vote shall elect;
 - 3.4.4.5 the Elections Chair shall announce the number of votes cast for each candidate, when requested by the candidate.
- 3.4.5 If the difference in the number of votes between two candidates is twenty-five or less, there shall be a recount on appeal. Such appeal shall take place within one hour of the announcement of election results for that office.
- 3.4.6 Elections will take place in the following order:
 - 3.4.6.1 ETO:
 - 3.4.6.1.1 President;
 - 3.4.6.1.2 Treasurer;
 - 3.4.6.1.3 Elementary Vice President;
 - 3.4.6.1.4 Secondary Vice President;

- 3.4.6.1.5 Occasional Vice President;
- 3.4.6.1.6 Recording Secretary;
- 3.4.6.1.7 Councilors Elementary – 2;
- 3.4.6.1.8 Councilors Secondary – 2;
- 3.4.6.1.9 Councilor Occasional – 1
- 3.4.7 Step Down Elections:
 - 3.4.7.1 There is no limit on the number of times a candidate may step down.
- 3.4.8 For a ballot to be counted, the intent of the voter must be clear.
- 3.4.9 Each candidate will be allowed to speak for five minutes, except when a candidate steps down and runs for another office. In such situations, the candidate's name will be announced. However, further opportunities to speak will not be possible.

3.5 Campaign Practices

- 3.5.1 It is expected that the highest standard of professionalism will be maintained throughout all candidate campaigns.
 - 3.5.1.1 Mass individual teacher mailings may not be done through schools;
 - 3.5.1.2 Materials are to present only the platform and/or opinions of the candidate and in no way reflect upon other candidates;
 - 3.5.1.3 Use of courier or e-mail may take place only through the Unit Office;
 - 3.5.1.4 School time, facilities, materials are not to be used for campaign business.

3.6 Campaign Procedures

- 3.6.1 Curriculum Vitae:
 - 3.6.1.1 The first mailing from the Unit Office will be done four weeks prior to the election. It will contain a single page curriculum vitae of any candidate wishing to distribute such. The Unit will be responsible for the production and distribution of this package to the members.

All curriculum vitae must be received by the Office Manager, no later than 4:00 p.m. of the Friday of the fifth week prior to election.

3.6.2 Campaign Flyers

3.6.2.1 Flyer, maximum size 8.5" x 14", for distribution should be taken to the Unit Office fully prepared. The only responsibility assumed by the Office will be insertion in courier envelopes, not production;

3.6.2.2 The second mailing from the Unit Office will be done three weeks prior to the election. It will contain flyers of any candidate wishing to distribute such. All flyers must be received by the Office Manager, no later than 4:00 p.m. of the Friday of the fourth week prior to election.

3.6.3 Campaign Posters:

3.6.3.1 Campaign posters, maximum size 11" x 17", for distribution should be taken to the Unit Office fully prepared. The only responsibility assumed by the Office will be insertion in courier envelopes, not production;

3.6.3.2 The final mailing from the Unit Office will be done two weeks prior to the election. It will contain campaign posters of any candidate wishing to distribute such. All campaign posters must be received by the Office Manager, no later than 4:00 p.m. of the Friday of the third week prior to election.

3.6.4 Electioneering – Annual General Meeting night:

3.6.4.1 Distribution of campaign material shall take place outside of the meeting room;

3.6.4.2 Signs may only be posted on the two side walls of the room with a reasonable space allotted to every candidate;

3.6.4.3 Campaigning must stop when the meeting is called to order.

3.7 Provincial AGM Delegates

3.7.1 The Unit shall subsidize hotel costs so as to permit single accommodation, if desired. The subsidy shall be no greater than the Provincial payment.

3.7.2 Delegates shall be chosen from the written applications using the following criteria:

- 3.7.2.1 involvement in the Unit;
- 3.7.2.2 involvement at the Provincial level;
- 3.7.2.3 the future plans of the Applicant to become involved in the local Unit;
- 3.7.2.4 any members at large who have never attended;
- 3.7.2.5 by lottery when there is a tie for eligibility.

3.8 Members Rights

- 3.8.1 The Unit shall endorse the members' right to due process in legal and Collective Agreement affairs as it applies to employment with the Board.

3.9 Robert's Rules

- 3.9.1 All meetings conducted within the Unit and Branch Affiliates shall ensure equity and justice by guaranteeing the rights of members to be heard and of the majority to rule as per *Robert's Rule of Order*.

3.10 Travel Expense

- 3.10.1 Travel allowance will be paid in accordance with the Provincial mileage procedure and based on recorded meeting attendance.
- 3.10.2 The Unit Treasurer is responsible for the scrutiny of claims subject to the approval of the ETO.
- 3.10.3 Committee Chairs shall be responsible for the distribution of travel allowance claim forms and the inclusion of attendance and location in meeting minutes.
- 3.10.4 The Treasurer shall be responsible for the distribution of Travel Allowance Claim forms to Executive Council members and all Officers of the Unit and Branch Affiliates.
- 3.10.5 Travel claims may be made for the trip from one's place of work or one's residence to the meeting place and the subsequent trip home.
- 3.10.6 Travel allowance will be paid three times a year. Claims must be submitted by:

- 3.10.6.1 December 15 (for July 1 – December 14);
- 3.10.6.2 March 15 (for December 15 – March 14);
- 3.10.6.3 June 15 (for March 15 – June 30).
- 3.10.7 The President and Office staff shall be reimbursed on a monthly basis.
- 3.10.8 The member is responsible for submitting claims as per the procedures.

3.11 Dependant Care

- 3.11.1 Dependant care will be paid in accordance with the Provincial Dependant Care allowance and based on recorded meeting attendance.
- 3.11.2 The Unit Treasurer is responsible for the scrutiny of claims subject to the approval of the ETO.
- 3.11.3 Committee Chairs shall be responsible for the distribution of Dependant Care Claim forms.
- 3.11.4 Committee Chairs shall be responsible for ensuring the inclusion of attendance and location in meeting minutes.
- 3.11.5 The Treasurer shall be responsible for the distribution of Dependant Care Claim forms to Executive Council members and all Officers of the Unit and Branch Affiliates.
- 3.11.6 Dependant Care will be paid three times a year:
 - 3.11.6.1 December 15 (for July 1 – December 14);
 - 3.11.6.2 March 15 (for December 15 – March 14);
 - 3.11.6.3 June 15 (for March 15 – June 30).
- 3.11.7 The member is responsible for submitting claims as per the procedures.

3.12 Professional Development Individual Assistance Grant

- 3.12.1 Criteria:
 - 3.12.1.1 The maximum assistance shall be \$200.00 (Canadian) over a two (2) year period for each OECTA member for Individual Professional Assistance;
 - 3.12.1.2 Applications must be for individual attendance at a conference/workshop;
 - 3.12.1.3 Conference/Workshop must be for the teacher's own professional development.

3.13 Division of the Unit

- 3.13.1 In the event that the Executive of EBA, OBA, or SBA form the intent to create a new unit, written notice shall be given to the Executive of the other Branch Affiliates and Unit within ten working days.
- 3.13.2 The Executives of EBA, OBA, SBA and the Unit shall each appoint representatives to a Task Force for the purpose of implementing the division procedures. The representation shall be:
 - 3.13.2.1 3 members appointed by the EBA;
 - 3.13.2.2 3 members appointed by the OBA;
 - 3.13.2.3 3 members appointed by the SBA;
 - 3.13.2.4 Non-Voting:
 - 3.13.2.4.1 1 member of the Finance Committee to act as a resource;
 - 3.13.2.4.2 1 member of the Unit at large to act as a resource.
- 3.13.3 The Task Force shall meet to negotiate division of the following:
 - 3.13.3.1 reserve fund;
 - 3.13.3.2 physical assets;
 - 3.13.3.3 surplus monies in the General Fund as per the Annual Audit;
 - 3.13.3.4 certain Unit responsibilities such as contracts, employees, other financial commitments;

- 3.13.3.5 and any and all other matters deemed pertinent by the Executive of either Branch affiliate, Unit or the Provincial Association.
- 3.13.4 In the event that the Task Force is unable to reach an agreement on the division of assets and responsibilities, the representatives of either Branch Affiliate may forward the unresolved issues to binding arbitration.
- 3.13.5 An arbitration panel shall be appointed within fifteen days and composed of the following:
 - 3.13.5.1 an arbitrator appointed by the EBA Representatives;
 - 3.13.5.2 an arbitrator appointed by the OBA Representatives;
 - 3.13.5.3 an arbitrator appointed by the SBA Representatives;
 - 3.13.5.4 an arbitrator mutually agreeable to all parties.
- 3.13.6 The cost of said arbitration shall be funded by the Unit assets.

3.14 Awards

3.14.1 Dedication to Catholic Education Award

- 3.14.1.1 The Dedication to Catholic Education Award may be presented annually to a Unit member. When more than one nomination for the award is submitted, the award shall be presented annually to a Unit member.
- 3.14.1.2 A member who has made an outstanding contribution to Catholic Education shall be eligible for the award.
- 3.14.1.3 Nomination forms are obtainable from the Unit website.
- 3.14.1.4 The Recognition Committee shall select the recipient.

3.14.2 Exemplary Service Award

- 3.14.2.1 The Exemplary Service Award may be presented to a maximum of two members annually.

3.14.2.2 A member with a minimum of ten years experience as an OECTA member, a minimum of five years of active service at the local level, held a position as an Elected Officer at the local level, served on a committee at the local level served on a Provincial committee or attended the Provincial Annual General Meeting, and given exemplary service to the Unit shall be eligible for the award.

3.14.2.3 Nomination forms are obtainable from the Unit website.

3.14.2.4 The Recognition Committee shall select the recipient.

3.14.3 Twenty-five Year Service to Catholic Education

3.14.3.1 The Unit shall award, at each Fall General Meeting the "OECTA Twenty-five Year Service to Catholic Education Certificate" to members and others who would qualify.

3.14.4 The Dwyer and Sheila Sullivan Award

3.14.4.1 The Dwyer and Sheila Sullivan Award may be presented annually to a Unit member or members who have worked together on a common initiative. When more than one nomination for the award is submitted, the award shall be presented annually to a Unit member or members, who have worked together on a common initiative.

3.14.4.2 A member, or members, who have made an outstanding contribution to human rights and social justice shall be eligible for this award.

3.14.4.3 Nomination forms are obtainable from the Unit website.

3.14.4.4 The Recognition Committee shall select the recipient.

3.14.5 Occasional Teacher of the Year Awards

3.14.5.1 The Paul Sousa Teacher of the Year award.

3.14.5.1.1 The Paul Sousa Teacher of the Year awards may be presented annually to one Daily Occasional Teacher. When more than one nomination for the award is submitted, the award shall be presented annually to a Unit member.

- 3.15.5.1.2 A member who has made an outstanding contribution as a Daily Occasional Teacher shall be eligible for this award.
- 3.14.5.1.3 Nomination forms are obtainable from the Unit website.
- 3.15.5.1.4 The Recognition Committee shall select the recipient.
- 3.14.5.2 The Long Term Occasional Teacher of the Year Award.
 - 3.14.5.2.1 The Long Term Occasional Teacher of the Year Award may be presented annually to one Long Term Occasional Teacher. When more than one nomination for the award is submitted, the award shall be presented annually to a Unit member.
- 3.15.5.2.2 A member who has made an outstanding contribution as a Long Term Occasional Teacher shall be eligible for this award.
- 3.14.5.2.3 Nomination forms are obtainable from the Unit website.
- 3.15.5.2.4 The Recognition Committee shall select the recipient.

3.14.6 Beginning Teacher of the Year Award

- 3.14.6.1 The Beginning Teacher Award may be presented annually to a Unit member. When more than one nomination for the award is submitted, the award shall be presented annually to a Unit member.
- 3.14.6.2 A member in their first five years of teaching who has made an outstanding contribution shall be eligible for this award.
- 3.14.6.3 Nomination forms are obtainable from the Unit website.
- 3.14.6.4 The Recognition Committee shall select the recipient.

3.14.7 Staff Rep of the Year Award

- 3.14.7.1 The Staff Rep of the Year Award may be presented annually to a Unit member. When more than one nomination for the award is submitted, the award shall be presented annually to a Unit member.
- 3.14.7.2 A current or past staff representative, who served for five years or more ,and has made an outstanding contribution to the Unit shall be eligible for this award.

3.14.7.3 Nomination forms are obtainable from the Unit website.

3.14.7.4 The Recognition Committee shall select the recipient.

3.14.8 Service to Members' Award

3.14.8.1 The Service to Members' Award may be presented to up to one member annually.

3.14.8.2 This award carries with it a monetary value equal to the honourarium of an Elementary, Secondary or Occasional Councillor.

3.14.8.3 A member who has not received this award previously, and has not received an honourarium from the Unit, and has provided outstanding service to the Unit, shall be eligible for this award.

3.14.8.4 Nomination forms are obtainable from the Unit website.

3.14.8.5 The Recognition Committee shall select the recipient.

3.15 Donations

3.15.1 The Unit may make donations, disbursed by the Recognition Committee, according to the following criteria:

3.15.1.1 requests for donations be entertained from recognized organizations that interact with the local school community;

3.15.1.2 requests shall be reviewed twice yearly, after November 30th and April 30th;

3.15.1.3 any donation shall not exceed \$500.00;

3.15.1.4 donations will be disbursed according to 'perceived' need;

3.15.1.5 total donations may not exceed fifty percent of the Recognition Committee funds;

3.15.1.6 no more than twenty percent of the total Recognition Committee funds may be expended, for donations, in the first half of the budget year;

- 3.15.1.7 the remainder of the Recognition Committee funds for donations may be expended, in the second half of the budget year;
- 3.15.1.8 no recipient may receive funds twice in the same budget year.