

LAMBTON KENT
ELEMENTARY TEACHERS' FEDERATION OF ONTARIO
BYLAWS *(Revised June 2016)*

BYLAW I DUTIES OF THE EXECUTIVE

Section 1 - President

1.1 The duties of the President shall be:

- 1.1.1 to be the spokesperson for the Federation;
- 1.1.2 to be the official representative of the Federation and its members;
- 1.1.3 to be one of the signing officers;
- 1.1.4 to be an ex-officio Member of all committees;
- 1.1.5 to attend meetings of the Executive and the Local;
- 1.1.6 to meet/communicate regularly with the Director, Supervisory Officers, Manager of Human Resources, Chairperson of the Principals' Association and Trustees regarding local issues and concerns;
- 1.1.7 to act as Grievance Officer for the Local;
- 1.1.8 to keep and file all official minutes/records of the Local;
- 1.1.9 to ensure that all Local and Federation resolutions for Constitution changes are composed, passed at a General Meeting, and submitted/implemented in a timely fashion;
- 1.1.10 with the Treasurer, responsible for the Local budget;
- 1.1.11 to liaise with other Local Presidents;
- 1.1.12 to forward the Annual Report of the Local to the Federation office by June 1;
- 1.1.13 to regularly monitor the ETFO/FEEO website and its Secure Services and to maintain regular communication with and submit to the Provincial office, all required/requested paperwork;
- 1.1.14 to regularly monitor the LK ETFO website;
- 1.1.15 to prepare a report for the Local Annual Meeting;
- 1.1.16 to inform and advise Members and Locals on issues concerning the Federation and education including web site postings and bi-monthly newsletters;
- 1.1.17 to attend Provincial Annual Meeting as a delegate.
- 1.1.18 Prepare and submit to the Executive at the fall planning meeting a detailed Division of Responsibility Sheet, which outlines the division of responsibilities between the three released officers.

Section 2 - Vice Presidents

1.2. The duties of the two (2) Vice Presidents shall be to:

- 1.2.1 assume the responsibilities of the President in the President's absence;
- 1.2.2 plan and hold at least five (5) regular Stewards' Meetings annually;
- 1.2.3 prepare reports for the Local Annual Meeting;
- 1.2.4 be responsible for additional duties as assigned by the President and/or the Executive;
- 1.2.5 attend Provincial Annual Meeting as a delegate.

Section 3 - Treasurer

1.3 The duties of the Treasurer shall be to:

- 1.3.1 keep accurate and detailed financial records of the Lambton Kent ETFO based on the Local fiscal year of July 1 to June 30;
- 1.3.2 present a written financial report at each Executive and General Meeting of the Local;
- 1.3.3 make investments with the approval of the Executive;
- 1.3.4 report investments during each financial report;
- 1.3.5 recommend the appointment of the auditors at the Local Annual Meeting;
- 1.3.6 be a member of, and assist in monitoring the finances of, the Professional Development Committee;
- 1.3.7 ensure the audit is completed;
- 1.3.8 forward to the provincial office by September 30 of each year the annual audited financial statement;

Section 4 - Secretary

1.4 The duties of the Secretary shall be to:

- 1.4.1 attend all Steward, Executive and General Meetings;
- 1.4.2 complete the minutes for the meetings within one week and send to the Released Officers;
- 1.4.3 make blended minutes for any North and *South* meetings;
- 1.4.4 place Motions in written form in the appropriate section of the Motion Binder which is kept in the Local Office;
- 1.4.5 have a working knowledge of ETFO acronyms;
- 1.4.6 at the discretion of the President, apply for release time to complete duties as needed;
- 1.4.7 be responsible for additional duties as assigned by the President or Executive;
- 1.4.8 be a part of Ad Hoc Committees as directed by the President and/or Executive.

Section 5 - Collective Bargaining Chair

- 1.5 The duties of the Collective Bargaining Chair shall be to:**
- 1.5.1 act as chairperson of the Collective Bargaining Committee;
 - 1.5.2 maintain accurate records of collective bargaining information both locally and from the Provincial office;
 - 1.5.3 access statistical information from the Provincial office as required by the bargaining team;
 - 1.5.4 work closely with the Released Officer in charge of Collective Bargaining as well as the Collective Bargaining Committee's Chief Negotiator;
 - 1.5.5 maintain on-going communication with the Local's Provincial Bargaining Representative;
 - 1.5.6 be responsible for additional duties as required by the Chief Negotiator and/or the Collective Bargaining Committee;
 - 1.5.7 attend all meetings called by the Provincial Collective Bargaining Committee.

Section 6 - The Executive

- 1.6 The Executive shall:**
- 1.6.1 uphold the constitution, bylaws and policies of the Elementary Teachers' Federation of Ontario;
 - 1.6.2 execute the business of the Lambton Kent ETFO in accordance with the constitution and the decisions of General Meetings of the Lambton Kent ETFO;
 - 1.6.3 hold at least eight (8) regular Executive meetings;
 - 1.6.4 hold an Executive Meeting at the call of the President;
 - 1.6.5 attend Executive and Steward Meetings, except for just cause;
 - 1.6.6 receive a written financial report at each Executive meeting;
 - 1.6.7 appoint and dismiss Members of committees;
 - 1.6.8 appoint and develop terms of reference for Ad Hoc committees;
 - 1.6.9 appoint at least two (2) signing officers of the Local;
 - 1.6.10 appoint when necessary, a successor to fill, on an interim basis, a vacant or unexpired term of an elected or appointed Local representative, until the next General Meeting;
 - 1.6.11 appoint, at the request of a committee, additional Members or ex officio Members in an advisory capacity (on a temporary basis to share their expertise).
 - 1.6.12 be responsible for additional duties as assigned by the President and/or Executive.
 - 1.6.13 appoint an interim president, choosing from the two Vice Presidents in the event of a long term absence (greater than 20 working days –

- long term disability or maternity leave or any approved leave according to the current Collective Agreement) .
- 1.6.14 appoint an interim Vice President from the current Executive, including the Treasurer, Secretary, Collective Bargaining Chair and the eight (8) North or South executive members dependent upon the geographical location of the vacant Vice President in the event of a long term absence (greater than 20 working days – long term disability or maternity leave or any approved leave according to the current Collective Agreement). In the event no geographical representation is possible it would be open to all of the Executive including the Treasurer, Secretary, Collective Bargaining Chair and eight (8) executive members.
- 1.6.15 these long term absences do not constitute a vacancy or expired term as stated in 1.6.10.

BYLAW II DUTIES OF COMMITTEES

Section 1 – Committees

- 2.1 **Committees are responsible for:**
- 2.1.1 preparing an annual plan of action and committee budget for submission to and approval by the Local Executive;
 - 2.1.2 reviewing and revising their terms of reference annually;
 - 2.1.3 preparing and presenting a report to the Local Annual Meeting;
 - 2.1.4 duties as assigned by the Local Executive.

The Budget Committee:

- 2.2.1 shall consist of at least the Treasurer, President, two (2) Vice Presidents, Secretary, one (1) Local Executive Member and one (1) Member at large;
- 2.2.2 shall be responsible for developing the Local budget and presenting the preliminary budget to the Local Executive prior to the Local Annual Meeting;
- 2.2.3 shall be responsible for developing and presenting an investment strategy to the Local Executive for approval, and to the Membership for approval at the Local Annual Meeting.

The Collective Bargaining Committee:

- 2.3.1 shall consist of at least two (2) of the Local Released Officers, the Collective Bargaining Chairperson, and at least four (4) statutory LKETFO Members;
- 2.3.2 shall be appointed as needed by the Executive;
- 2.3.3 one Member of the Collective Bargaining Committee will be chosen by the committee to act as Chief Negotiator for the local;
- 2.3.4 shall be responsible for broad consultation with the Membership to establish Local bargaining priorities;
- 2.3.5 shall prepare a preliminary submission for approval by the Executive and the Local;
- 2.3.6 shall maintain on-going communication with the Provincial Collective Bargaining Representative, especially during preparation of the preliminary submission, and throughout negotiations;
- 2.3.7 shall negotiate a Collective Agreement in accordance with the Ontario Labour Relations Act (O.L.R.A.).

The Election Committee:

- 2.4.1 shall consist of an Executive designate and up to five (5) Members who are in good standing. Members of the Election Committee shall be Members who are not standing for election. There will be representation from Chatham Kent and Lambton. If more than six (6) people wish to be on the committee, names will be drawn by lot. Members may serve on the Election Committee for up to three (3) consecutive terms;
- 2.4.2 shall be appointed as needed by the Local Executive;
- 2.4.3 shall be responsible for ensuring that elections are run smoothly, effectively and fairly;
- 2.4.4 shall choose a chairperson, to be known as the Returning Officer, from within the committee;
- 2.4.5 shall provide a list of nominees for all elected positions of the Local;
- 2.4.6 shall conduct the elections at the Local Annual Meeting and, if necessary, any subsequent by-elections.

The Equity Committee:

- 2.5.1 shall consist of such Members as deemed necessary by the Local Executive;
- 2.5.2 shall be appointed as needed by the Local Executive;
- 2.5.3 shall be responsible for developing activities/programs to address Equity issues of ETFO Members and their students. Included, but not limited to, will be activities/programs dealing with:
 - Human Rights
 - Aboriginal Education
 - Anti-Racist Education
 - Disability Issues
 - Gender Issues
 - Lesbian, Gay, Bisexual and Transgender Members
- 2.5.4 shall prepare and submit a report for the Local Annual Meeting.

The Goodwill Committee:

- 2.6.1 shall consist of one (1) Executive Member, two (2) Members from Lambton and two (2) Members from Chatham Kent;
- 2.6.2 shall be appointed as needed by the Local Executive;
- 2.6.3 shall be responsible for recognition of events regarding but not limited to:
 - births
 - marriage
 - illness
 - sympathy
 - retirement
 - awards;
- 2.6.4 shall plan and hold annually an Awards and Recognition Ceremony in early June;
- 2.6.5 shall prepare and submit a report for the Local Annual Meeting.

The Health and Safety Committee:

- 2.7.1 This committee will be established and abide by all the rules and bylaws of the LKETFO Constitution.
- 2.7.2 shall consist of at least one (1) Executive Member and at least two (2) other Members of the Local;
- 2.7.3 shall be appointed as needed by the Local Executive;
- 2.7.4 shall be responsible to help protect the health and safety of all Members;
- 2.7.5 shall prepare and submit a report for the Local Annual Meeting.

The New Teacher Network Committee:

- 2.8.1 shall consist of at least one (1) Executive Member and at least two (2) other Members of the Local;
- 2.8.2 shall be appointed as needed by the Local Executive;
- 2.8.3 shall be responsible for activities for Members of the Local within their first five (5) years, including but not limited to:
 - maintaining electronic communications
 - welcome and induction of new members
 - socials
 - retreats
 - recreational events
 - liaising with Board for mentoring program;
- 2.8.4 shall prepare and submit a report for the Local Annual Meeting.

The Political Action/Public Relations Committee:

- 2.9.1 shall consist of such Members as deemed necessary by the Local Executive;
- 2.9.2 shall be appointed as needed by the Local Executive;
- 2.9.3 shall be responsible for activities regarding but not limited to:
 - political action
 - monitoring District School Board meetings
 - Local ETFO
 - activities surrounding federal, provincial and municipal elections
 - Education Week activities
 - newsletters
 - public awareness of Lambton Kent ETFO
- 2.9.4 shall prepare and submit a report for the Local Annual Meeting.

The Professional Learning Committee:

- 2.10.1 shall consist of the Treasurer and representation by the Membership as deemed necessary by the Local Executive;
- 2.10.2 shall be appointed as needed by the Local Executive;
- 2.10.3 shall be responsible for Professional Learning activities;
- 2.10.4 shall be responsible for making members aware of Local and Federation Professional Learning opportunities;
- 2.10.5 shall prepare and submit a report for the Local Annual Meeting.

The Social Committee:

- 2.11.1 shall consist of one (1) Executive Member and representation by the Membership as deemed necessary by the Local Executive;
- 2.11.2 shall be appointed as needed by the Local Executive;
- 2.11.3 shall be responsible for social activities regarding but not limited to recreational activities for Lambton Kent ETFO Local Members and their families;
- 2.11.4 shall prepare and submit a report for the Local Annual Meeting.

The Status of Women Committee:

- 2.12.1 shall consist of one (1) Executive Member and representation by the Membership as deemed necessary by the Local Executive;
- 2.12.2 shall be appointed as needed by the Local Executive;
- 2.12.3 shall be responsible for developing activities/programs to address women's issues of ETFO Members and their students. Included will be activities/programs dealing with:
The Status of Women
- 2.12.4 shall prepare and submit a report for the Local Annual Meeting.

BYLAW III DUTIES OF STEWARDS

Section 1 - Duties of Union Stewards:

- 3.1 Each workplace site shall have at least one (1) Steward elected by September 15 of each school year, whose duties shall include but not be limited to:
 - 3.1.1 maintaining and being familiar with the workplace site Steward's Binder;
 - 3.1.2 providing a key communication link in each site for both the Provincial and the LK ETFO Local Office;
 - 3.1.3 directing colleagues as necessary in regards to ETFO matters;
 - 3.1.4 educating Members of their rights and responsibilities;
 - 3.1.5 monitoring the implementation of the Collective Agreement in the work site;
 - 3.1.6 attending all scheduled Steward Meetings;

- 3.1.7 participating and encouraging participation in LK ETFO Local events and functions.

BYLAW IV ELECTIONS

Section 1 - Eligibility:

- 4.1.1 An active Member in good standing may be nominated and seconded by a Member in good standing, to be a candidate for elected office.
- 4.1.2 Candidates for the positions of Vice President Chatham Kent and Executive Chatham Kent shall be Members who teach in schools in Chatham Kent. Candidates for the positions of Vice President Lambton and Executive Lambton shall be members who teach in schools in Lambton. All Members are eligible to vote for all positions. (Refer to Constitution Article 6.1.1)

Section 2 - Nominations:

- 4.2.1 Members shall be notified of the request for nominations at least forty-five (45) days prior to the Local Annual Meeting
- 4.2.2 Nominations shall be received thirty (30) days prior to the Local Annual Meeting and shall include a biographical profile as per the guidelines of the Elections Committee. A list of all candidates, with their background information, will be sent to each school fifteen (15) days prior to the Local Annual Meeting. The biographical profile will be received and handled only by the Returning Officer.
- 4.2.3 Notwithstanding the above, nominations duly moved and seconded and with the consent of the nominee, shall be accepted at the Local Annual Meeting, for those positions for which vacancies remain following dropdowns.
- 4.2.4 In the event of a by-election, timelines may be altered by the Election Committee, as circumstances dictate.

Section 3 - Election Procedures:

- 4.3.1 There shall be an Elections Committee which shall oversee the entire election process. The chairperson of this committee will be the Returning Officer.
- 4.3.2 The Executive of the Lambton Kent ETFO Local shall be elected by the conclusion of the Local Annual Meeting.
- 4.3.3 Candidates shall have the opportunity to address the Local Membership at the Local Annual Meeting. The order of speaking will be President, Vice President Chatham Kent and Lambton, Treasurer, Secretary, Collective Bargaining Chair, Executive Members. Each candidate for the office of President and Vice President shall have the opportunity to address the

Membership for a maximum of three (3) minutes. Each candidate for Treasurer shall have the opportunity to address the Membership for a maximum of two (2) minutes. All other candidates shall have the opportunity to address the membership for a maximum of one (1) minute. The order of speaking for each group shall be decided by lot.

4.3.4 Elections shall be by secret ballot.

4.3.5 Notwithstanding the provisions of Section 4.3.4, when the number of candidates does not exceed the number of positions available, the candidate(s) shall be declared elected by acclamation without a ballot vote.

4.3.6 Each candidate may appoint one scrutineer to observe the counting of the ballots for that candidate's election.

4.3.7 Ballots will be counted by Members at large who are Members in good standing and are not running for an elected position.

4.3.8 The Returning Officer shall announce the outcome of the election to the Membership following each ballot. The results shall be recorded by the Returning Officer.

4.3.9 Voting for Table Officers

Voting for Table Officers (President, Vice President Chatham Kent and Lambton, Treasurer, Secretary, Collective Bargaining Chair) shall be by successive ballots, dropping the candidate with the least number of votes each time, until one candidate receives a simple majority (50% + 1) of the ballots cast. If the final vote results in a tie, the two candidates may re-address the Local Annual Meeting for a maximum of one (1) minute, the order of speaking being by lot. Another ballot shall follow.

4.3.10 Voting for Executive

- a) In the event that no female or no male is elected to a Table Officer (President, Vice President Chatham Kent and Lambton, Treasurer, Secretary, Collective Bargaining Chair), a female or male shall be elected to an Executive position. The female or male receiving the highest number of votes shall be elected.
- b) Voting for Executive members shall be by a double ballot. On one part of the ballot the candidates from Chatham Kent shall be listed. On the other part the candidates from Lambton shall be listed.
- c) A spoiled ballot consists of a ballot that contains no names or contains more than the allowable number of names or marks.

- d) The appropriate number of candidates receiving the highest number of votes for Executive Members in each area shall be elected. In the event of a tie for last place, a second vote shall be taken for only those candidates involved in the tie.
- 4.3.11 An unsuccessful candidate may seek another position on the Executive for which the Member is eligible. The candidate must notify the Returning Officer immediately following the vote for Table Officer by completing the nomination form from the Local Annual Meeting floor.
- 4.3.12 The ballots will be destroyed immediately following the elections.

Section 4 - Campaign Protocol

- 4.4.1 The only way for election candidates to contact the Membership is through a one page (8 ½" x 11"/27.5 x 20 cm) sheet disseminated through the Returning Officer and by a speech at the Local Annual Meeting.
- 4.4.2 No campaign material will be visible at the Local Annual Meeting.
- 4.4.3 Any candidate breaking these rules will have material confiscated and will be disqualified from the election process.
- 4.4.4 Each candidate may appoint a scrutineer.
- 4.4.5 Regularly scheduled school visits will be suspended for the 30 calendar day period prior to elections.

Section 5 - Procedure to Fill a Vacancy on the Executive

- 4.5.1 Should there be a vacancy on the Executive subsequent to the Election process at the Local Annual Meeting, the vacancy shall be filled through a by-election at the next General Meeting.
- 4.5.2 If the vacancy still exists at the conclusion of the said General Meeting, the position shall be filled by Executive appointment.

BYLAW V - DELEGATES TO THE ETFO/FEEO ANNUAL MEETING

- 5.1.1 An active Member of the Lambton Kent ETFO may be nominated as a delegate to the Provincial Annual Meeting.
- 5.1.2 Active Members of the Local include Members who retired during the school year preceding the Provincial Annual Meeting.
- 5.1.3 Delegates of the Lambton Kent ETFO to the Provincial Annual Meeting shall be:

- President
- two (2) Vice Presidents
- elected Members to fill the Local allotment.
- 5.1.4 The Local delegation shall encourage the participation of all Members.
- 5.1.5 Delegates and Alternates shall be nominated and elected at the Local Annual Meeting.
- 5.1.6 Names of delegates to the Provincial Annual Meeting shall be forwarded to the Federation office prior to June 1.
- 5.1.7 In the case of an insufficient number of alternates, alternates shall be selected by the Executive from those who have indicated a willingness to serve. In choosing alternates, the Executive will consider: the need of the Local to have additional representation; the equitable representation of the membership; the finances of the Local.

BYLAW VI RESPONSIBILITY ALLOWANCES

- 6.1.1 The Responsibility Allowance for Executive Members shall be:
 - President - \$9,500
 - Vice President - \$5,000
 - Treasurer - \$1,800
 - Secretary - \$1,800
 - Collective Bargaining Chairperson - \$500
 - Executive Member - \$350
 - Chief Negotiator (in negotiation years) \$1,000. If the same person holds both positions (Chief Negotiator and Collective Bargaining Chair), both allowances shall be paid to that person.
- 6.1.2 LK ETFO will negotiate with the Board the payment of the Responsibility Allowance through the Board along with the regular salary.
- 6.1.3 Responsibility Allowances shall be paid by the Board, and reimbursed by the Local.
- 6.1.4 The Responsibility Allowance shall be paid in equal installments throughout the year at the same time as the regular salary period.
- 6.1.5 The Responsibility Allowance shall be pro-rated to the nearest complete month for those Executive Members who do not complete their term of office.

BYLAW VII HONOURARY LIFE MEMBERSHIP

- 7.1.1 Honourary Life Membership, for LK ETFO, may be granted to an individual who:
 - a) has retired from the education profession prior to the upcoming Local Annual Meeting;

- b) has not been retired for more than five (5) years;
- c) has given outstanding service to the Federation at the local or provincial level in activities that may include but are not limited to the following: Executive Member, Committee/Task Force Member, Local or Provincial Workshop Presenter, or any other activity which has contributed to the progress of the well being of ETFO locally or provincially.