



**Kawartha Pine Ridge
Elementary Teachers' Local**

Constitution & Bylaws

Amended: May 6, 2010

DEFINITIONS

Federation means the provincial Elementary Teachers' Federation of Ontario.

Local means the Kawartha Pine Ridge District School Board Teachers' Local.

Region means those teachers working in schools/workplaces as outlined in Appendix II.

ARTICLE I - NAME

This organization shall be known as the "Elementary Teachers' Federation of Ontario Kawartha Pine Ridge District School Board Teachers' Local".

ARTICLE II - JURISDICTION

- 2.1 The Kawartha Pine Ridge District School Board Teachers' Local is a Local of the Elementary Teachers' Federation of Ontario.
- 2.2 The jurisdiction of the Kawartha Pine Ridge District School Board Teachers' Local shall be all elementary teachers other than occasional teachers employed by the Kawartha Pine Ridge District School Board.

ARTICLE III - OBJECTS

The objects of the Local shall be:

- 3.1 to represent members of the Kawartha Pine Ridge District School Board Teachers' Local.

- 3.2 to secure through collective bargaining, the best possible terms and conditions of employment.
- 3.3 to advance the cause of education and the status of the teachers in the Local.
- 3.4 to promote a high standard of professional ethics and a high standard of professional competence.
- 3.5 to foster a climate of social justice and provide a leadership role in such areas as anti-poverty, non-violence and equity.
- 3.6 to promote and protect the interests of all members of the Local as they conduct their professional responsibilities in the interests of the students in their care.
- 3.7 to co-operate with other organizations having the same or like objects.

ARTICLE IV - MEMBERSHIP

Section 1 - Active Membership

- 4.1 Active members shall be all members of ETFO within the jurisdiction of the Kawartha Pine Ridge District School Board Teachers' Local.

Section 2 - Associate Membership

- 4.2.1 Associate members of the Kawartha Pine Ridge District School Board Teachers' Local are those members whose application has been approved by the Federation Executive and who have paid the annual fee in accordance with the Federation Bylaws.
- 4.2.2 Eligibility for associate membership in the Kawartha Pine Ridge District School Board Teachers' Local is as defined in article 4.2.3 of the Federation Constitution.

ARTICLE V - RIGHTS AND PRIVILEGES OF MEMBERSHIP

Section 1 - Rights and Privileges of Active Membership

- 5.1.1 An active member shall have full rights, privileges and responsibilities of membership in the Federation unless limited by disciplinary action taken in accordance with Article VII of the Federation Constitution.
- 5.1.2 The Rights of an active member shall be:
 - a) To hold office in the Local and in the Federation;
 - b) To attend general and executive meetings of the Local;

- c) To participate in the vote on the preliminary submission in the collective bargaining process;
- d) To participate in all votes related to collective bargaining as set out in the Ontario Labour Relations Act;
- e) To participate in any general membership votes;
- f) To request Local support in the grievance process;
- g) To request Local support in any problem directly related to professional duties;
- h) To make presentations to the executive through established procedures. (Bylaw XI).

Section 2 - Rights and Privileges Associate Membership

5.2.1 An Associate Member may:

- a. Attend Local functions in a non-voting capacity by invitation;
- b. Receive such Local communications as the Local decides;
- c. Serve on Local committees and workgroups as the Local decides.

ARTICLE VI - LOCAL ORGANIZATION

Section 1 - Local Executive

In order to participate as a member of any Local Committee or to hold an Executive Position or to be a delegate or alternate to the Annual Meeting or to be a Steward or to be the ETFO representative on any joint Federation Board Committees, members must adhere to ETFO advisories and direction provided from the Federation on emergent issues.

6.1.1 The Local Executive shall include the following positions:

- a. President;
- b. First Vice-President;
- c. Two (2) Vice-Presidents;
- d. Secretary;
- e. Treasurer;
- f. Executive Members - as per 6.2.1;

6.1.2 One of the two Vice-Presidents shall be a woman.

6.1.3 The President, 1st Vice-President, Vice-Presidents, Secretary, and Treasurer shall be elected at an Annual Meeting of the Local.

6.1.4 Effective July 1, 2009, the term of office for those positions outlined in 6.1.1 a-e shall be for two (2) years.

6.1.5 The Executive elected in 6.1.3 shall take office on July 1.

Section 2 –Regions

6.2.1 Each Region shall be represented by three (3) Stewards elected to the Local Executive at the fall Stewards' meeting, which shall take place no later than September 30.

6.2.2 The term of office will begin upon election and last for one year.

Section 3 – Committees

6.3.1 There shall be the following standing committees:

- a. Awards
- b. Budget
- c. Elections
- d. Professional Development
- e. Status of Women
- f. Political Action
- g. Equity Committee

6.3.2 Other ad hoc committees required to carry out the work of the Local may be established by the Executive or by general meetings as necessary.

6.3.3 The Collective Bargaining Committee shall be established at the call of the President or Federation and shall operate as outlined in Bylaw VI.

Section 4 - Programs for Women

6.4.1 There shall be guaranteed programs for women.

6.4.2 Funds shall be allocated for programs for women.

6.4.3 The budget for the programs for women shall be approved as part of the annual Local budget process.

ARTICLE VII - ORGANIZATIONAL DUTIES

Section 1 - Duties of the Executive

The Local, its officers and committees, shall carry out their duties and responsibilities in accordance with both Local and ETFO policies, procedures and resolutions passed at the Annual Meeting.

7.1.1 The Executive shall:

- a. Uphold the constitution, bylaws and policies of the Elementary Teachers' Federation of Ontario;
- b. Execute the business of the Kawartha Pine Ridge District School Board Teachers' Local in accordance with the constitution and the decisions of General Meetings of the Kawartha Pine Ridge District School Board Teachers' Local;
- c. Hold at least nine (9) regular Executive meetings;
- d. Hold an Executive meeting at the call of the President;
- e. Receive a financial report at each Executive meeting;
- f. Forward to the ETFO provincial office, by September 30th of each year, the annual audited financial statement;
- g. Appoint the chairs of standing committees where appropriate;
- h. Appoint and develop terms of reference for ad hoc committees;
- i. Appoint the President, 1st Vice-President and Treasurer as signing officers of the Local;
- j. Appoint when necessary a successor to complete any unexpired term of an elected Local representative;
- k. Appoint when necessary Delegates/Alternates to the PAM;
- l. Determine which of those elected/appointed members are Delegates or Alternates;
- m. Recommend the appointment of the auditors to the Annual Meeting;
- n. Develop investment policy.

Section 2 - Duties of Officers

7.2.1 The duties of the President shall be:

- a. To be the spokesperson for the Federation Local;
- b. To be the official representative of the Federation Local and its members;
- c. To conduct the business of the Local between executive meetings;
- d. To inform and advise members on issues concerning the Federation and education;
- e. To preside at meetings of the Executive;
- f. To be an ex-officio member of all committees;
- g. To be a member of the Collective Bargaining Committee;
- h. To be a delegate to the Provincial Annual Meeting;
- i. To assist the 1st Vice-President with all grievance procedures if so requested;
- j. To be one of the signing officers for the Local;
- k. To co-ordinate the Local's public relations.

7.2.2 The duties of the 1st Vice-President shall be:

- a. To assume the responsibilities of the President in the President's absence or inability to complete his/her term of office;
- b. To be the Grievance Officer;
- c. To be a member of the Collective Bargaining Committee;
- d. To be responsible for the budget and serve as chair of the Budget Committee;
- e. To be a delegate to the Provincial Annual Meeting;

- f. To be responsible for additional duties as assigned by the President or Executive;
- g. To chair the Professional Development Committee;
- h. To co-ordinate the Benevolent fund;
- i. To be one of the signing officers for the Local.

7.2.3 The duties of the Vice-Presidents shall be:

Open

- a. To chair the Political Action Committee;
- b. To be responsible for additional duties as assigned by the President or Executive;
- c. To be a delegate to the Provincial Annual Meeting.

Female

- a. To chair the Status of Women Committee;
- b. To be responsible for additional duties as assigned by the President or Executive.
- c. To be a delegate to the Provincial Annual Meeting.

7.2.4 The duties of the Treasurer shall be:

- a. To keep accurate and detailed financial records of the Kawartha Pine Ridge District School Board Teachers' Local based on the Local fiscal year, April 1 to March 31;
- b. To be responsible for records of all receipts and expenditures;
- c. To make a financial report to each Executive and General meeting of the Local;
- d. To be an integral part of the budget process and to serve on the Budget Committee;
- e. To ensure that the audit is completed;
- f. To forward the annual audited financial statement of the Kawartha Pine Ridge District School Board Teachers' Local to the provincial office of the Federation by September 30th;
- g. To be a signing officer for the Local;
- h. To make investments with the approval of the Executive;
- i. To report investments during each financial report;
- j. To be a delegate to the Provincial Annual Meeting.

7.2.5 The duties of the Secretary shall be:

- a. To maintain accurate records of all meetings of the Local;
- b. To prepare minutes of Executive and General meetings;
- d. To be a delegate to the Provincial Annual Meeting.

7.2.6 The duties of the Region Executive Representatives shall be:

- a. To represent Region Stewards and members at Local Executive meetings;
- b. To act as liaison between Regions and Local Executive.

Section 3 - Duties of Committees

7.3.1 Committees are responsible to the Local Executive and must function according to their Terms of Reference. (See Bylaws)

ARTICLE VIII MEETINGS

Section 1 - General Meetings

8.1.1 A quorum for General meetings shall be 5% of the total membership. In the event a quorum is not reached, required emergent decision-making on agenda items will revert to the Executive.

8.1.2 The official authority for conducting all Local meetings shall be the current Robert's Rules of Order.

Section 2 - Local Annual General Meeting

8.2.1 An Annual General Meeting of the members of Kawartha Pine Ridge District School Board Teachers' Local shall be held no later than May 26 of each year.

8.2.2 The Annual General Meeting shall:

- a. Receive the annual reports of the officers and committees of the Local;
- b. Elect the President, 1st vice-President, Vice-Presidents, Secretary and Treasurer for the next term;
- c. Approve the budget for the next year;
- d. Appoint the auditor;
- e. Receive the financial statements as certified by the auditors;
- f. Elect members to represent the Local at the ETFO PAM; (See Bylaw XII);
- g. Consider and dispose of motions received prior to the April Executive meeting.

ARTICLE IX - ELECTIONS

Section 1 - Eligibility

9.1.1 An active member in good standing who has served a term of at least a year on the Local Executive may be nominated to stand for election to the office of President, 1st Vice-President.

9.1.2 An active member in good standing may be nominated to stand for election to the office of Vice-President Open, Vice-President Female, Secretary or Treasurer

- 9.1.3 An active member in good standing who is a Steward and who works within a Region may be nominated to stand for election as Executive Member from that Region.

Section 2 - Nominations

- 9.2.1 Members shall be notified of the request for nominations thirty (30) calendar days prior to the Local Annual Meeting. Candidates for Vice-President or Executive Member shall declare whether they are running for the Open or Female position.
- 9.2.2 The deadline for receipt of nominations shall be fifteen (15) calendar days prior to the Local Annual General Meeting. Nominations must be submitted to the Local Office on the official nomination form.
- 9.2.3 No further nominations for the positions outlined in Article 9.3.1 will be accepted at the Local Annual General Meeting, except under Articles 9.3.7 and 9.3.9

Section 3 - Election Procedures

- 9.3.1 The President, 1st Vice-President, Vice-Presidents, Secretary and Treasurer of the Kawartha Pine Ridge District School Board Teachers' Local shall be elected at the Local Annual General Meeting.
- 9.3.2 Candidates shall have the opportunity to address the Local Annual General Meeting before election.
- 9.3.3 The election shall be by secret ballot with all active members in good standing present at the Local Annual General Meeting eligible to vote for all positions including women only positions.
- 9.3.4 Each candidate may appoint one scrutineer to observe the counting of the ballots for that candidate's election.
- 9.3.5 The vote count for all elected positions shall be released to the members present following each ballot and the final results shall be published in the minutes of the Annual General Meeting.
- 9.3.6 To be declared successful, a candidate for the office of President, 1st Vice-President and Vice President must obtain a majority of the votes cast. In the case of more than two nominees for any of the above stated offices, and failing a majority for any candidate on the first ballot, the count of the vote will be announced and the name of the candidate with least number of votes shall be dropped from the second and succeeding ballots until one of the candidates has a majority.

- 9.3.7 An unsuccessful candidate may seek another position on the Executive for which the member is eligible. This will include the unsuccessful candidates for President running for 1st Vice-President. Candidates for the Vice-President – Female position are not eligible for the Vice-President – Open position or vice-versa.
- 9.3.8 The ballots shall be destroyed by motion of the Annual General Meeting immediately following the elections.
- 9.3.9 Notwithstanding the above, nominations duly moved and seconded and with the consent of the nominee, shall be accepted at the Local Annual General Meeting for any position on the executive that is vacant after the nomination deadline as stated in 9.2.2.

Section 4 - Replacement of officers during their term

- 9.4.1 In the event a non-released member of the executive is unable to fulfill his/her duties, the Executive, at its next meeting, will determine if the member will be replaced, and if so, direct the released officers to full the position by one of the following methods:
- a. Publicize the opening, review the applications and bring a recommendation to the executive
 - or
 - b. Provide two names to the executive for selection.

The potential replacement(s) should be individual(s) with involvement in the Local and preferably experience as a School Steward.

- 9.4.2 In the event a released officer is unable to fulfill his / her duties, the Executive shall accept nominations from those members of the Executive elected at the Local Annual General Meeting. All nominations must be duly moved and seconded by members of the Executive. The person to fulfill the role of the released officer will be the nominee receiving a majority of the votes of the Executive. In the event no one receives a majority of the votes, the individual with the fewest votes will be dropped for the next ballot.

ARTICLE X - DELEGATES TO THE ETFO ANNUAL MEETING

- 10.1 An active member of the Kawartha Pine Ridge District School Board Teachers' Local may be nominated as a delegate to the Federation Provincial Annual Meeting.

- 10.2 Delegates of the Kawartha Pine Ridge District School Board Teachers' Local to the Federation Provincial Annual Meeting shall be:
- a. The Local President or designate
 - b. The Local 1st Vice-President or designate
 - c. Members elected to the Local Executive at the Local Annual General Meeting who wish to attend. Newly elected members will declare their intention to attend immediately following the elections and prior to the election of Delegates / Alternates.
- 10.3 Other delegates shall be elected at the Local Annual General Meeting. The number of delegates shall be determined by the Provincial ETFO.
- 10.4 Names of delegates to the ETFO Annual Meeting shall be forwarded to the provincial office prior to June 1.
- 10.5 Delegates and Alternates shall have equal status regarding scheduling for the floor of the Annual General Meeting. Placements will be random and as close to equal in numbers and time as is reasonably possible. Scheduling will be the responsibility of the President and the 1st Vice-President.
- 10.6 Shift changes may be made by mutual agreement but must be confirmed with the President or designate.
- 10.7 A floor coordinator will be identified for each floor shift to ensure seats are filled.
- 10.8 If a duly elected delegate is the mover or seconder of a motion in the Annual Meeting Booklet, the floor coordinator shall ensure a seat is made available to that individual for the presentation of such motion.

ARTICLE XI - RESOLUTIONS TO THE ETFO ANNUAL MEETING

- 11.1 Resolutions to the Provincial Annual Meeting shall be passed at a Local Executive meeting to be held prior to March 1.
- 11.2 Members wishing to submit resolutions for consideration by the executive shall send such resolutions to the Local Office seven (7) calendar days prior to the February Executive meeting. The date of that meeting and the deadline date will be published to the membership.

ARTICLE XII - NOMINATION PROVINCIAL CANDIDATES

In order for the President to sign the provincial nomination papers for a member of the Local to run as a provincial candidate, a motion, directing the President to do so, must have been duly passed at a Local Executive meeting. Potential candidates may make an oral presentation (maximum 5 minutes) or provide a written submission at a Local Executive prior to the nomination deadline.

ARTICLE XIII - AMENDMENTS

Section 1 - Amendments to the Constitution

- 13.1.1 Proposed amendments to the Local Constitution, the By-laws and all motions regarding business or statements of policy must be submitted to the Executive prior to the April Executive meeting.
- 13.1.2 The Executive shall publish all proposed amendments in 13.1.1 to the general membership seven (7) calendar days prior to the Annual General Meeting.
- 13.1.3 The constitution shall be amended if 60% of the members present at the Annual General Meeting vote in favour of the proposed amendment.

Section 2 - Amendments to the Bylaws

- 13.2.1 The bylaws shall be amended if a simple majority of the members present at the Annual General Meeting vote in favour of the proposed amendment.

ARTICLE XIV FINANCES

- 14.1 The Executive of the Local shall develop a financial policy.
- 14.2 All financial transactions shall be signed by any two of the President, 1st Vice-President and Treasurer.
- 14.3 The fiscal year for the Kawartha Pine Ridge Public District School Board Teachers' Local shall be the period from July 1st of one calendar year to June 30th of the succeeding calendar year.
- 14.4 Honoraria shall be paid as percentages of the A4 maximum position on the salary grid as follows:
President – 10%, 1st Vice-President – 5% Treasurer – 1.5%,
Secretary - 0.75% Vice-President Open – 0.75% Vice-President Female – 0.75%
- 14.5 Each member of the Local Executive not included in 14.4 shall receive an annual honorarium of \$100.00.

KAWARTHA PINE RIDGE DISTRICT TEACHERS' LOCAL BYLAWS

BYLAW I – EXPENSES

1. The Local shall pay the expenses as outlined in 3 below incurred by an executive member who is attending a meeting of the Local Executive.
2. The Local shall, at the discretion of the Executive, pay expenses incurred by any member who is authorized by the Executive to perform duties on behalf of the Federation.
3. The Local shall reimburse in accordance with the Guidelines for Expenses (Appendix III) based on the guidelines from the Provincial ETFO.

BYLAW II – COMMITTEE TERMS OF REFERENCE

Each and every Local committee shall work under the general Terms of Reference as follows:

1. Purpose

- a. The purpose of standing committees shall be in accordance with the responsibilities outlined in the Constitution and Bylaws.
- b. Any Committee for which a purpose has not been outlined in the Constitution and Bylaws must submit a Committee Purpose Proposal to the October meeting of the Local Executive for approval.
- c. The committee shall take action on matters referred to them by the Local Executive.

2. General Committee Responsibilities

- a. All committees shall act in accordance with the Constitution and Bylaws.
- b. Committees shall submit a proposed budget for the ensuing year to the 1st Vice-President at least three weeks prior to the April Executive meeting. Committees shall obtain the approval of the Local Executive for any expenditures over 10% of their total approved budget.
- c. Committees shall create drafts of any communication or materials for distribution to the membership or to the public. Such drafts shall be submitted to the President for approval. The President shall inform the Committee Chair of the method of distribution of such materials.
- d. Committees shall present a proposed list of specific activities to be undertaken by the committee during the school year to the Local Executive by October 30.

3. Committee Chairs

- a. Committee Chairs not designated by the Constitution and Bylaws will be selected at the first Executive meeting of the school year.
- b. Committee Chairs shall pass to their successors complete files of the minutes and reports of the work of their committees.
- c. Committee Chairs shall report to the Local Executive meetings in a manner acceptable to the Local Executive.
- d. Committee Chairs shall forward to the local office prior to the April meeting of the

Local Executive the report of the committee to be included in the file of reports for the Local Annual General Meeting.

4. Committee Members

- a. All committees include the President as an ex-officio member.
- b. The maximum number of members of any committee shall be eight unless otherwise authorized by the Local Executive.
- c. Members of Committees must be current members of the teacher Local but committees may include members from the Occasional Teacher Local.
- d. Each committee shall endeavour to have its membership reflect the diversity of the members of the Local.
- e. Should a committee member not attend three consecutive meetings, the Committee Chair may bring the name forward to the Executive to consider replacing that member on the committee.

5. Committee Meetings

- a. Initial committee meetings must take place before October 15
- b. Meetings shall occur outside of school hours unless otherwise authorized by the President.
- c. The number of committee meetings shall not exceed nine unless authorized by the President.

BYLAW III - COMMITTEES

Each Local committee shall operate under the following specific terms of reference in addition to the responsibilities outlined in Bylaw II.

AWARDS COMMITTEE

1. To be chaired by a member of the Local Executive.
2. To advise the membership through the Executive of the awards available to Local members.
3. To prepare the criteria for each award.
4. To receive nominations for all awards on or before April 1.
5. To recommend to the Executive the names of the recipients of various awards at the regular April Executive meeting.
6. To arrange for appropriate recognition of award winners within the limits of the budget.
7. To recommend to the Local Executive by the February Executive meeting Local nominations for Provincial awards.
8. To publicize to the Local, the Provincial awards, scholarships, professional teacher certificates and their selection criteria.
9. To make arrangements for the facilities for the Awards and Retirement Celebration.

BUDGET COMMITTEE

1. To be chaired by the 1st Vice-President and to include the Treasurer.
2. To meet at least two weeks before the April Executive meeting.
3. To gather budget recommendations from Local committee chairs.
4. To determine fixed and other costs e.g., office, meetings, release time.
5. To establish the estimated revenue for the coming fiscal year.
6. To present to the Executive of the Local a budget for the coming fiscal year.
7. To present the approved budget to the Annual General Meeting of the Local.

COLLECTIVE BARGAINING COMMITTEE

Definitions

1. "Teacher" means a teacher defined in Part X.1 of the Education Act, employed by the Board to teach but does not include a supervisory officer, a principal, a vice-principal or an instructor in a teacher training institution.
2. "Teacher Bargaining Unit" means all part X.1 teachers, other than occasional teachers, who are employed by the Kawartha Pine Ridge District School Board and assigned to one or more public elementary schools or programs or to perform duties in respect of such schools or programs.
3. "Bargaining Agent" means the Elementary Teachers' Federation of Ontario.
4. "Union" means the Elementary Teachers' Federation of Ontario.
5. "Local" means the executive of the Teacher Bargaining Unit.
6. "Committee" means the Collective Bargaining Committee of the Local.

Composition of the C.B.C.

1. The Committee shall consist of six (6) voting members including the President and the 1st Vice-President.
2. Local members wishing to serve on the Committee shall be duly nominated and seconded at a General Meeting of the membership. Nominees will have two (2) minutes to address the membership. A vote by secret ballot will be held. The four (4) candidates receiving the most votes will be members of the committee.

Term of Office

Committee membership shall continue until:

1. A written resignation has been submitted to the Chair of the Collective Bargaining Committee and the Executive of the Local
or
2. A member has been replaced according to the constitution of the Local
or
3. A new Collective Agreement has been achieved.

Internal Organization of the Committee

1. An inaugural meeting of the Committee and all subsequent meetings shall be called and chaired by the President until the officers are elected.
2. At a future meeting, the Committee shall elect from its own membership, the following officers:
 - a. Chair
 - b. Chief Negotiator
 - c. Vice-chair
 - d. Secretary
 - e. Communications Officer
3. It is recommended that each office be held by a different person.
4. The Collective Bargaining Table Team shall be determined by the Committee. All members of the C.B.C. shall be entitled to be present during all negotiating sessions.

Procedure for Resignation from the C.B.C.

1. All resignations shall be made by letter to the Local. A copy of the letter of resignation shall be forwarded to the Chairperson of the Committee.
2. If a vacancy occurs, the Executive may appoint a replacement. The Committee may re-assign responsibilities in the event of a resignation in order to continue its business.

Role and Responsibility of the Committee

1. Members of the Committee are representatives of the Teacher Bargaining Unit and shall support the policies of the Bargaining Agent.
2. Each member of the Committee shall be familiar with the terms of the Collective Agreement and the current By-law governing the Committee.
3. The Committee shall be responsible for maintaining communication with the Stewards and the members of the Teacher Bargaining Unit.
4. The Committee shall be the designated body to negotiate with the Kawartha Pine Ridge District School Board on behalf of the Teacher Bargaining Unit and the Bargaining Agent.
5. In preparation for negotiations, the Committee shall review all written requests for inclusion in the Collective Agreement.
6. The Committee may accept, reject or modify any written requests.

Confidentiality

1. Due to the sensitive nature of negotiations, all Committee members shall maintain strict confidentiality in all matters until it is agreed by the Committee to communicate specific information. Breach of such confidentiality may result in a request for resignation.
2. News releases and other prepared information releases directly related to negotiations shall be prepared and released by the Local President.

Duties of the Members of the Committee

Chair: The Chair shall:

1. Call all meetings in consultation with Committee members
2. Chair all meetings
3. Be the official contact for the Committee
4. Be responsible, in conjunction with the President and Communications Officer, for communication to the membership.

Chief Negotiator: The Chief Negotiator shall:

1. Be the chief spokesperson for the Committee during negotiating sessions and at meetings of the membership.
2. Have the right to delegate certain negotiating responsibilities to other members of the Committee as required.

Vice-chair: The Vice-chair shall:

1. Work in co-operation with the Chair.
2. Fulfill the responsibilities of the Chair in the absence of the Chair.
3. Notify absent Committee members of the next meeting.

Secretary: The Secretary shall:

1. Keep a complete record of all meetings of the Committee.
2. Distribute the minutes of all meetings to each Committee member.
3. Carry on the approved correspondence of the Committee.

Communications Officer: The Communications Officer shall:

1. Be responsible for the preparation of newsletters and other forms of communication to the membership as approved by the Committee.

Procedures

1. The Committee shall act in accordance with the guidelines established for negotiations by the Bargaining Agent and in accordance with the provisions of the Labour Relations Act as amended by The Education Quality Improvement Act.
2. A quorum for a meeting of the Committee is a majority.
3. In the event of a tie a motion is lost. An abstention is a neutral vote.
4. The Committee shall survey the membership for input to the Preliminary Submission.
5. The Committee shall prepare a Preliminary Submission.
6. The Committee, through the Chief Negotiator shall submit the Preliminary Submission to the Bargaining Agent for comment, recommendations and approval. The Bargaining

Agent shall be given fourteen (14) days to consider and reply to the Submission before endorsement by the members is scheduled.

7. The Committee shall incorporate the recommendations of the Bargaining Agent into the Preliminary Submission.
8. The Committee shall present the Preliminary Submission to the Local Executive for approval.
9. The Committee shall present the Preliminary Submission to the Teacher Bargaining Unit at an information meeting. A ratification vote shall be held immediately following the information meeting. Members must be present to vote.
10. A Tentative Agreement shall be approved by the Bargaining Agent. The process for ratification of the Tentative Agreement will follow the same procedures as outlined in #9 above.
11. Original signed copies of the Collective Agreement shall be forwarded to the Bargaining Agent and the Ontario Labour Relations Board over the signatures of the appropriate parties.

ELECTIONS

Local Elections / Resolutions

1. To be chaired by a member of the Local Executive.
2. To publish to the members the date by which nominations and resolutions must be submitted and to publish them in the file of reports.
3. To meet no less than twenty-eight (28) calendar days prior to the Local Annual General Meeting.
4. To receive nominations for the offices of President, 1st Vice-President, Vice-Presidents, Secretary and Treasurer, and to include such in the nomination slate.
5. To prepare ballots with the names of those nominated by the published date.
6. To chair the elections process during the Annual General Meeting of the Local.
7. To establish, with those charged with the steering of the Annual General Meeting of the Local, the time when the elections shall take place.

PROFESSIONAL DEVELOPMENT

1. To be chaired by the 1st Vice-President.
2. To provide a variety of professional development opportunities for members.
3. To take action which will promote cooperative professional development programs with other local OTF affiliates.
4. To encourage professional development opportunities that stress the image and role of the classroom teacher as an educational leader.

POLITICAL ACTION

1. To be chaired by the Vice-President Open.
2. To provide to teacher groups and individual members information designed to increase political awareness.
3. To establish and maintain liaison with similar committees in other Affiliates of OTF and with the OTF Education Action Committee.
4. To receive and report on suggestions, submissions, and referrals from other ETFO committees and individuals on matters pertaining to its terms of reference.
5. To introduce to the Local, through resolutions, matters it deems deserving of becoming policy of ETFO.

STATUS OF WOMEN

1. To be chaired by the Vice-President Female.
2. To initiate a full membership needs survey each year and to organize activities based on this survey.
3. To communicate with Local members regarding Status of Women issues.
4. To encourage Local members to attend Status of Women activities.
5. To make available to Local members recent publications on the Status of Women.
6. To act as a liaison with other local women's groups who share a concern.
7. To work in conjunction with other committees and OTF Affiliates with regard to Status issues.

EQUITY COMMITTEE

1. To be chaired by a member of the Local Executive.
2. To promote equity in all aspects of the operation of the Local, the Board and community at large
3. To identify priorities to address equity issues within the Local
4. To identify a representative to the Board's Equity and Diversity Committee

BYLAW IV – MOTIONS FOR ANNUAL GENERAL MEETING

All motions regarding business or statements of policy emanating from the floor of the Local Annual General Meeting must be in writing, duly moved and seconded and forwarded to the Elections/Resolutions Committee prior to the April Executive meeting.

BYLAW V – FUNDING RELEASED OFFICERS

1. Funds shall be made available each year to pay for full time release of the Local President and 1st Vice-President.
2. Funding for release time for additional members to carry on Local business shall be at the discretion of the Executive.
3. Arrangement for leave in #2 must be made through the Local Executive.

BYLAW VI - EXECUTIVE MEETING QUORUM

In order to hold a Local Executive meeting, a quorum of the Executive must be present.

BYLAW VII – PRESENTATIONS TO EXECUTIVE

When a member wishes to make a presentation to the Executive, the member shall make it known in writing to the President seven (7) calendar days prior to the next Executive meeting.

BYLAW VIII – PROVINCIAL ANNUAL MEETING DELEGATION

1. Delegates and Alternates to the Provincial Annual Meeting shall be elected at the Local Annual General Meeting
2. The number of Delegates shall be determined by the Provincial office.
3. The Assembly shall elect enough members to equal 150% of the total allocated by the Provincial office. The President or designate, 1st Vice-President or designate shall be included in this total. The Vice-President Open, Vice-President Female, Treasurer and Secretary shall be included in this total if they elect to attend the Provincial Annual Meeting.
4. In the event of an insufficient number of members being elected, the Executive shall appoint, where possible, enough members to fill the vacancy.
5. The Local Executive shall determine which of those elected shall attend as a Delegate and which as an Alternate.
6. The expenses of the Alternates will be the responsibility of the Local.

BYLAW IX - GUIDELINES FOR ELECTION CAMPAIGNS

1. Maximum expenditure per candidate shall be 0.04% of the figure at A4 maximum of the current salary grid and shall include costs of any gifts to members
2. Distribution of campaign material is the responsibility of the candidate.
3. Personal calls to voters are acceptable.
4. Candidates may address, if they choose, the Local Annual General Meeting to a maximum of seven (7) minutes.
5. Names of candidates whose nominations are received by the deadline shall be posted on the Local's website.
6. No campaign materials shall be allowed inside the Annual General Meeting room.

APPENDIX I

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD TEACHERS' LOCAL BENEVOLENT FUND

1. The members of the ETFO Kawartha Pine Ridge District School Board Teachers' Local who have signed this agreement wish to donate in cash the sum of thirty dollars (\$30.00), or some lesser sum to be determined by the Local Executive, immediately as a gift to the beneficiary of any member who dies in service and who has signed the current year's Benevolent Fund Agreement Form.
2. Payments shall be made to an adult named as the Beneficiary. This shall normally be the member's spouse/partner, parent or adult child. The member may name a minor or an estate as beneficiary to be paid in trust. Where payment is made in trust, KPR ETFO Teachers' Local shall not be liable for any taxes or impacts upon life insurance payments.
3. The said donation is to be administered by the Local President or Designate.
4. If the occasion arises during the summer holidays, the President and/or 1st Vice-President and/or Treasurer is empowered to make a personal short term loan of an amount up to thirty dollars (\$30.00) times the number enrolled in the fund. The difference between the amount of the loan plus interest and the sum collected from those enrolled will be paid from the Local treasury.
5. Members who have retired or resigned from the teaching profession are not entitled to be members of the Benevolent Fund as of the date of their retirement or resignation.
6. Members who are on an approved Leave of Absence, except for those on Long Term Disability, are entitled to be members of the Benevolent Fund.
7. The onus is on all participating members to sign the form provided by the Benevolent Fund by September 30. For clarity - Enrolment in the plan after September 30 will be limited to those hired after that date.
8. The Benevolent Fund Agreement will run from October 1 of one year to September 30 of the following year.
9. Members of the fund whose payments have not been received within twenty-five (25) school days of the notification of the activation of the fund shall be deemed to have withdrawn from the fund and shall not be reinstated until their payment has been received.

APPENDIX II

KAWARTHA PINE RIDGE ETFO TEACHERS' LOCAL REGIONS

CENTRAL / EAST	CLARINGTON / WEST	PETERBOROUGH / NORTH
Baltimore PS	Bowmanville CIS	Adam Scott Int. PS
Beatrice Strong PS	Bowmanville Int. PS	Apsley PS
Brighton CIS	Central – Bowmanville PS	Armour Heights PS
Brighton PS	Clarington CIS	Buckhorn PS
Burnham PS	Courtice North PS	Chemong PS
Camborne PS	Dr. G J MacGillivray PS	Edmison Heights PS
Campbellford CIS	Dr. Emily Stowe PS	Education Centre
Cobourg CIS	Dr. Ross Tilley PS	Highland Heights PS
Colborne PS	Enniskillen PS	Kawartha Heights PS
C R Gummow PS	Hampton Jr. PS	Keith Wightman PS
Dale Road Sr. PS	Harold Longworth PS	Kenner Int. PS
Dr. M S Hawkins PS	John M James PS	King George PS
Ganaraska Trails PS	Kirby PS	James Strath PS
George Hamilton PS	Lydia Trull PS	Lakefield Int. PS
Grafton PS	M J Hobbs Sr. PS	Millbrook / South Cavan PS
Grant Sine PS	Newcastle PS	North Cavan PS
Hastings PS	Ontario Street PS	North Shore PS
Havelock-Belmont PS	Orono PS	Oakwood House
Hillcrest PS	S T Worden PS	Otonabee Valley PS
Kent PS	The Pines Sr. PS	Peterborough CIS
Merwin Greer PS	Vincent Massey PS	Prince of Wales PS
Murray Centennial PS	Waverley PS	Queen Elizabeth PS
North Hope PS		Queen Mary PS
Northumberland CIS		R F Downey PS
Northumberland Hills PS		Ridpath Jr. PS
Norwood District PS		Roger Neilson PS
Percy Centennial PS		South Monaghan PS
Plainville PS		Warsaw PS
Port Hope CIS		Westmount PS
Roseneath Centennial PS		
Smithfield PS		
Spring Valley PS		
Stockdale PS		
Terry Fox PS		

Appendix III – Guidelines for Expenses

KPR ETFO Teachers' Local Guidelines for Expenses

1. General

- a) The Local will reimburse individuals authorized by the Executive to conduct business on behalf of the Local for the actual approved costs incurred.
- b) Receipts are required for reimbursement of expenses over ten dollars (\$10.00).
- c) Expenses must be submitted within 30 calendar days of the activity.
- d) A separate Expense Form must be submitted for each function or activity.
- e) The Local may establish specific expense guidelines for designated activities such as but not limited to General Meetings, Executive and Committee meetings, Professional Development activities.
- f) Expenses for General Meetings may only be claimed if the member is specifically required by the Executive to attend.

2. Meals

- a) When meals are provided at a function or activity, meal costs will not be reimbursed.

3. Travel

- a) When travelling to a Local function, the member is expected to use the most economical means of transportation possible.
- b) Reimbursement for mileage will not exceed the distance determined by standardized mapping software, which calculates the mileage based on the address of the starting point.
- c) When a member travels by motor vehicle, the member may claim an additional five cents (\$0.05) per kilometre for each additional authorized passenger.
- d) For some events, the Local may establish a set travel amount in lieu of mileage.

4. Accommodation

- a) Unless otherwise specified, accommodation costs shall be reimbursed on a shared (twin) basis.

5. Dependent Care

- a) A signed receipt from the caregiver, listing the dependents and applicable dates must be provided.
- b) Payment for child care is limited to dependents 18 years of age and under.
- c) Payment for child and adult dependent care shall not exceed thirty-five dollars (\$35.00) per meeting for the first child/adult dependent plus twenty-five dollars (\$25.00) per day for each additional child/adult dependent to a maximum of eighty-five dollars (\$85.00)
- d) Overnight care is a reimbursable expense if no caregiver would otherwise be in the home overnight.
- e) Payment for overnight care shall not exceed forty dollars (\$40.00) for the first child/adult dependent plus twenty-five dollars (\$25.00) for each additional child/adult dependent to a maximum of ninety dollars (\$90.00).