

**By –Laws of the**

**Ontario English Catholic Teachers' Association**

**Huron-Superior Teacher Bargaining Unit**

Approved on this 12<sup>th</sup> day of June, 2017 at the Annual General Meeting.

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## **A. BY-LAWS**

### **ARTICLE I – GENERAL**

1. The name of the teacher bargaining unit shall be the Ontario English Catholic Teachers' Association Huron-Superior Teacher Bargaining Unit hereinafter known as the teacher bargaining unit.
2. The definition of the teacher bargaining unit shall be as defined in the current Association Handbook.
3. The teacher bargaining unit membership shall include teachers in both the elementary and secondary panels of the Huron-Superior Catholic district school board.
4. The bargaining unit is comprised of the "*North District*" – Chapleau, Hornepayne, Wawa, White River; "*City*" - Sault Ste. Marie; and "*East District*" - Blind River, Elliot Lake, Espanola and Massey.
5. Robert's Rules of Order shall be used at all teacher bargaining unit meetings where they are not inconsistent with the Association Handbook and teacher bargaining unit by-laws, or any special rules of order the teacher bargaining unit may adopt.
6. The teacher bargaining unit by-laws must be consistent with the Association Handbook and cannot contravene its constitution, by-laws, procedures or policies.

### **Article II – TEACHER BARGAINING UNIT ORGANIZATION**

#### **Section 1 – Teacher Bargaining Unit Executive**

1. The executive of the teacher bargaining unit shall consist of a president, vice-president, recording secretary, treasurer, elementary and secondary CEO's, one elementary and one District councillor.
  - i. The term of office for all executive members shall be two (2) years.
  - ii. The term of office for Vice-President, Treasurer, Elementary and Secondary CEO's, shall be offset with the term of the President, Recording Secretary and three Counsellors, to ensure continuity.

#### **Section 2 – Duties of the Teacher Bargaining Unit Executive**

1. The duties of the teacher bargaining unit executive shall be as defined in the current Association Handbook, and as follows:
  - a) To hold general meetings each year as required and to set the agenda for such;
  - b) To hold executive meetings prior to each general meeting each year and as required;
  - c) To appoint committees, members and chairpersons at the first executive meeting after taking office, whenever possible;
  - d) To name a representative at school board meetings whenever it is deemed necessary, who reports to the executive;
  - e) To receive committee reports and take whatever action it deems necessary;

- f) To present the budget and financial statements to the membership each year;
  - g) To notify the school board of the results of the ratification vote;
  - h) To censure any executive member who fails to attend 5 consecutive meetings;
  - i) To receive and approve all finances;
  - j) To ensure that the terms for release time for president are contained in the collective agreement.
2. In the event that the provincial executive appoints the teacher bargaining unit as OTBU bargaining agent:
- a. It shall be the responsibility of the teacher bargaining unit to ensure that all of the duties of the OTBU are fulfilled,
3. In the event that the teacher bargaining unit(s) has/ have been acting as the bargaining agent for the OTBU, and that the provincial executive passes a motion to return bargaining agent responsibilities to the OTBU, the teacher bargaining units(s) shall assist the OTBU in organizing an OTBU general meeting to conduct OTBU executive elections, should such an executive not already be in place.

### **Section 3 – Duties of Teacher Bargaining Unit Executive Officers**

The duties of the teacher bargaining unit executive officers shall be as defined in the current Association Handbook and:

1. President
  - a. To be the official spokesperson for all collective bargaining matters;
  - b. To set the agenda for executive meetings;
  - c. To chair executive meetings;
  - d. To be Chair for all aspects of Collective Bargaining.
  
2. **Recording Secretary**
  - a) To take the minutes of teacher bargaining unit meetings, noting especially motions carried, with mover and seconder;**
  - b) To forward copies of such minutes to the unit president.**
  
3. Treasurer
  - a. To work with the unit President;
  - b. To prepare the teacher bargaining unit budget;
  - c. To present a financial statement at executive meetings'
  - d. To prepare motions for executive meetings for expenditure approvals.

4. Vice-President
  - a. To substitute for the President when the President is absent;
  - b. To assist the President in all local matters;
  - c. To be co-chair of the Unit Health and Safety Committee.
  
5. Councillors
  - a. To assist the executive in its duties.

#### **Section 4 – Teacher Bargaining Unit General Meetings**

Teacher Bargaining Unit general meetings shall be held in accordance with the current Association Handbook and as follows:

1. Notice of meeting and the major agenda items shall be sent to the membership at least ten (10) days prior to the meeting date except in the case of ratification or emergency meetings;
  
2. When the meeting has been called to order, the chairperson shall announce the number of members present. A quorum shall continue until the number of members present is less than 50% of the announced number.
  - (a) At least one (1) teacher bargaining unit general meeting shall be held annually for the election/ appointment of the teacher bargaining unit executive and the approval of a budget.
  - (b) Two (2) other teacher bargaining unit general meetings may be held annually:
    - i. for endorsement of bargaining objectives and reports from the collective bargaining committee.
    - ii. for ratification of a tentative agreement with direction from the provincial collective bargaining field representative.

#### **Section 5 – Committees**

The following standing committees shall be appointed by the executive:

- a. Collective Bargaining,
- b. Staffing

#### **Section 6 – Duties of Committees**

- a. **Collective Bargaining:**
  - i. To identify members' needs and concerns in collective bargaining and to recommend actions that they may pursue to satisfy these needs;
  - ii. To assist the teacher local bargaining unit, collective bargaining chairperson;

- iii. to prepare for each bargaining cycle, to review and develop both central and local collective bargaining objectives

**b. Staffing Committee**

- a) One member from each of the Elementary and Secondary panel shall be selected by the bargaining unit executive to participate on the Joint Staffing Committee each year;
- b) These representatives shall submit a letter of interest and be selected based on the merits of said letter;
- c) The term shall be three (3) years, off-setting, in order to maintain some institutional memory;
- d) Their role is to provide feedback and point of view from each panel in order to help the Staffing Committee make prudent staffing decisions.

**Article III – AMENDMENTS TO BY-LAWS**

The by-laws may be established, amended, rescinded or suspended by a two-thirds (2/3) vote of the members present and voting at a general meeting provided notice of the proposed change has been distributed to the members at least ten (10) calendar days prior to the general meeting.

**B. PROCEDURES**

**1. UNIT ELECTIONS**

- a) The teacher bargaining unit annual general meeting shall be designated as an agenda item during the Unit general meeting.
- b) In lieu of an election, the bargaining unit annual general meeting shall appoint the executive officers of the Unit to hold corresponding positions of the teacher bargaining unit executive, when these officers are members of the bargaining unit.
- c) In the event that a Unit officer is not a member of the teacher bargaining unit, another member of the teacher bargaining unit shall be appointed to the position and approved by the teacher bargaining unit general meeting.

**2. COMMITTEES/ WORK GROUPS General Guidelines**

The following shall apply to all committees and work groups of the unit:

- a) The unit executive may establish a committee or work group as may appear necessary from time to time to time, on an 'ad hoc' basis;
- b) Chairpersons shall be appointed by the executive; if none is appointed, by default, it will fall to the Unit President and/ or Vice-president;

- c) Members of all committees/ work groups shall be appointed by the executive;
- d) Each committee/ work group shall be responsible to the executive;
- e) All committees/ work groups shall seek approval for all meetings from the executive.

### **3. EXPENSES**

- a. All expenses shall be paid in accordance with provincial guidelines.
- b. The teacher bargaining unit executive may refuse to reimburse a member for any personal expense beyond provincial guidelines or for any other expense related to unit business, unless the member and the executive have agreed upon other arrangements.
- c. All expenses shall be submitted, within ninety (90) days, or the end of the school year, whichever is less, to the treasurer.
- d. Mileage shall be paid to committee members upon receipt of an itemized claim. This will be extended to those committee members attending authorized meetings and conducting authorized committee business;
- e. Hotel accommodation expense is based on double occupancy, whenever possible;
  - i. When making hotel reservations, members are expected to request and use the corporate rate available to Association members at many hotels.

### **4. AMENDMENTS TO PROCEDURES**

- a. Procedures may be established, amended, rescinded or suspended by:
  - i. A two-thirds (2/3) vote of the membership present and voting at a general meeting provided notice has been given at least ten (10) calendar days prior to the general meeting; OR
  - ii. A nine-tenths (9/10) majority of the executive, subject to ratification at the next general meeting.