

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

Approved on this **30th day of October at the Unit General Meeting.**

## **A. By-Laws**

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## A. BY-LAWS

### ARTICLE I – GENERAL

1. The name of the Unit shall be the ONTARIO ENGLISH CATHOLIC TEACHERS' ASSOCIATION – HURON-SUPERIOR UNIT hereinafter known as the unit.

The objects of the Unit shall be those defined in the current Association Handbook, Constitution section.

2. 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.
3. The unit membership shall include:
  - a) Teachers employed in the elementary and secondary panel by the Huron-Superior Catholic district school board for the regular school day program;
  - b) Teachers employed by the Huron-Superior Catholic district school board seconded to an educational position;
  - c) Teachers employed by the Huron-Superior Catholic district school board as an occasional teacher;
  - d) Teachers employed by the Huron-Superior Catholic district school board for a continuing education program.
4. A minimum of three (3) General Meeting shall be held annually, including the unit annual general meeting to be held before May 31st.
5. Robert's Rules of Order shall be used at all unit meetings where they are not inconsistent with the provincial and unit by-laws, or any special rules of order the unit may adopt.
6. The unit by-laws are to be consistent with the Association Handbook and are not to contravene its constitution, by-laws, policies or procedures. These unit by-laws shall be submitted for approval to the Provincial Executive.

### ARTICLE II – UNIT ORGANIZATION

#### Section 1 – Unit Executive

1. a) The executive of the unit shall consist of: President, Vice-President, Treasurer, Recording Secretary, Elementary and Secondary CEO's, Elementary Councillor, District Councillor and Occasional Teacher Councillor.  
  
b) The executive release officers of the Unit shall be deemed to hold corresponding positions on the teacher bargaining unit executive, when these officers are members of the bargaining unit.

- c) The Unit Executive shall hold nominations for offices of the Executive on or before April 15<sup>th</sup>. Elections by secret ballot, paper or electronic, shall be held before May 31<sup>st</sup> of each year.
- d) The officers of the Unit Executive shall take office on July 1<sup>st</sup> of each year.
- e) In the event the President, Vice-President, and/ or Treasurer cannot fulfill their duties for the entire term, the executive will appoint a member of the executive to complete the year and an election will be held at the end of the first year. The newly elected person will then complete the original term of office.
- f) A member of the Unit Executive, or any of its appointed committee members, who fails to perform the duties inherent to his/her office may be removed from office by a 2/3 vote of the Unit Executive provided at least ten (10) days written notice of such impending action shall be given to him/ her. Such member, if removed, may appeal to the Unit membership at its next General Meeting.

#### Election of Officers

1. An OECTA member, from the Huron-Superior Unit, shall be appointed by the Executive to chair the Election Committee.  
Two (2) members must nominate the candidate for the position for which they are running. Only occasional teacher members may nominate candidates for Occasional Councillor.
2. The Campaign shall be one week in duration.
3. No use of Board or Unit email shall be permitted for election purposes.
4. Candidate expenses shall not exceed \$250 with a summary of expenses to be submitted to the Election Committee.
5. Election materials shall be limited to one colour poster per school/ site. All other campaign material to be photocopied in the OECTA office (11 X 17" max.)
6. Release will be approved for one (1) District visit for members running for full-time release positions.
7. Only candidates will be permitted to visit schools for the purpose of campaigning. Visits must take place during non-teaching time.
8. During speeches, the order of speaking will be in reverse order of nomination.
9. Every effort will be made to have elections the day after speeches are given.
10. All Occasional Teachers, District and City, may vote for Occasional Teacher Councillor, President, Vice-President and Treasurer, Recording Secretary and the CEO/Councillor position corresponding to the panel in which the majority of their work is performed.
11. District FTE's may vote for District Councillor, President, Vice-President, Treasurer, Recording Secretary and the CEO (Elementary or Secondary) corresponding to the panel in which the majority of their work is performed.
12. City FTE's may vote for President, Vice-President, Treasurer, Recording Secretary and the CEO/Councillor corresponding to the panel in which the majority of their work is performed.

#### Term of Office

1. The term of office for all executive members shall be two (2) years.

2. 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).
  
3. Release time for Unit President and Unit Vice-President is full-time.

## Section 2 – Duties of the Unit Executive

The duties of the Unit executive shall be as defined in the current Association Handbook and:

- a) To hold general meetings each year as required;
- b) To hold executive meetings each year as required;
- c) To hold association representative meetings per year as required.
- d) To appoint the chairpersons and members of all of the association committees, work groups, and networks.

## Section 3 – Duties of the Unit Executive Officers

The duties of the unit executive officers are as defined in the current Association Handbook and:

### President

- a) To promote the interests of the Association;
- b) To be the official spokesperson for all matters to be released to the media;
- c) To call unit meetings, preside thereat and plan the program thereof;
- d) To enter into discussion with the Board on behalf of unit members;
- e) To be responsible for preparing the delegation to the Provincial Annual General Meeting to discharge its duties and responsibilities;
- f) To co-sign approved cheques and approved financial transactions;
- g) To be a member of all committees, work groups and networks;
- h) To be/ appoint an OECTA representative at Board meetings;
- i) To give a detailed report to the Unit Executive following each meeting of the Council of Presidents;
- j) To act upon recommendations of the Council of Presidents through the Unit Executive.

### Vice-President

- a) To assist the president. In the absence of the president, duties shall be performed by the vice-president, by the treasurer or one of the councillors;
- b) In conjunction with the unit president, to be responsible for the preparation of delegates to the AGM;
- c) To co-sign approved cheques and approved financial transactions;
- d) To call a mandatory meeting of the Unit, if the President fails to do so. The Vice-President shall call the meeting and notify the Provincial President and General Secretary of this action;
- e) To be the main contact between the Unit Executive and the Staff Representatives concerning:
  - a. Matters arising from monitoring the Collective Agreement;
  - b. Any other unit business
- f) To organize Teacher Pension Plan information, membership lists, and retirement matters;

### Treasurer

- a) To work with office staff in the preparation of the unit budget;
- b) To present a financial statement at executive meetings;
- c) To prepare motions for executive meetings for expenditure approvals;
- d) To co-sign cheques when either one of the President or Vice-President are not available.
- e) To maintain all accounts through the Office Secretary and available computer programs.

Councillors:

- a) To hold membership on the Unit's working committees;
- b) To assist the Vice President in organizing Teacher Pension Plan information, membership lists, and retirement matters;
- c) To organize internal communications such as local newsletters;
- d) To assist the Unit Executive as directed.

CEO's:

- a) Should the President and Vice-President come from the same panel, the CEO, from the panel opposite the President, will attend Council of Presidents as a voting delegate.

Section 4 – Other Positions

The Association will also encourage members to apply for the following positions:

1. Association Representatives
  - a) To attend meetings of Association representatives as called by the executive and report back to their staff. In the event that an elected representative is unable to attend, another staff member may be sent as a replacement;
  - b) To assist staff members in understanding their rights and responsibilities in consultation with the unit office;
  - c) To notify the unit office regarding births, deaths, marriages and to act as the direct liaison between the unit executive and the members of the unit;
  - d) To ensure that each staffroom has an up-to-date copy of the Unit By-laws and Procedures;
  - e) To ensure school-site OECTA bulletin boards are kept current and organized;
  - f) In the event of school-based elections the Association Representative shall conduct the election;
  - g) To ensure that staff members are aware of appropriate sections of the collective agreement;
  - h) No Executive member may serve as an Association Representative;
  - i) An Association Representative shall represent only one school;
  - j) Staffs with over 30 members may elect no more than two representatives;
  - k) It is not the duty of the Association Representative to report to the staff on Unit General Meetings.

Honorarium:

1. The expense allowance for each Unit Executive positions shall be:

President \$ 2000  
 Vice-President \$1500  
 Treasurer \$800  
 CEO'S (x2) \$800  
 Secretary \$400  
 Councillors (x3) \$400

Association Representatives -- \$100 per site.

## Section 5 – Unit General Meetings

Unit General Meetings shall take place in accordance with the provisions in the current Association Handbook and:

1. Notice of meeting and the major agenda items shall be sent to the membership at least 10 days prior to the meeting date except in the case of 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 per cent plus one member, of the announced number.
3. Conduct of Executive Meetings – (Agenda)
  - a. Call to Order – Prayer and Pledge
  - b. Approval of Agenda
  - c. Confirmation of Minutes
  - d. Business Arising
  - e. Reports of Officers
  - f. Administration
  - g. Correspondence
  - h. Committee Reports
  - i. Important Dates
  - j. New Business
  - k. Adjournment

## Section 6 –Committees

1. The following Standing committees **may** be appointed by the executive annually:
  - a. OECTA Bursary
  - b. Political Action
  - c. Social
  - d. OECTA Awards Committee

*Committees/ work groups can be struck as 'ad hoc' in order that they may be dissolved upon completion of assignment or task by an executive motion and a majority vote of the unit executive.*

## Section 7 – Duties of Committees

1. Chairperson
  - a. All Committee Chairpersons must report to the Unit Executive;
  - b. The Committee Chairperson must submit to the Unit Executive a written report as requested and written summary of that committee's activities by April 30<sup>th</sup> for publication in the Annual General Meeting Report;
  - c. The Chairperson is responsible for the setting, calling, and conduct of meetings for their committee and notifying the Unit Recording Secretary of the time and dates of those meetings;

- d. Where necessary, the Chairperson of a committee should submit a request for financial consideration for the operation of a committee by submitting to the Unit Executive a proposed committee budget;
- e. The Chairperson is to administer the committee's budget according to Unit guidelines and is to submit financial reports as requested by the Executive;
- f. A complete and detailed summary of Revenue and Expenditures must be submitted by the Committee Chairperson with the annual summary of the committees' activities no later than the Annual Unit General Meeting each year.

## 2. Committee Responsibility

- a. All committees are responsible to the Executive.
- b. Each committee is totally responsible for all aspects of its area of concern. This includes all arrangements for planned functions, budget considerations, time allotments and coordination and execution of their role to conclusion.
- c. The Unit President is an ex-officio member of all Unit Committees and as such should be kept informed of each committee's activities.
- d. Copies of committee minutes must be forwarded promptly to the Recording Secretary of the Unit Executive.

## 3. Committees

### a) OECTA Bursary Committee

- i. The OECTA Bursary Committee shall consist of up to five secondary members including the Secondary CEO and retired members;
- ii. The committee shall be chaired by the Secondary CEO;
- iii. The committee shall receive applications for the OECTA bursaries on or before May 31<sup>st</sup>;
- iv. The committee shall award up to four ~~(4)~~ **(3)** bursaries at \$500 each in Secondary.
- v. Bursaries shall be awarded to graduating students attending Catholic Secondary schools who are in the immediate family (i.e. sons, daughters, sisters, brothers and grandchildren, consanguine or by marriage) of OECTA members, or retired, or deceased OECTA members. Whereas there is no Catholic Secondary School, bursaries may be awarded to students attending and graduating from any Secondary School (district).
- vi. Each elementary school will have the opportunity to present an elementary bursary to a graduation student in the amount of \$50.

### Bursary Criteria:

- Be involved in one's Church, community, or school and enclose a letter(s) of reference attesting to this involvement. (Above the required 40 hours of community service for graduation purposes.)
- Submit a typewritten essay of between 250-500 words on the following topic: *"Me today ... Me at the conclusion of my college/university education."*
- Be of an academic standing comparable to one's ability.
- Submit a Credit Counselling Summary.
- The student must be in their graduating year and pursuing post-secondary studies.



- Include curriculum vitae.

b) Political Action Committee

- To be informed about political developments pertaining to education;
- To participate in political action demonstrations sanctioned by the local unit and Provincial OECTA;
- To gather and organize teachers' opinions regarding political developments so that they may be expressed to local officials and/or the media by the Unit president, as necessary.

c) Social Committee

- Members of the Social Committee will be determined and appointed by the Executive on an annual basis;
- To be responsible for social activities within the unit;
- To provide formal recognition to retirees on behalf of the Unit and to keep an up-to-date list of retirees;
- To receive prior approval for expenditures from the executive and to present to the unit executive a detailed financial statement for each event.

d) OECTA Awards Committee

- The OECTA Awards Committee will consist of all members of the unit executive.
- Nominations for Member of the Year will be forwarded to the executive, along with a letter of support, for consideration and the successful recipient will be chosen by a vote of the executive.
- The member will be honoured at the yearly retirement night in June.
- Members will use the following criteria to frame their letter of support for their nominee:
  - Contribution to our system and education;
  - Service to OECTA;
  - Contribution to community by taking part in community organizations (service, cultural, church, etc.)
  - Experience in classroom or other educational capacity;
  - Professional capacity.

Voting Procedure: Once the number of possible recipients has been narrowed down to four, each committee member votes by secret ballot, listing their preferences in order of choice. The final tally would be four points for each first choice, three points for second choice, two points for third choice and one point for fourth choice. The recipient of the Award would be the person receiving the most total points.

## Section 8 – Levy and Mileage

### 1. Levy

The Unit Levy shall be set at \$3.50 per member per pay period.

## 2. Mileage

To promote attendance at Unit General Meetings, mileage shall be paid to those members from the North and East Districts based on the current Association Handbook when video conferencing is not available.

## Section 9 – Conferences and Conventions Policy

### 1. General

- a. OECTA shall be represented by one member or two or more members who apply collectively on a joint application to a conference unless separate Bargaining Unit representation is dictated by the Provincial Association. This does not apply to members who are conducting the business of the association.
- b. Delegates to conferences and conventions who are to be funded by the OECTA Unit must follow the procedures for application, attendance, and reporting as outlined below.
- c. A member is eligible to apply for individual Professional Development Assistance after a period of twenty-four (24) months from the date of the last conference for which the member received association funding.
- d. The Unit President shall have the option to attend one OECTA sponsored conference which is not role specific.

### 2. Application

- a. All applications for attendance at a conference or convention must be made in writing on the appropriate form at least four (4) weeks before the conference date. All applications must be submitted to the Executive for consideration. Each application is to be considered on its own merit. All approved applications are subject to the availability of funds.
- b. In some instances, notification concerning conferences from OECTA Provincial or other sources makes the four (4) week timeline for conference application impractical or impossible. In such cases, the Executive shall have the flexibility to waive said timeline and consider applications on their own merits subject to availability of funding.
- c. The written conference application submitted to the Executive shall be considered in the order in which they were received.
- d. The applicant shall be advised of acceptance or rejection of the application by **email**.

- e. When a conference application requires Board permission for Release Time (such as a midweek conference), such permission shall be approved and forwarded by fax or email to the unit office before such an application shall be accepted.
3. Funding
- a. Subject to approval of the Unit Executive.
4. Conditional Responsibilities
- a. The applicant may be responsible for participating in a Professional Activity Workshop should the topic be suggested.
  - b. After returning from a conference or a convention, all delegates must submit a report in writing to the Executive within ten (10) working days.
  - c. This report is to include a financial statement with receipts on the cost of attendance as well as any rebate or invoices for monies due for approved incurred costs.
  - d. The report shall also include a brief summary (at least one (1) typed page) of the conference or convention and any recommendations for follow-up by the Executive.
  - e. Failure to comply with subsection 2, 3 or 4 above shall result in the member not receiving the necessary funds prior to a future conference. After complying with the conditional responsibilities, the applicant may procure funds in the normal manner of funding.
5. Conferences
1. OECTA Beginning Teachers Conference
- a) Members wishing to receive funding from the unit to attend the OECTA Beginning Teachers Conference must apply on the Conference and Convention form.
  - b) The unit executive shall determine which delegate(s) will be sponsored by the unit.
  - c) Notwithstanding the above, all other policies and procedures applying to Conferences and Conventions apply to attendance at the OECTA Beginning Teachers Conference.
  - d) A member cannot be a unit sponsored delegate to the OECTA Beginning Teachers Conference more than one occasion in his/ her first ten (10) years of teaching.

## ARTICLE III – AMENDMENTS TO BY-LAWS

### 1. By-Laws

The by-laws may be established, amended, rescinded or suspended at the Unit Annual General Meeting by:

- a) A two-third (2/3) vote of the members present and voting at the Unit Annual General Meeting provided that notice of the proposed amendment shall have been sent to the membership at least ten(10) days prior to the Unit Annual General Meeting.

## **B. PROCEDURES**

### **UNIT ELECTIONS**

Elections shall be conducted as defined in the current Association Handbook and as follows:

#### **1. Election procedures:**

- a) A call for nominations shall be sent out to each school site via Courier, addressed to the Association Representative, to post on the OECTA bulletin board and to share with members;
- b) A member may submit nominees for the offices of the Executive to the Unit office on or before 4pm on April 15<sup>th</sup>;
- c) A member may only be nominated for one position on the Executive;
- d) Elections shall take place at each school site and shall be facilitated by the Association Representative or a member approved by the unit executive when the Association Representative is not available. Members shall vote for those candidates who have been advertised by the Election Committee. There shall be no step-downs. If there have been no nominees submitted for a particular positions as of 4pm on April 15, such positions shall be filled by appointment by the newly elected Executive.
- e) Voting shall be by secret ballot for contested positions;
- f) The chairperson shall announce the members of the new executive via courier, addressed to the Association Representative, to post on the OECTA bulletin board and to share with members.

#### **2. ASSOCIATION REPRESENTATIVES**

- a) Each staff shall elect its representatives by the end of September of each year;
- b) To qualify as a candidate for Association representative, a teacher shall be on staff at the time of the election;

#### **3. 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.

#### 4. DELEGATES TO THE ANNUAL GENERAL MEETING

The Supreme Body of the Association is the Annual General Meeting that makes the policy by which the members are governed. Therefore, the unit has the responsibility to select the delegates to represent the members of the unit at the Annual General Meeting.

The selection of delegates to the Annual **General meeting shall be in accordance with the relevant sections of the current Association Handbook. In addition to the voting delegates, the unit reserves the right to select up to two additional members to attend as alternates.**

- a) The selection of delegates shall also prioritize delegates based on the following criteria:
  - i. Executive members by consecutive years of service on the executive,
  - ii. Committee members
  - iii. Staff representatives
  - iv. Membership-at-large
- b) The final approval and selection of all delegates shall be the responsibility of the unit executive and, the unit President when delegates consist entirely of executive members.
- c) All delegates and alternates are obliged to attend all sessions, except in cases of emergency as approved by the head of the delegation.

#### 5. EXPENSES

- a) All expenses shall be paid in accordance with the provincial guidelines.
- b) The unit executive may refuse to reimburse member for any personal expense beyond provincial guidelines or for any other expenses related to unit business, unless the member and the executive have agreed upon other arrangements.
- c) All claims shall be submitted, within ninety (90) days to the treasurer through the Unit office.
- d) i) Hotel accommodation expense is based on double occupancy, whenever possible;  
ii) When making hotel reservations, members are expected to request and use the corporate rate available to OECTA members at many hotels.
- e) Members sitting on Provincial Committees shall book and cover their own initial travel, accommodation and meals. All receipts and expense forms can be submitted to the local unit office or directly to provincial office for reimbursement.

#### AMENDMENTS TO PROCEDURES

- 6.
  - 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) days prior to the general meeting;

OR

- ii. A nine-tenth (9/10) majority of the unit executive, subject to ratification at the next unit general meeting.

#### 7. Policies –General

- a) That dependent care expenses shall be paid to members when they are conducting the business of the association. A receipt must be submitted as outlined in Provincial OECTA policy.
- b) A recorded vote can be ordered by a quarter of those voting at the executive table.
- c) That the OECTA Awards Night shall be held during the month of June.