

**By-Laws of the
Ontario English Catholic Teachers' Association
Huron-Superior Occasional Teacher Bargaining
Unit (OTBU)**

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

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Huron-Superior Occasional Teachers' Bargaining Unit (OTBU)**

A. BYLAWS

Article I

General

Name and Territorial Limits

1. The name of the bargaining unit shall be the Ontario English Catholic Teachers' Association, Huron-Superior Occasional Teachers' Bargaining Unit **(OTBU)**
2. The definition of the bargaining unit shall be as defined in the current Association Handbook.
3. 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.
4. The Occasional Teachers' Bargaining Unit (OTBU) membership shall include occasional teachers in both the elementary and secondary panels of the Huron-Superior Catholic district school board.
5. Robert's Rules of Order shall be used at all bargaining unit meetings where they are not inconsistent with the Association Handbook and bargaining unit by-laws, or any special rules of order the bargaining unit may adopt.
6. The bargaining unit by-laws must be consistent with the Association Handbook and cannot contravene its constitution, by-laws, policies or procedures.

Article II

Bargaining Unit Organization

Section 1 -- Bargaining Unit Executive Officers

The executive of the bargaining unit shall consist of a President, Vice-President, Recording Secretary, Treasurer and Occasional Teacher Councillor.

1. The duties of the OTBU Executive shall be as defined in the current Association Handbook.

Section 2 – Duties of the Bargaining Unit

1. The duties of the OTBU Executive shall be as defined in the current Association Handbook.
2. When there has been an interest expressed by the OTBU to have the teacher bargaining unit act as the bargaining agent for the OTBU, it shall be the duty of the OTBU executive, in conjunction

with the provincial collective bargaining field officer, to conduct a vote to determine who shall act as bargaining agent.

Section 3 –Bargaining Unit General Meetings

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

- a. There shall be a minimum of three (3) General Meetings each school year.
- b. Notice of meeting and the major agenda items shall be sent to the membership at least ten (10) calendar days prior to the meeting date except in the case of ratification or emergency meetings.
- c. Special meeting may be called by the President as the need arises under special circumstances. In the case of such meetings, the membership shall be afforded as much notice as time allows.
- d. When a meeting has been called to order, the chairperson shall take note of and announce the number of members present. A quorum shall continue until the number of members present is less than fifty (50) per cent of the original number.
- e. Occasional Teachers in the North and East Districts shall be provided opportunity to attend General Meetings via teleconferencing at designated schools in the East and North Districts.

Section 4 –Standing Committees

The following standing committees shall be appointed by the OTBU executive annually or as required:

1. Collective Bargaining:

The Collective Bargaining Committee will consist of the President, Vice-President and the Occasional Teacher Councillor.

The role of the Collective Bargaining Committee shall be:

- a. To research all information pertinent to conditions of service and be familiar with all legislation pertinent to teachers employment and the Association's collective bargaining goals and objectives;
- b. To conduct a membership needs survey;
- c. To draft proposals and provide rationale and costs;
- d. To present the proposals to the bargaining unit executive for approval prior to presentation to membership;
- e. To present to the bargaining unit executive recommendations regarding a tentative agreement, sanctions or conclusions of the negotiation process.

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. Elections

When the teacher bargaining unit is acting as bargaining agent for the occasional teacher bargaining unit, the occasional teacher bargaining unit annual general meeting shall, in lieu of an election:

- a) appoint the president, vice-president, treasurer and recording secretary of the teacher bargaining unit to hold corresponding positions on the occasional teacher bargaining unit executive. These officers are not required to be members of the occasional teacher bargaining unit;
- b) appoint the unit occasional teacher councillor to hold the corresponding position on the occasional teacher bargaining unit executive.

2. Delegates to the Annual General Meeting

The Supreme Body of OECTA is the Annual General Meeting, which makes the policy by which the members are governed. Therefore, the bargaining unit has the responsibility to select the delegates to represent the occasional teachers of the bargaining unit at the Annual General Meeting as part of the unit delegation. Delegates shall be determined in accordance with the current Association Handbook.

3. Levy

All occasional teacher members shall remit a one time, yearly fee, each fiscal year, to the unit.

- a) The fiscal year shall be September 1st through August 31st.
- b) The Occasional Member shall remit dues in the amount totalling \$50.
- c) Said fee will be collected on the first pay in April.

4. Ratification Voting

When voting on Tentative Agreements struck between the Bargaining Unit and the Board, occasional teachers shall vote:

- a) By secret ballot;
- b) At the Bargaining Unit office (between 9am and 5pm) and two other locations in the city (times and places TBD);
- c) At District Schools or by electronic voting in the North and East District, as is necessary, between 9am and 5pm.

5. Amendments to Procedures

Procedures may be established, amended, rescinded or suspended by:

- a. A two-thirds (2/3) vote of the members present and voting at a General Meeting provided notice of the proposed amendments has been distributed to the members at least ten (10) calendar days prior to said General Meeting.

OR

- b. Procedures may also be changed by a nine-tenths (9/10) majority of the Executive, subject to ratification at the next Bargaining Unit Annual General Meeting.