

**CONSTITUTION**  
**ETFO Renfrew County Teachers' Local**  
**Revised June 2024**

**ARTICLE I – NAME**

- 1.1 This organization shall be known as the “Elementary Teachers’ Federation of Ontario – Renfrew County Teachers’ Local,” hereafter referred to as RCTL.
- 1.2 Definitions:
- *Federation* means the Provincial Elementary Teachers’ Federation of Ontario
  - *Local* means the RCTL

**ARTICLE II – JURISDICTION**

- 2.1 Renfrew County Teachers’ Local is a Local of the Elementary Teachers’ Federation of Ontario.
- 2.2 The jurisdiction of the RCTL shall be all teachers other than the occasional teachers employed by the Renfrew County District School Board in the elementary panel.

**ARTICLE III – OBJECTIVES**

The objectives of the Local shall be:

- 3.1 to represent the members of the RCTL;
- 3.2 to secure through collective bargaining the best possible terms and conditions of employment;
- 3.3 to increase public awareness of educational affairs and to enhance the status of educators 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 and the students in their care;
- 3.7 to co-operate with other organizations having the same or like objectives.

**ARTICLE IV – MEMBERSHIP**

**Section 1 – Active Membership**

- 4.1 Active Members shall be all members of the Federation within the jurisdiction of the RCTL.

**Section 2 – Associate Membership**

- 4.2.1 Associate Members of the RCTL are those members whose application has been approved by the Local and approved by the Federation Executive and who have paid the annual fee in accordance with the Federation Bylaws.
- 4.2.2 Associate Members shall be individuals who are employed by a Public School Board in Ontario who are Occasional Teachers, Professional Support Personnel, Educational Assistants, Continuing Education Instructors, Child Care Workers, or other defined groups who have been organized by the Federation and received Certification from the Ontario Labour Relations Board.
- 4.2.3 Members eligible for Associate Membership may include:
- a) Members or others affiliated with the Ontario Teachers’ Federation
  - b) Teachers employed in private schools, provincial schools or federal government schools;
  - c) Individuals employed as supervisory officers;
  - d) Employees of the Federation;
  - e) Teachers employed at a college or university;
  - f) Former members or persons engaged in a professional capacity related to education;
  - g) Former members in good standing who are currently not employed by a School Board;
  - h) Former members in good standing who have been declared redundant and are not employed by School Board. This membership shall only be held for two years;
  - i) Former members who are on Long-Term Disability and whose contract with an employer has been terminated. This membership shall only be held for two years.
  - j) Exchange teachers employed as elementary teachers by a Public School Board;
  - k) Retired members who were members of the Federation or its predecessors;

- l) Students attending a teacher Education Institution in Ontario.

## **ARTICLE V – RIGHTS AND RESPONSIBILITIES**

### **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 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 through the grievance process;
  - g) to request Local support in any problem directly related to professional duties.

### **Section 2 – Rights and Privileges of 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.

### **Section 3- Code of Professional Conduct**

- 5.3 A member shall:
  - 5.3.1 recognize the Federation as the official voice of all the active members of the Federation;
  - 5.3.2 adhere to the Constitution, Bylaws, and Directives of the Federation;
  - 5.3.3 support collective bargaining initiatives, including a strike authorized by the Executive;
  - 5.3.4 refrain from undertaking or supporting actions which undermine established bargaining procedures;
  - 5.3.5 honour the terms of the collective agreement;
  - 5.3.6 strive to eliminate all forms of harassment between individuals in the educational system;
  - 5.3.7 endeavour to ensure equity and inclusiveness in the workplace; and
  - 5.3.8 strive to achieve and maintain a high degree of professionalism and to uphold the honour, dignity, and ethical standards of the teaching profession.

## **ARTICLE VI – LOCAL ORGANIZATION**

### **Section 1 – Local Executive**

- 6.1.1 The Local Executive shall include the following positions:
  - (i) Table Officers
    - a) President;
    - b) Vice President
    - c) Secretary;
    - d) Treasurer.
  - (ii) Executive Members – One Executive Advisor from each Family of Schools selected from candidates who submit an application form to the Table Officers by the deadline of an election year.
  - (iii) A non-voting Liaison Representative from each of the other Federation Locals whose memberships are employed by the Renfrew County District School Board.
  - (iv) Five elected positions for Collective Bargaining Committee – President and Vice-President, Treasurer and three members at large.
  - (v) Workplace Stewards (non-voting)
- 6.1.2 At least one of the two President positions (President, Vice-President) shall be female.
- 6.1.3 The Table Officers of the Executive and the Collective Bargaining Committee of the Local shall be elected at the Annual Meeting when it is an election year, in accordance with Article 9.3.1.
- 6.1.4 The term of office for the Executive shall be two years as of the 2006 Local Annual meeting.
- 6.1.5 The term of office commences on July 1<sup>st</sup> of every election year.
- 6.1.6 The Executive may include the Past President, as described in Article 7.2.0.

- 6.1.7 A member who is representing ETFO on the local executive and/or the Executive shall, in addition to 5.3:
- 6.1.8 strive to achieve and maintain a high degree of professionalism and to uphold the honour, dignity, and ethical standards of the Elementary Teachers' Federation of Ontario.

## **Section 2 – Committees**

- 6.2.1 There shall be the following Standing Committees:
- Elections
  - Collective Bargaining
  - Budget
  - Political Action/Public Education
  - Professional Development
  - Status of Women
  - New Teachers
  - Social Justice/Equity
- 6.2.2 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.

## **Section 3 – Programs for Women (Reference Article 10.5 of the Federation Constitution)**

- 6.3.1 There shall be guaranteed programs for women.
- 6.3.2 The budget for the programs for women shall be approved as part of the annual Local budget process.

## **ARTICLE VII – ORGANIZATION DUTIES**

The Local, its officers and committees shall carry out their duties and responsibilities in accordance with both the Local and federation Policies, Procedures and Resolutions passed at the Annual Meeting.

### **Section 1 – Duties of the Executive**

The Executive shall:

- 7.1.1 uphold the Constitution, Bylaws, and Policies of the Federation and the Local;
- 7.1.2 execute the business of the Local in accordance with the Constitution and the decisions of the general meetings of the RCTL;
- 7.1.3 hold at least six regular Executive meetings;
- 7.1.4 hold an Executive meeting at the call of the President;
- 7.1.5 receive a financial report at each Executive meeting;
- 7.1.6 forward to the Provincial Office the annual financial statement of each year;
- 7.1.7 forward the Provincial Office each year the Annual Report of the Local;
- 7.1.8 recommend committee membership to the general meetings;
- 7.1.9 appoint and develop terms of reference for Standing and Ad Hoc Committees;
- 7.1.10 appoint at least two signing officers of the Local;
- 7.1.11 recommend the appointment of the auditors to Annual Meeting;
- 7.1.12 develop an investment policy;
- 7.1.13 recommend any Local levies.
- 7.1.14 The RCTL Executive has the right to replace Executive members who miss more than two consecutive Executive meetings without just cause.
- 7.1.15 The Executive shall recommend members for discipline who contravene the Constitution or Bylaws of the Federation in accordance with Article 7: Disciplinary Procedures.

### **Section 2 – Duties of Officers**

#### **7.2.0 Past President**

- a) Where the Past President chooses to continue to serve on the Local Executive, he/she may do so for the term immediately following his/her Presidency.
- b) If the Past President is no longer an Active Member, he/she will serve on the Local Executive in a non-voting capacity.

**7.2.1 President**

The duties of the President shall be:

- a) to be the spokesperson for the Local;
- b) to be the official representative of the Local and its members;
- c) to be one of the signing officers;
- d) to be an ex-officio member of all Committees;
- e) to preside at meetings of the Executive, the Representative Council and the Annual Meeting;
- f) to inform and advise members of the Local on issues concerning the Federation and education;
- g) to conduct the business of the Local and report to the Executive;
- h) to be a voting member on the Collective Bargaining Committee.
- i) to be representative as a non-voting member of the Executive of other Renfrew County Federation Locals;
- j) to forward the Annual Report of the Local to the Provincial Office of the Federation by June 1;
- k) to be responsible for Membership and Public Relations Services;
- l) to be a delegate to the Federation Annual Meeting

**7.2.2 Vice-President**

The duties of the Vice-President shall be:

- a) in the President's absence, to assume the responsibilities of the President;
- b) to be responsible for the budget;
- c) to be responsible for additional duties as assigned by the President and/or Executive;
- d) to be a voting member of the Collective Bargaining Committee;
- e) to be one of the signing officers;
- f) to be Lead Negotiator/Grievance officer on behalf of the Local;
- g) to be a delegate to the Federation Annual Meeting

**7.2.3 Treasurer**

The duties of the Treasurer shall be:

- a) to keep accurate and detailed financial records of the RCTL, based on the Local fiscal year;
- b) to make a financial report to each Executive and general meeting of the Local;
- c) to make investments with approval of the Executive;
- d) to report investments during each financial report;
- e) to ensure the audit is completed;
- f) to forward the annual audited financial statement of the RCTL to the Provincial Office of the Federation;
- g) to be a voting member of the Collective Bargaining Committee;
- h) to be responsible for additional duties as assigned by the President and/or Executive;
- i) to be a member of the Budget Committee and to prepare in consultation with the committee, the budget for the ensuing year;
- j) to be one of the signing officers.

**7.2.4 Secretary**

The duties of the Secretary shall be:

- a) to maintain accurate records for all meetings of the Local;
- b) to maintain accurate records of correspondence received by and sent on behalf of the Local;
- c) to prepare and circulate minutes of Executive and general meetings;
- d) to be responsible for additional duties as assigned by the President and/or Executive.

**Section 3 – Duties of Executive Advisors**

**7.3.1** The duties of the Executive Advisors shall be:

- a) to represent the interests of their Family of Schools;
- b) to be responsible for additional duties as assigned by the President and/or Executive.

**Section 4 – Duties of Committees**

- 7.4.1 Committees are responsible to the Local Executive.
- 7.4.2 Elections Committee:
  - Shall consist of an Executive member and up to two other members who shall be appointed by the Executive;
  - Shall be responsible for compiling a list of candidates for Executive positions;
  - Shall be responsible for appointing a non-voting representative (Past President or Executive member from another Renfrew County District School Board Federation Local) to run the Executive election.
  - Shall be responsible for running the election of delegates to the Federation Annual Meeting.
- 7.4.3 Collective Bargaining Committee:
  - Shall consist of the President, Vice-President, Treasurer, and three elected members at large;
  - Shall conform to the Provincial negotiations goals and objectives.
- 7.4.4 Budget Committee:
  - Shall consist of the Treasurer, President and Vice-President;
  - Shall be responsible for preparing the budget to be presented to Executive and the general membership.
- 7.4.5 Political Action/Public Education Committee:
  - Shall consist of up to two other members appointed by the Executive;
- 7.4.6 Professional Development Committee:
  - Shall consist of Secretary and at least two other members appointed by the Executive;
  - Shall be responsible for publicizing, receiving, notifying successful applicants and collating reports;
  - Shall develop guidelines for the disbursement of Professional Development Funds;
  - Shall be responsible for planning, organizing and promoting Professional Development activities on behalf of members.
- 7.4.7 Status of Women Committee:
  - Shall consist of one Executive member and up to two other members appointed by the Executive;
  - Shall be responsible for planning and promoting women’s programs;
  - Shall be responsible for community outreach.
- 7.4.8 New Member Committee
  - Shall consist of one Executive member and up to two other members appointed by the Executive;
  - Shall be responsible for planning and promoting activities for new members.
- 7.4.9 Social Justice and Equity Committee
  - Shall consist of one Executive member and up to two other members appointed by the Executive;
  - Shall be responsible for planning and promoting programs that promote social justice and equity.

**Section 5 - Duties of a Steward**

- 7.5 Duties of the Stewards are as outlined in the yearly letter signed by stewards and retained by the Local President. These may be amended from time to time at the discretion of the elected members of the Local Executive.

**ARTICLE VIII – MEETINGS**

**Section 1 – General Meetings**

- 8.1.1 The official authority for conducting all Local meetings shall be the current Roberts Rules of Order;
- 8.1.2 4% of membership forms a quorum.

**Section 2 – Local Annual Meeting**

- 8.2.1 An Annual Meeting of members of RCTL shall be held before June 1.
- 8.2.2 The Annual Meeting shall:
  - a) receive the Annual Reports of the officers and committees of the Local;
  - b) elect the Table Officers for the next term when it is an election year, in accordance with Article 9.3.1;

- c) elect delegates to the Federation Annual Meeting;
- d) approve the budget for the next year;
- e) receive the financial statements as certified by the auditor;
- f) appoint the auditor for the subsequent year;
- g) approve any Local levies.

**ARTICLE IX – ELECTIONS**

**Section 1 – Eligibility**

9.1.1 An Active Member in good standing may be nominated to stand for elected office. Any member seeking the position of President must have at least two years Executive experience.

**Section 2 – Nominations**

- 9.2.1 Members shall be notified of the request for nominations 30 calendar days prior to the Local Annual Meeting.
- 9.2.2 The deadline for nominations shall be 14 calendar days before the Local Annual Meeting. Notwithstanding the above, nominations duly moved and seconded, and with the consent of the nominee, shall be accepted at the Local Annual Meeting (with the exception of the President’s position) for vacancies only.
- 9.2.3 No nomination for Local President will be accepted from the floor at the Local Annual Meeting.

**Section 3 – Election Procedures**

- 9.3.1 The Executive of the RCTL shall be elected at the Local Annual Meeting every two years beginning with the 2006 Local Annual Meeting.
- 9.3.2 Candidates shall have the opportunity to address the Local Annual Meeting for a maximum of 3 minutes before the election.
- 9.3.3 The election shall be by secret ballot.
- 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 name of the majority candidate for all elected positions shall be released to the members present following each ballot and be published in the minutes of the Local Annual Meeting.
- 9.3.6 To be declared successful, a candidate must obtain a majority of the votes cast (50% + 1). In the case of more than two nominees for any of the elected positions, and failing a majority for any candidate on the first ballot, the name of the candidate with the least number of votes shall be dropped from the second and succeeding ballots until one of the candidates has a majority. In the event of a tie vote for any elected position, the winner shall be determined by a draw.
- 9.3.7 An unsuccessful candidate may seek another position on the Executive for which the member is eligible.
- 9.3.8 The ballots will be destroyed by motion of the Local Annual Meeting immediately following the election.

**Section 4 – Filling a Vacancy**

The procedure to fill a vacancy on the Executive shall be:

- 9.4.1 A vacancy at the position of President shall be filled by the Vice-President. Should the Vice-President be unable to take on the position, the Executive shall elect an Executive member;
- 9.4.2 A vacancy at the position of Vice-President shall be filled by the Executive by an election of an Executive member;
- 9.4.3 A vacancy at the position of Executive member shall be filled by the appointment of a member by the Executive.
- 9.4.4 A candidate shall take office immediately after the Executive meeting at which the selection is made.
- 9.4.5 Notwithstanding 9.4.1, 9.4.2, 9.4.3, and 9.4.4 in the event that there is a vacancy at the position of Table Officer during the first year of a two-year term, the subsequent Annual Meeting shall hold an election to fill the vacancy.

**ARTICLE X – DELEGATES TO THE FEDERATION ANNUAL MEETING**

10.1 An Active Member of the RCTL may be nominated as a delegate or alternate to the Federation Annual Meeting.

- 10.2 The President and Vice-President (or designate) shall be delegates of the RCTL to the Federation Annual Meeting.
- 10.3 Additional delegates shall be elected at the RCTL Annual Meeting. The number of delegates shall be determined by the Federation. The Local shall endeavor to foster equity in the selection of delegates and to include teachers with less than five (5) years of teaching experience. If an elected delegate is unable to attend, the Executive may appoint a designate. The Local shall also elect alternates to attend the Federation Annual Meeting. All delegates and alternates will have equal status regarding scheduling on the floor of the Federation Annual Meeting.
- 10.4 Names of the delegates to the Federation Annual Meeting shall be forwarded to the Provincial Office prior to June 1.

**ARTICLE XI – RESOLUTIONS TO THE FEDERATION ANNUAL MEETING**

- 11.1 Resolutions to the Federation Annual Meeting shall be passed at a Local general meeting to be held prior to March 1.

**ARTICLE XII – AMENDMENTS TO THE LOCAL CONSTITUTION**

- 12.1 Proposed amendments to the Local Constitution must be submitted to the Executive 30 days prior to the Annual Meeting.
- 12.2 The Executive shall publish all proposed amendments to the general membership seven days prior to the Annual Meeting.
- 12.3 The Constitution may also be amended in accordance with Roberts Rules of Order, current edition.

**ARTICLE XIII – FINANCES**

- 13.1 The Executive of the Local shall develop a financial policy.
- 13.2 All financial transactions shall be signed by two signing officers.
- 13.3 The fiscal year for the RCTL shall be adhered to as set out by the Provincial Office.
- 13.4 The Annual audited financial statement shall be prepared by a chartered accountant or accounting firm.
- 13.5 Allowances, as per Article 9.12 (a) and (b) of the Collective Agreement, shall be paid as percentages of the A4 maximum on the salary grid as follows: President 10%, Vice-President 5%