



BLUEWATER OCCASIONAL TEACHERS' LOCAL

www.etfobluewaterot.com

CONSTITUTION & BYLAWS

Approved April 2025

Elementary Teachers' Federation of Ontario Bluewater Occasional Teachers' Local Constitution

Definitions

1. **“Occasional Teacher”** - shall mean an “occasional teacher” as defined in the Education Act and is a member in good standing with the College of Teachers and is on the Occasional Teacher Roster.
2. **“Occasional Teacher Roster”** - shall mean a Roster of all teachers qualified to teach in Ontario who have been accepted by the Bluewater District School Board to teach as occasional teachers in the elementary panel. This Roster is maintained in a database.
3. **“ETFO”** shall mean the Elementary Teachers' Federation of Ontario.
4. **“Constitution”** shall mean those fundamental principles by which the Bluewater Occasional Teachers' Local is governed, as determined by the Local Annual General Meeting.
5. **“Bylaws”** shall mean those standing rules developed under the Constitution.
6. **“Policy”** shall mean those matters of principle as determined by the Bluewater Occasional Teachers' Local Executive.
7. **“Member”** shall mean an elementary occasional teacher as defined by the Teaching Profession Act, who is currently on the Bluewater Occasional Teacher Roster and who is a member in good standing with ETFO and the Ontario College of Teachers.
8. **“Local”** shall mean the Bluewater Occasional Teachers' Local of ETFO as defined in the Provincial Constitution Article XI (local representative of ETFO).
9. **“Board”** shall mean the Bluewater District School Board.

Articles

Article I – Name

- 1.1 This organization shall be known as the “Elementary Teachers' Federation of Ontario, Bluewater Occasional Teachers' Local,” hereafter referred to as Bluewater Occasional Teachers' Local.

Article II – Jurisdiction

2.1 Bluewater Occasional Teachers' Local is a Local of the Elementary Teachers' Federation of Ontario.

2.2 The jurisdiction of Bluewater Occasional Teachers' Local shall be all occasional teachers employed by the Bluewater District School Board in the elementary panel.

Article III – Objectives

3.1 The objectives of the Bluewater Occasional Teachers' Local shall be:

- a) to represent all members of the Local in a fair and equitable manner;
- b) to secure, through collective bargaining, the best possible terms and conditions of employment;
- c) to advance the cause of education and the status of occasional teachers locally and provincially;
- d) to promote a high standard of professional ethics and a high standard of professional competence;
- e) to foster a climate of social justice and continue a leadership role in such areas as anti-poverty, non-violence, and equity;
- f) to promote and protect the interests of all members of the Local and the students in their care;
- g) to co-operate with other organizations having the same or like objectives;
- h) to work in collaboration with the Elementary Teachers' Federation of Ontario and the Bluewater Teachers' Local; and
- i) to promote and uphold the ETFO Human Rights Code.

Article IV – Membership

4.1 Any Occasional Teacher added by the Board to the Occasional Teacher Roster shall be members of ETFO within the jurisdiction of the Bluewater Occasional Teachers' Local.

Article V – Rights, Privileges, and Responsibilities of Membership

5.1 A member shall have full rights, privileges and responsibilities of membership in ETFO unless limited by disciplinary action taken in accordance with Article VII of the ETFO Constitution.

5.2 The rights of a member shall be:

- a) to hold office in the Local and in ETFO;
- 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 and the School Boards Collective Bargaining Act 2014;
- 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; and
- h) to access locally initiated Professional Learning opportunities and events

5.3 The responsibilities of a member shall be:

- a) to recognize the Local as the official voice of all the members of the Local;
- b) to adhere to the Constitution, Bylaws and Policies, Practices and Procedures of the Local;
- c) to honour the terms of the collective agreement;
- d) to refrain from undertaking or supporting actions which undermine established bargaining procedures; and
- e) to 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:

- a) President
- b) Vice President
- c) Treasurer
- d) Secretary
- e) Communications Officer
- f) Professional Learning Officer
- g) up to a maximum of three (3) voting executive Members at Large
- h) Grievance Officer
- i) Health & Safety Officer
- j) may include a non-voting member from the other ETFO Local whose members are employed by the Bluewater District School Board
- k) Immediate Past President in a non-voting capacity

6.1.2 The Executive of the Local shall be elected at the Local Annual General Meeting.

6.1.3.1 The positions of President, Secretary and Professional Learning Officer shall serve a term of Office of two (2) years, to be elected at the Bluewater Occasional Teachers' Local Annual General Meeting in odd-numbered years.

6.1.3.2 The positions of Vice President, Treasurer and Communications Officer shall serve a term of Office of two (2) years, to be elected at the Bluewater Occasional Teachers' Local Annual General Meeting in even-numbered years.

6.1.3.3 The Member at Large positions shall serve a term of Office of one (1) year, to be elected each Local Annual General Meeting.

6.1.4 Filling a Vacancy

6.1.4.1 If a duly elected Executive member vacates the position during the elected term of Office, an election for the position will be held at the next Local Annual General Meeting to complete the term of Office.

6.1.4.2 If the Vice President is elected to the position of President, the position of Vice President will be declared vacant immediately, and an election for the position of Vice President will occur at that same Local Annual General Meeting.

6.1.5 The Executive shall take office on July 1st after the elections at the Local Annual General Meeting.

6.1.6 The Executive shall use the Occasional Teacher Roster only for the purpose of Local business.

Section 2 – Committees

6.2.1 There may be the following standing committees:

- a) Collective Bargaining
- b) Budget
- c) Member Engagement
- d) Elections

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.

Article VII – Organizational Duties

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

Article VIII – Meetings

Section 1 – Executive Meetings

8.1.1 A quorum for an Executive Meeting shall be a simple majority of the Executive.

8.1.2 The Local will hold an Executive meeting at the call of the President.

8.1.3 The official authority for conducting Local Meetings shall be the current *Roberts Rules of Order*.

Section 2 – Local Annual Meeting

8.2.1 A Local Annual General Meeting of the members in good standing of the ETFO Bluewater Occasional Teachers' Local shall be held between April 1st and May 31st.

8.2.2 The Local Annual General Meeting shall:

- a) receive the annual reports of the Officers and Committees of the Local and distribute the same immediately prior to the Call to Order of the Local Annual General Meeting;
- b) elect the officers for the next year;
- c) elect alternates to ETFO Annual Meeting;
- d) approve the budget in principle for the next year;
- e) appoint auditors of the Bluewater Occasional Teachers' Local financial records;
- f) approve constitutional amendments; and
- g) set the fees and levies for the following year.

8.2.3 The Bluewater Occasional Teachers' Local membership shall be notified of the Local Annual General Meeting at least ninety (90) days in advance of the meeting.

Section 3 – General Meetings

8.3 The Local may hold other General Meetings as required.

Article IX – Resolutions to the ETFO Annual Meeting

9.1.1 Resolutions to ETFO Annual Meeting shall be passed at a General Meeting held prior to March 1st.

9.1.2 Members shall be notified that the submission of resolutions should be forwarded to the Executive prior to February 1st.

Article X – Amendments to the Local Constitution

10.1.1 Proposed amendments to the Local Constitution must be submitted to the Executive twenty-one (21) days prior to the Local Annual General Meeting.

10.1.2 The Executive shall publish electronically all proposed amendments to the general membership no later than fourteen (14) days prior to the Local Annual General Meeting.

10.1.3 The Constitution shall be amended if sixty (60) percent of the members in good standing present at the Local Annual General Meeting vote in favour of the proposed amendment.

10.1.4 Amendments will become effective on the first school day of September immediately following the Local Annual General Meeting which approved such amendments.

Article XI – Finances

Section 1

11.1.1 The Executive of the Local shall develop a financial policy.

11.1.2 All financial transactions shall be signed by two (2) signing officers.

11.1.3 The fiscal year for the Bluewater Occasional Teachers' Local shall be the period from July 1st of one calendar year to June 30th of the following calendar year.

Section 2 – Fees/ Levies

- 11.2.1** At least fourteen (14) days before the Local Annual General Meeting, electronic notice shall be sent to members of an intention to adjust the Local Levy, the proposed amount, the term, the rationale and the method of payment.
- 11.2.2** The Local Levy will be set by a motion of the Local Annual General Meeting.
- 11.2.3** The annual administration fee(s) and/or levy will be deducted from wages as directed by a motion at the Local Annual General Meeting.

Section 3 – Expenses

- 11.3.1** The Local shall pay all appropriate expenses incurred by a member who is authorized by the Executive to perform duties on behalf of the Local that are not covered by ETFO.
- 11.3.2** Expense items for which the Local will reimburse include:
- a) return transportation from residence at current ETFO rate
 - b) necessary meals
 - c) accommodation, when necessary, at the applicable single rate
 - d) taxi and bus fare
 - e) customary gratuities
 - f) cost related to teacher release time
 - g) child or dependent adult care expenses
 - h) fees required to attend meetings
 - i) parking
 - j) any other expense incurred and approved by the Executive
- 11.3.3** Receipts and expense forms shall be submitted with each claim for expenses, within the fiscal year, unless otherwise authorized by the Executive.
- 11.3.4** Bills, except for release days, shall be paid from the approved budget with the following restrictions:
- a) The Treasurer and the President may authorize expenditure up to one thousand (1000) dollars.
 - b) Expenditures between one thousand (1000) dollars and three thousand (3000) dollars must be authorized by the Executive.
 - c) Expenditures over three thousand (3000) dollars must be authorized at the Local Annual General Meeting.
- 11.3.5** The Local's financial records shall be audited at the end of the fiscal year as directed by a motion of the Local Annual General Meeting.
- 11.3.6** The Local shall have three (3) signing officers, including the President and Treasurer.

Section 4 – President Release

11.4.1 The position of the Local President shall be released according to ETFO’s Provincially Funded Release Time.

BYLAWS

BYLAW I – Fees

- 1.1** The Local shall collect a levy of .50% (0.005) of the salary of each member by payroll deduction.
- 1.2** The Local shall collect a deduction of ten (10) cents per day worked by payroll deduction, submitting those deductions to ETFO Provincial in support of the ETFO Humanity Fund.

BYLAW II – Duties of the Executive

Section I – Local Executive

- 2.1** The Executive shall:
- a) uphold the Constitution, Bylaws and policies of the Elementary Teachers’ Federation of Ontario;
 - b) execute the business of the Bluewater Occasional Teachers’ Local in accordance with the Constitution and the decisions of General Meetings of the Local;
 - c) hold at least five (5) 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 Provincial Office by September 30th of each year the annual audited financial statement;
 - g) appoint members to Local Committees;
 - h) develop and maintain Policies, Practices and Procedures as needed;
 - i) appoint additional signing officers;
 - j) appoint when necessary, a successor to complete any unexpired term of an elected or appointed Local representative or committee member until the next Local Annual General Meeting;

- k) recommend the appointment of the auditors to the Local Annual General Meeting;
- l) approve the proposed budget and develop an investment policy;
- m) communicate its actions regularly to the members of the Local;
- n) maintain liaison with the other ETFO Locals;
- o) determine the location and time of the Local Annual General Meeting and other General Meetings as required;
- p) select a delegate from the Executive to attend the ETFO Annual Meeting in addition to the President;
- q) appoint a Health and Safety Officer who has a voting status on the Executive; and
- r) appoint an Elections Officer with non-voting status to receive nominations and run the elections at the Local Annual General Meeting.

Section II – Local Officers

President

2.2.1 The duties of the President shall be:

- a) to preside at meetings of the Executive and General Meetings;
- b) to inform and advise members on issues concerning ETFO, the Local, and education; to be the spokesperson for the Local;
- c) to be the official representative of the Local and its members;
- d) to be one of the signing officers;
- e) to be an official member to all committees;
- f) to present a report of the activities of the Local at the Local Annual General Meeting;
- g) to transact the business of the Local between Executive meetings subject to ratification by the Executive;
- h) to attend the ETFO Annual Meeting as delegate;
- i) to act as Chief Negotiator or designate a Chief Negotiator from the Collective Bargaining Committee;
- j) to attend the Representative Council Meetings;
- k) to attend the Presidents of Occasional Teacher Locals Spring and Fall Meetings;
- l) to forward names of delegates and alternates of the ETFO Annual Meeting to ETFO Provincial Office;
- m) to maintain a list of member concerns and issues;
- n) to send a list of current Executive members to the Board;
- o) to review the fee sheets as they are sent from the Board;
- p) to certify that members voting at the Local Annual General Meeting are members in good standing;
- q) to acknowledge, when notified, of significant life events of members with appropriate gestures such as sending cards, flowers, or donations; and
- r) to take part in an investigation of any incident involving critical injury of a member.

Vice President

2.2.2 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 additional duties as assigned by the President and/or Executive; and
- c) to assist the Treasurer with the preparation of the Budget.

Treasurer

2.2.3 The duties of the Treasurer shall be:

- a) to keep accurate and detailed financial records of the Bluewater Occasional Teachers' Local based on the fiscal year, July 1 to June 30;
- b) to make a financial report to each Executive and Local Annual General Meeting of the Local;
- c) to make investments with the 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 Bluewater Occasional Teachers' Local
- g) to the Provincial Office of ETFO by September 30th;
- h) to assist in the preparation of the Budget;
- i) to be a signing officer;
- j) to ensure prompt and accurate payment of expenses and deposit of receipts; and
- k) to maintain separate bank accounts for the funds belonging to the Local.

Secretary

2.2.4 The duties of the Secretary shall be:

- a) to maintain accurate records of all meetings of the Local;
- b) to prepare and circulate minutes of the Local Executive, General, Ratification and Local Annual General meetings;
- c) to send a draft of the minutes to the President for approval before sending to other Executive members;
- d) to purchase paper, ink and other supplies needed to maintain the laptop and printer;
- e) to submit a bill for maintenance and insurance of the laptop and computer to the treasurer;
- f) to collate results of the surveys if asked;
- g) to maintain the Constitution & Bylaws and Policies, Practices, and Procedures documents; and
- h) to place action items at the end of the meeting report in the form of a chart.

Communications Officer

2.2.5 The duties of the Communications Officer shall be:

- a) to be responsible for the creation of the BRAG, the Local's newsletter at least twice a year with the Executive's assistance;
- b) to have the Executive approve the BRAG prior to printing;
- c) to maintain and update the website as needed; and
- d) to have the Executive approve information that is added to the website.

Professional Learning Officer

2.2.6 The duties of the Professional Learning Officer shall be:

- a) to be responsible for arranging at least two (2) professional learning activities for the Bluewater Occasional Teachers' Local;
- b) to suggest a budget for the professional learning activities;
- c) to have plans approved by the Executive;
- d) to report to the Local Annual General Meeting on the professional learning activities that occurred during the year; and
- e) to survey the membership for ideas on their professional learning needs.

Members at Large

2.2.7 The duties of Members at Large shall be:

- a) to carry out the duties as assigned by the President and/or Executive

Grievance Officer

2.2.8 The duties of the Grievance Officer shall be:

- a) to monitor the collective agreement;
- b) to enforce the collective agreement through the grievance procedure;
- c) to counsel grievors on their rights and the procedures to be followed at each stage of the grievance procedure;
- d) to communicate and work with the ETFO collective bargaining staff liaison when a formal grievance is contemplated;
- e) to become part of the Local's leadership team, especially during discussions to decide whether the bargaining unit will support a grievance;
- f) to report to the Local Executive and keep the ETFO Office informed at all stages of the formal grievance procedure;
- g) to keep a file of all Local's grievances and make them available to the Collective Bargaining Committee, which will need such information when preparing for negotiations;
- h) to attend ETFO training regarding this responsibility; and
- i) the Grievance Officer of this Local is the President and/or designate. In the event of a conflict of interest, a member of the Executive will act as a designate.

Health & Safety Officer

2.2.9 The duties of the Safety Officer shall be:

- a) to attend safety committee meetings of the Board;
- b) to raise concerns of our members;
- c) to report to the Executive on meetings and safety information and concerns;
- d) to conduct health and safety inspections, in company with a management committee member, at schools and other work sites, when requested;
- e) to take any required training to do these duties;
- f) to sit on ad hoc committees related to safety; and
- g) to attend related conferences if space is available.

Past President

2.2.10 The duties of the Past President shall be:

- a) to serve in an advisory capacity to the President and Executive for one (1) year

Political Action Officer

2.2.11 The duties of the Political Action Officer shall be:

- a) to represent the Local at appropriate presentations and meetings;
- b) to liaise with other Locals; and
- c) to share communications with the Executive and members.

The Equity Officer

2.2.12 The duties of the Equity Officer shall be:

- a) to represent the Local at appropriate presentations and meetings;
- b) to liaise with other Locals; and
- c) to share communications with the Executive and members.

The Status of Women Officer

2.2.13 The duties of the Status of Women Officer shall be:

- a) to represent the Local at appropriate presentations and meetings;
- b) to liaise with other Locals; and
- c) to share communications with the Executive and members.

2.2.13.1 The Status of Women Officer shall be a person who self-identifies as a woman.

Elections Officer

2.2.14 The duties of the Elections Officer:

- a) to receive nominations for Executive positions for the Election at the Local Annual General Meeting; and
- b) to run the Elections at the Local Annual General Meeting.

Section III – Committees

2.3.1 Committees are responsible to the Local Executive.

2.3.2 Committees shall receive and act upon proposals and referrals from the Local Executive and the membership.

2.3.3 The Chairperson of each Standing Committee shall:

- a) be appointed by the Executive or by the Committee;
- b) hold meetings during the ETFO year as approved by the Executive;
- c) present a budget to the Executive for approval;
- d) present written minutes of each meeting to the Local Executive;
- e) prepare and present a report for the Local Annual General Meeting; and
- f) act as a spokesperson for the committee.

2.3.4 The Collective Bargaining Committee shall:

- a) be composed of at least four (4) members;
- b) appoint the Chief Negotiator as chairperson of the committee;
- c) appoint a Secretary for the committee;
- d) solicit input from the general membership for inclusion in the preliminary submission;
- e) appoint a Bargaining Table Team to meet with the Board that will be composed of not more than four (4) members: the President, the Chief Negotiator, and up to two (2) others
- f) ensure that any preliminary submission and/or collective agreement is forwarded to and approved by the ETFO Provincial Office prior to a general membership presentation and vote;
- g) present a preliminary submission for a vote at a General Meeting;
- h) hold a ratification meeting for the collective agreement;
- i) remain in office until the collective agreement is signed;
- j) be governed by the current Negotiations Procedures of Occasional Teacher Bargaining Unit of ETFO;
- k) prepare and conduct negotiations toward a collective agreement governing the terms and conditions of employment; and
- l) collect information from and distribute information to the membership of the Local by means of membership surveys, membership meetings, mail, fax, email, website or telephone.

2.3.5 The Budget Committee shall:

- a) consist of the Treasurer, the President, the Vice President and any other member appointed by the Executive, if required;
- b) have the Treasurer as Chair;
- c) develop a draft budget for the upcoming year;
- d) meet prior to the executive meeting preceding the Local Annual General Meeting; and
- e) present this draft budget to the Executive at the executive meeting, who shall make recommendations and give their approval to present the draft budget at the Local Annual General Meeting.

2.3.6 The Member Engagement Committee shall:

- a) be appointed by the Executive;
- b) plan and put on Social Events for the membership;
- c) identify activities and events that might be of interest to our members to attend;
- d) plan the Local Annual General Meeting in accordance with the date and time established by the Executive; and
- e) propose and develop initiatives that will help to engage the membership in their Local and the Federation.

2.3.7 The Elections Committee shall:

- a) be appointed by the Executive;
- b) consist of at least two (2) members including the Elections Officer who are not candidates;
- c) produce, distribute to and receive from the membership the necessary election materials; and
- d) conduct elections at the Local Annual General Meeting in accordance with Bylaw III of the Constitution.

BYLAW III – Elections

Section 1 – Eligibility

3.1.1 A member in good standing may be nominated to stand for elected office.

3.1.2 For the position of President, candidates shall have Bluewater Occasional Teachers’ Local Executive experience within the past five (5) school years.

Section 2 – Nominations

3.2.1 Members shall be notified of the request for nominations at least thirty (30) calendar days prior to the Local Annual General Meeting.

3.2.2 The deadline for receipt of nominations shall be fifteen (15) calendar days in advance of the Local Annual General Meeting.

3.2.3 Notwithstanding the above, nominations shall be accepted at the Local Annual General Meeting for positions which remain vacant after the fifteen (15) day deadline for receipt of nominations.

3.2.4 All nominations shall be directed to the Elections Officer.

3.2.5 Neither the Occasional Teacher Roster nor the Home Email List shall be used for the purpose of campaigning.

3.2.6 Where, after the nomination period has closed, there will be a contested election for any position, those nominated will be invited to create a candidate information poster that would fit on a one-sided 8.5” x 11” sheet of paper. This poster would be digitally emailed to the Membership within 4 days of the notification of nominations, and physical copies would be made available by the Local on site at the Annual General Meeting.

Section 3 – Election Procedures

3.3.1 The Executive of the Bluewater Occasional Teachers’ Local shall be elected at the Local Annual General Meeting.

3.3.2 Candidates shall have the opportunity to address the Local Annual General Meeting immediately before the election of the position for which they have been nominated, for up to three (3) minutes.

- 3.3.3** The election shall be by secret ballot.
- 3.3.4** Each candidate may appoint one scrutineer to observe the counting of the ballots by the Elections Committee for that candidate's election.
- 3.3.5** The vote for all elected positions shall be released to the members present following each ballot and be published in the minutes of the Local Annual General Meeting.
- 3.3.6** To be declared successful, a candidate for any office must obtain a simple majority of votes cast.
- 3.3.7** Notwithstanding the above, for the positions of Members at Large, the three (3) nominees with the highest vote totals shall be declared successful.
- 3.3.8** An unsuccessful candidate may seek another position on the Executive for which the member is eligible.
- 3.3.9** Where the elected position is not contested, a motion to "suspend the rules and elect by acclamation" is in order. A two thirds (2/3) majority is required.
- 3.3.10** The ballots will be destroyed by a motion of the Local Annual General Meeting immediately following the elections.
- 3.3.11** The order of elections shall be President, then Vice President, then Secretary, then Treasurer, then Communications Officer, then Professional Learning Officer, then Members at Large and then alternates to ETFO Annual Meeting.

BYLAW IV – Delegates

Section 1 – Delegates/Alternates to the ETFO Annual Meeting

- 4.1** The President of the Bluewater Occasional Teachers' Local will act as a delegate to the ETFO Annual meeting.
- 4.2** One other delegate from the Bluewater Occasional Teachers' Local membership in good standing will be nominated from the Executive.
- 4.3** The Bluewater Occasional Teachers' Local delegation to the ETFO Annual Meeting shall include one (1) member in their first five (5) years of ETFO membership, or who has never previously attended, when possible.
- 4.4** The Bluewater Occasional Teachers' Local delegation to the ETFO Annual Meeting shall include at least two (2) members who self-identify as women, when possible.
- 4.5** Two alternates of the Bluewater Occasional Teachers' Local in good standing shall be nominated at the Local Annual General Meeting.

- 4.6** Names of delegates and alternates to the ETFO Annual meeting shall be forwarded to the Provincial office prior to June 1st.
- 4.7** In the case that a delegate or alternate is unable to attend the ETFO Annual Meeting, the Executive may appoint a replacement.