

**DRAFT**

**By-laws  
Policies & Procedures**

**The Ontario English Catholic  
Teachers' Association**

**Toronto Secondary Unit**

**Amended June 2010**



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## PART ONE

### BY-LAWS

#### Article I – GENERAL

1. The name of the Unit shall be THE ONTARIO ENGLISH CATHOLIC TEACHERS' ASSOCIATION TORONTO SECONDARY UNIT (TSU) hereinafter known as the Unit.
  - A. The Secondary schools in which we teach are, at their best, vibrant and interactive communities where teachers and students learn by teaching one another, and teach by learning from one another. As members of the Ontario English Catholic Teachers' Association we see our Catholic schools as caring communities where belonging, mutuality and stewardship are fostered, and where service is valued as an expression of the perfection personified in Jesus.
  - B. We the members of Toronto Secondary Unit, are committed to modeling the virtues we teach, to attaining teaching and learning conditions supportive of individual fulfilment, to making our Catholic schools social agents of Christian transformation, and to collaborating with parent, church and/or other groups in advancing common goals.
2. The objects of the Unit shall be:
  - A. The objects of the Ontario English Catholic Teachers' Association:
    - 1) to promote the principles of Catholic education;
    - 2) to develop a greater understanding among parents, teachers and students;
    - 3) to work for the moral, intellectual, religious and professional growth of its members;
    - 4) to improve the status of the teaching profession in Ontario;
    - 5) to secure for teachers a leading role in education;
    - 6) to co-operate with other teacher organizations in improving the standards of education;
    - 7) to defend and promote the constitutional rights of the Catholic school system in Ontario and the fair and equitable funding for all publicly funded school boards;
    - 8) to promote full protection of its members under the Ontario Human Rights Code.
  - B. In addition to A. and consistent with them, the following aims:
    - 1) to promote communication among members;
    - 2) to develop social and political links with the many constituencies within the Toronto Catholic District School Board educational

- community and in the educational community at large;
  - 3) to pursue and initiate teacher development programs;
  - 4) to develop and promote unit policies on teacher evaluation;
  - 5) to promote fair employment practices;
  - 6) to support the rights of all through affirmative action programs;
  - 7) to co-operate with educational organizations in improving standards of education;
  - 8) to promote equitable distribution of provincial, residential and commercial tax revenues to reflect the relative numbers of pupils being educated by the Boards in the Province.
3. The Unit membership shall include:
- (a) teachers employed in the secondary panel by the Toronto Catholic District school board for the regular school day program;
  - (b) teachers employed by the Toronto Catholic district school board seconded, from the secondary panel, to an educational position;
  - (c) **teachers employed by the TCDSB as Occasional Teachers in the secondary panel who have registered as such with the Unit office by March 31 of the current academic year;**
  - (d) teachers employed by the Toronto Catholic district school board for a continuing education program in the secondary panel.
4. The power of the unit shall be:  
To direct, manage, supervise and control the business, property and funds of the Unit.
- 5. A minimum of four regular general meetings shall be held annually, including the unit annual general meeting, which shall be during the month of May and after the in-school elections of the executive.**
6. Robert's Rules of Order shall be used at all meetings where they are not inconsistent with the provincial and unit by-laws, or any special rules of order the Unit may adopt.
7. The Unit by-laws are to be consistent with the Association Handbook and are not to contravene its constitution, by-laws, policies or procedures.
8. The Unit office shall be within the boundaries of Toronto."

## ARTICLE II - ORGANIZATION

### Section 1 - General Meetings

1. General meetings shall be held within the boundaries of Toronto.
2. Subject to 1. above, the exact location of general meetings shall be determined

- by the executive.
3. General meetings shall be:
    - a. Regular meetings;
    - b. Special meetings.
  4. Regular meetings shall consist of:
    - a. A budget meeting;
    - b. A resolutions meeting;
    - c. A pre-provincial AGM meeting;
    - d. A Unit Annual General meeting.
  5. Statutory members of the Unit may attend and vote at General meetings.
  - 6 a. The business of the Unit shall be transacted by viva voce (show of hands) vote except where otherwise stated (By-law article II, section 5.15):
    - b. A change to the approved agenda shall require a 2/3 majority vote.
    - c. A simple majority vote shall decide the result of any vote except where otherwise stated (By-laws, Article II, Section 4.3.c; Bylaws, Article II, section 6. 2.h, By-laws, Article VI, Section 2; Policies 7.b; Procedure 11.2).
  7. Special meetings may be called by:
    - a. The president;
    - b. A majority of the executive;
    - c. A majority of the Teacher Representatives (one per school, CEC, OECTA staff or school campus).
  8. A memo shall be distributed to (brought to the attention of) all members at least one (1) week prior to any special meeting and this memo include the following:
    - a. The date, time and location of the special meeting;
    - b. The purpose and, if possible, the agenda of the meeting;
    - c. The list, if applicable, of resolutions to be considered.

9. If the time-line in 9. above is not possible, then the said information shall, at the very least, be communicated by phone, fax or other appropriate means to the Teacher Representatives at least two (2) days prior to the special meeting and said information shall be brought to the attention of all members.
10. Only resolutions/topics on the agenda and/or matters related to these resolutions/topics may be discussed and/or voted on at special meetings.
11. Subject to Unit By-laws, Article II, Section 5.5, the chairperson for any general meeting shall not be a member of the Executive and in the case of the AGM shall not be a member running for office.

## ARTICLE II - ORGANIZATION

### Section 2 - Budget Meeting

1. The budget meeting shall take place on/before October 31 of each academic year.
2. An initial memo shall be distributed to (brought to the attention of) all members at least five (5) weeks prior to the budget meeting which shall include the following:
  - a. The date, time and location of the budget meeting;
  - b. Requests for resolutions regarding financial matters to be submitted at least three (3) weeks prior to the budget meeting;
  - c. Notification that all requests for funds for specific activities must be submitted at least three (3) weeks prior to the budget meeting;
  - d. Notification that:
    - 1) Only the resolutions and requests for funds submitted on time by members shall be included in the final memo;
    - 2) Notwithstanding 1) above the executive resolutions and budget proposals shall be included in the final memo;
    - 3) Resolutions and requests for funds not included in the final memo shall not be in order at the budget meeting.
3. A final memo shall be distributed to (brought to the attention of) all members at least one (1) week prior to the budget meeting and shall include the following:
  - a. The date, time and location of the budget meeting;
  - b. Two (2) copies of the proposed budget;
  - c. Any resolutions regarding financial matters to be considered;

- d. Any requests for funds made by a member or members;
  - e. Two (2) copies of the audited financial statement of the preceding fiscal year;
  - f. Minutes of previous budget meeting;
4. The duties of the budget meeting shall be:
- a. To ratify a proposed balanced budget for the current fiscal year;
  - b. To determine/ratify the amount of any proposed levy and the manner in which such proposed levy shall be collected/refunded unless otherwise stipulated in the collective agreement;
  - c. To approve the audited financial statement;
  - d. To discuss any other financial matters as they relate to the Unit.

## ARTICLE II - ORGANIZATION

### Section 3 - The Resolutions Meeting

- 1. The resolutions meeting shall take place on/before November 30 of each academic year.
- 2. An initial memo shall be distributed to (brought to the attention of) all members at least four (4) weeks prior to the resolutions meeting which shall include the following:
  - a. The date, time and location of the resolutions meeting ;
  - b. The request for the submission of resolutions;
  - c. The deadline date for the submission of resolutions which shall be two (2) weeks prior to the resolutions meeting;
  - d. Notification that:
    - 1. Only the resolutions submitted on time by members shall be included in the final memo;

2. Notwithstanding 1) above the executive resolutions shall be included in the final memo;
  3. Resolutions not included in the final memo shall not be in order at the resolutions meeting.
3. A final memo shall be distributed to (brought to the attention of) all members at least one (1) week prior to the resolutions meeting which shall include the following:
  - a. The date, time and location of the resolutions meeting;
  - b. The resolutions to be considered at the resolutions meeting;
4. The duties of the resolutions meeting shall be:
  - a. To discuss and ratify any proposed resolutions submitted;
  - b. To address any matter related to resolutions for the provincial AGM.
5. Attendance at this meeting will form part of the criteria for Delegate Selection to the OECTA AGM.

## ARTICLE II - ORGANIZATION

### Section 4 - The Pre-Provincial AGM Meetings

1. A pre-provincial AGM meeting shall be held within the three weeks prior to the provincial AGM. The executive, if it deems it necessary, shall call a second meeting, no later than three days before the AGM, to ensure that the delegation is properly prepared for the AGM
2.
  - a. A memo shall be distributed to (brought to the attention of) all members at least three (3) weeks prior to the initial pre-provincial AGM meeting which shall include the date, time and location of the meeting;
  - b. A copy of the AGM resolutions and an indication of the resolutions of major concern shall be available on demand at the TSU office during the last week before the initial Pre-AGM meeting.
3. The duties of the pre-provincial AGM meetings shall be:
  - a. To identify resolutions of major concern;

- b. To establish an order of priorities of the resolutions of major concern;
  - c. To recommend to the AGM delegates a direction of voting on specific AGM resolutions. A 2/3 majority vote shall be required in any vote taken for the purpose of determining whether a particular resolution is to be binding on the delegates;
  - d. To develop strategies with respect to the business of the AGM.
4. It shall be incumbent upon the delegates and alternates to the AGM to be present at the pre-provincial AGM meetings. Non-compliance may result in the removal from the AGM delegation.

## ARTICLE II - ORGANIZATION

### Section 5 - The Unit Annual General Meeting

1. **The Unit AGM shall be held during the month of May and after the in-school elections of the executive.**
2. The Unit AGM shall be organized and administered by the UAGM Committee.
3. **An initial memo shall be distributed to (brought to the attention of) all members at least five (5) weeks prior to the Unit AGM which will include the following:**
  - a. **The date, time and the location of the AGM;**
  - b. **The request for resolutions;**
  - c. **The deadline date for submitting resolutions which shall be by 5 pm on the day three (3) weeks prior to the Unit AGM;**
  - d. **Notification that:**
    - 1) **Only the resolutions submitted on time shall be included in the final memo;**
    - 2) **Resolutions not included in the final memo shall not be in order at the AGM.**
  - e. **Notification that: Additional nominations may be submitted at the Annual General Meeting but only for positions for which no nomination has been received by the deadline.**
4. **A final memo shall be distributed to (brought to the attention of) all members at least one week (1) prior to the Unit AGM which will include the following:**
  - a. **The date, time and location of the AGM;**
  - b. **The resolutions to be considered;**
  - c. **A copy of committee reports;**
  - d. **A copy of the proposed agenda;**
  - e. **The audited financial statement of the previous year.**

5. **For the purpose of conducting the Unit AGM there shall be a speaker appointed by the UAGM Committee. He/she shall not be a member of the executive, other than past president, nor shall he/she run for office.**
6. **Any person not a member of the Unit may attend the AGM at the invitation of the Unit executive and may be allowed to address the assembly on a specific issue(s) if approved by a majority of members present. Attendance of such guests shall be recorded in the official minutes of the meeting.**
7. **The duties of the Annual General meeting shall be:**
  - a. **To empower the Unit executive to take action on the decisions of the Annual General meeting;**
  - b. **To receive the financial statement of the treasurer;**
  - c. **To amend the By-laws, Policies and Procedures;**
  - d. **To determine matters of general policy;**
  - e. **To receive reports from standing and special committees;**
  - f. **To discuss such matters as may be brought before it;**
  - g. **To establish standing and special committees;**
  - h. **To transact other business.**
8. Candidates for election may submit nomination papers for only one position at a time.
9. The election of the executive members shall consist of one set of votes.
10. For positions other than those of councillor a simple majority shall be required.
11. For the positions of councillor the top three vote-getting candidates shall be declared elected.
12. Notice of withdrawal of a candidate named for office may be made verbally or in writing to the election chair at any time up to the beginning of balloting. It shall be announced by the chair or designate of the UAGM committee as soon as it is made known to the chair.
13. After the UAGM committee has presented its nominations report to the Unit Annual General Meeting, additional nominations may be made from the floor of the meeting only for those positions for which no nomination has been submitted by the deadline.
14. Only statutory members of the Unit at the time of the Unit AGM, may run for executive office.
15. The election of officers shall be done by secret ballot for any contested position.
16. In the event of a tie for any contested position the names of the respective tied candidates for said position shall be placed in a "hat" and the name drawn shall

be declared elected.

**17. In the event that no nomination for an executive position has been submitted by the deadline date for Unit elections, it will be an additional duty of the UAGM to receive nominations from the floor of the Unit Annual General Meeting and to conduct a vote, by secret ballot, for such position(s).**

## **ARTICLE II ORGANIZATION**

### **Section 6 - UNIT ELECTIONS**

**1. Elections for Unit Executive offices, whenever they are subject to election, shall be conducted in each secondary school in the TCDSB, on the second Wednesday in May; voting will close at 4:30 pm. on that day.**

**2. Unit Elections shall be organized and administered by the Unit Nominations/Elections Committee.**

**3. The conduct of the vote in each secondary school shall be undertaken by the Teacher Representative and/or Alternates, under the direction of the Unit Nominations/Elections Committee.**

**4. Members will generally vote in the secondary school that is their normal work place; for members whose work place is not normally a specific secondary school, including occasional teacher members, the nominations/elections committee shall determine voting locations.**

**5. An initial memo shall be distributed to (brought to the attention of) all members at least five (5) weeks prior to the date of the Unit Elections; it will include the following:**

- a. the date, locations and time of voting;**
- b. the request for the submission of names of candidates running for Unit Executive Office;**
- c. the deadline for submitting nominations for Unit Executive Office; shall be 5 pm on the day three (3) weeks prior to the date of the Unit Elections;**
- d. notification that: Additional nominations may be submitted at the Annual General Meeting but only for positions for which no nomination has been received by the deadline.**

**6. A final memo shall be distributed to (brought to the attention of) all members at least one week (1) prior to the date of the Unit Elections; it will include the following:**

- a. The date, locations and time of voting;**
- b. A list of candidates accompanied by their biographies as supplied and the position being sought;**

7. **Candidates for election may submit nomination papers for only one position at a time.**
8. **For positions other than those of councilor a simple majority shall be required.**
9. **For the positions of councilor the top three vote-getting candidates shall be declared elected.**
10. **Notice of withdrawal of a candidate named for office may be made verbally or in writing to the chair of the nominations/elections committee at any time up to the day prior to election day. It shall be announced by the chair or designate of the nominations/elections committee as soon as it is feasibly possible.**
11. **Only statutory members of the Unit at the time of the elections may run for executive office; no member running for executive office shall be a member of the nominations/elections committee nor be involved in the conduct of the elections and the counting of ballots.**
12. **The election of officers shall be done by secret ballot for any contested position.**

## ARTICLE II - ORGANIZATION

### Section 7 - The Unit Executive

1.
  - a. The Unit executive shall consist of the president, immediate past president, first vice-president, second vice-president, third vice-president, treasurer, recording secretary, and councillors;
  - b. The number of councillors shall be three (3);
  - c. The Unit executive may appoint counsellors as advisors to the Unit executive. These appointed counsellors do not have the right to vote.
2.
  - a. **The Unit executive shall be elected in the secondary schools of the Toronto Catholic District School Board (TCDSB) on the second Wednesday of May each year.**
  - b. The members of the Unit executive shall take office on July 1 of each year;
  - c. The term of office for the president and the treasurer shall be for two (2) years and until each of their successors is elected;

- d. To be eligible for service on the Unit executive one shall be a statutory member of the Unit, in good standing, at the time of taking office;
  - e. A member of the Unit executive who fails to perform the duties inherent to the office may be removed from office, after formal written notice of concern, by a two-thirds vote of the complete Unit executive, provided at least ten school days' written notice of the impending action be given to the member. Such member, if removed, may appeal to the Unit membership at a general meeting;
  - f. If the executive member to be removed from office is the president, a general meeting of all the members, based on General Meeting procedures, By-law, Article II, Sections 1.9 & 1.10, shall take place:
    - 1) If the president requests an appeal within ten days after written notice has been duly delivered and received;
    - 2) Within ten days after the president has requested, in writing, the right to an appeal;
  - g. If the executive member to be removed from office is any one other than the president, then a general meeting of all the members based on General Meeting procedures, By-law, Article II, Sections 1.9 & 1.10 shall take place:
    - 1) If the member requests an appeal within ten days after written notice has been duly delivered and received;
    - 2) Within 30 days after the member has requested, in writing, the right to an appeal.
  - h. The removal of any executive member at a general meeting can only be done by a 2/3 majority vote.
3. a. In the event of a vacancy for an elected position on the Unit executive, the vacancy shall be filled in the following manner:
- 1) The position of president shall be filled by the first vice-president, subject to acceptance by the first vice-president;
  - 2) In the event that the first vice-president does not accept the position of president, the position shall be filled by an election to be held at the general meeting of the membership to be held:
    - a) As a result of 2.f. OR
    - b) Within ten days of a vacancy caused by any other reason.
  - 3) If the first vice-president accepts the position of president, the second vice-president shall have the first priority at the position of first vice-president;
  - 4) In the event that the eligible candidate in 3), is not acceptable to the executive, a meeting of Teacher Representatives shall be called (take place) within thirty (30) days of said vacancy. A quorum of 2/3 of Teacher Representatives will elect by simple majority;

- 5) Any executive vacancy, other than that of President or Past President and subject to 3), shall be filled by the executive no later than by the second executive meeting following said vacancy and/or no later than forty-five (45) days following said vacancy, whichever comes first.
  - b. The post of past-president is filled by the most immediate past-president.
  - c. Any unit officer appointed to fill a vacancy on the Unit executive as defined in 1.a above, shall have full executive voting privileges.
4. The duties of the Unit Executive shall be:
- a. To promote the interests of the Association;
  - b. To report in writing to the General Secretary any case of alleged unprofessional conduct by a member of the unit and, at the same time, to provide the member with a copy of the report;
  - c. To receive and investigate reports, be these from individual members or staff reps, of alleged violations of the constitution and by-laws, and of sanctions which have been approved by the membership and to forward immediately to OECTA provincial said reports for investigation and action;
  - d. To receive and consider reports of alleged unfairness on the part of the school board and reports of professional difficulties between members and, if necessary, to work with the general secretary in the resolution of these matters;
  - e. To refer to the general secretary all matters requiring legal advice;
  - f. To encourage each school to be represented by an experienced responsible member;
  - g. To conduct a workshop for staff reps in the Fall and at other times when deemed necessary;
  - h. To fill vacancies, other than those of president or first vice-president, in the membership of the Unit executive in conformity to By-law, Article II, Sections 6.2. & 6.3;
  - i. To choose the delegates and alternate delegates to the Annual General meeting and other provincial conferences, and to assign specific tasks to the said delegates according to Unit needs;
  - j. To hold general meetings when deemed necessary for the welfare of the

Unit and when required by the Association by-laws and Procedures. At Unit meetings all accredited members shall be entitled to vote;

- k. To supervise the compilation of the Unit budget, to authorize and approve Unit expenses and to levy, with the approval of the Unit membership, any necessary additional local fee;
- l. If a grant is required to supplement fee income, to submit in writing to the provincial executive a grant application along with the proposed annual budget;
- m. To borrow funds on behalf of the Unit if such action is authorized by the provincial executive;
- n. To appoint a communications officer to promote and publicize the activities of the Association;
- o. To hold at least four(4) general Unit meetings each year, as stipulated in Article III, Section 1, and to notify the provincial office at least one week prior to such meetings;
- p. To name each executive member as liaison officer for one or more schools so as to facilitate and encourage communication between Teacher Representatives and the executive
- q. To name each executive member to one or more committees;
- r. To approve Unit committee chairpersons. This shall be done no later than the executive meeting in October;
- s. To appoint all members of Unit committees;
- t. To receive committee reports and to take whatever action it deems necessary;
- u. To keep informed and to seek advice from any member of the Unit who may be serving in any provincial OECTA capacity whatever;
- v. To have the Unit budget approved by the membership at the first regular Unit general meeting to be held no later than October 31;
- w. To have a representative at all TCDSB Board and management committee meetings;

- x. To provide advice to the representative of the Council of Presidents before each Council of Presidents' meeting;
- y. To monitor, assess, and respond to, where deemed appropriate, all educational issues on behalf of the membership;
- z. To establish special (ad hoc) committees;
- aa. To call the inaugural meeting of each committee;
- bb. To appoint TSU representatives to all Board and other committees when official representation by TCDSB Secondary teachers is required;
- cc. To approve proposals adopted at Board and other official committees where TSU has representation;
- dd. To appoint a third signing officer;
- ee. To administer the Solidarity Fund.
- ff. To approve contributions to the campaign of members running for office on the provincial executive;
- gg. To approve financial sponsorship of candidates to political office.
- hh. To report to the provincial office, as it becomes aware, any investigation of a member by the College of Teachers.
- ii. To confirm the OECTA teacher representatives in all workplaces.
- jj. To report to the membership by April 1<sup>st</sup>, the actions or reports that any Action Directive asks of the executive in the previous year's UAGM.
- KK. Upon taking office, the executive shall prepare a strategic review and an annual plan, including a review of committee activities, budgeting, unit processes, past practices current issues, future issues.

Planning should:

- Identify core values for TSU and Executive
- Consider priorities for the next 3-5 years
- Identify priority issues for the year
- Develop a strategic focus for the year
- Develop a communications plan to support the above

Unit planning should involve

- Executive participation in an executive planning session

- Consultation of the membership
- Consultation of the Chairs
- Consultation of the staff representatives

Strategic Plans should be used to align communications and messaging priorities

Committees should consider annual plans to align efforts (these should be informed by TSU Strategic Planning and communication priorities.”

5. The Duties of the President Shall Be:

- a. To promote the interest of the Association;
- b. To represent and promote the interests of the Unit membership;
- c. To ensure that all components of the provincial and TSU Constitution, By-laws, Policies and Procedures are adhered to in the administration of the Unit;
- d. To call Unit executive meetings;
- e. To prepare an agenda for Unit executive meetings;
- f. To call Unit meetings, plan the program thereof and preside thereat unless otherwise stated in the By-laws;
- g. To be an ex-officio member of all committees;
- h. To be one of the signing officers of the Unit;
- i. To concentrate on those areas deemed appropriate by the Unit executive;
- j. To be responsible for preparing the delegation to the Annual General meeting to discharge its duties and responsibilities. It is essential that the delegation represent the majority opinion of the members in the Unit;
- k. To serve on the Council of Presidents. When unable to perform this duty, the Unit president shall ensure a designate is chosen according to procedure established by the Unit executive;
- l. To give a detailed report to the Unit executive following each meeting of the Council of Presidents.
- m. To keep the membership informed of Unit business through the Teacher Representatives;

- n. To attend to all correspondence (in accordance to Unit executive directives);
- o. To file and keep in good order all Unit records;
- p. To keep on file a record of all members in good standing;
- q. To forward by the prescribed date to the general secretary the names and addresses of the members of the Unit executive immediately following their election;
- r. To forward the names of Unit delegates and alternate delegates to the Annual General meeting and other provincial conferences;
- s. To notify the provincial office of all Unit meetings;
- t. To forward to the Unit executive the names and addresses of all Unit officers;
- u. To keep on record and to make available at the Unit office, to the members, the minutes of Unit general meetings and the approved minutes of Unit executive meetings and Unit committee meetings;
- v. To forward a draft copy, approved by the executive for distribution, of the minutes of a staff reps meeting to the executive and to all Teacher Representatives within two working weeks of the executive meeting for formal adoption at the next staff reps meeting;
- w. To act as a liaison between the standing committees and the Unit executive to ensure that communications are received and committee reports are made available to the Unit executive.

6. The Duties of the Vice-Presidents Shall Be:

- a. To assist the president in his/her duties. In the absence of the president, duties shall be performed by the vice-presidents in order of rank, or in their absence by the treasurer or one of the councillors;
- b. If the president fails to call a mandatory meeting of the Unit, the vice-presidents in order of rank shall call the meeting and notify the provincial president and general secretary of this action;
- c. One of the vice-presidents, whichever is appointed, shall direct and assist staff reps in the performance of their duties and shall ensure that Staff Reps meetings are held on a regular basis;

- d. In addition to the above, the duties of the first vice-president shall be:
  - 1. To supervise and co-ordinate Unit publications
  
- 7. The Duties of the Treasurer Shall Be:
  - a. To receive and acknowledge all money from the provincial treasury and other sources;
  - b. To deposit all funds in the name of the Unit in a chartered bank or in an accredited teachers' credit union chosen by the Unit executive;
  - c. To keep an account of all money received and spent;
  - d. To pay all authorized accounts and expenses incurred by the Unit;
  - e. To present the Unit budget for approval to the membership at the unit budget meeting;
  - f. To give a detailed annual report to the membership at the UAGM;
  - g. To submit a detailed annual financial report covering operations for the entire fiscal year, audited by a licensed public accountant, to the membership at the first general meeting following such audit and to the provincial office;
  - h. To be a member of the finance & budget committee;
  - i. To be one of the signing officers of the Unit;
  - j. To present a financial statement each month at a Unit executive meeting;
  - k. To keep up-to-date the Treasurer's handbook.
  - l. To maintain a sick day and vacation day log for all paid staff not covered by the Teachers' Collective Agreement.
  - m. To ensure tracking of anticipated accrued expenses to be paid on that budget year.
  - n. To allow for a carryover of funds for Political Advisory Committee.
  
- 8. The Duties of the Recording Secretary Shall Be:

It shall be the duty of the recording secretary to do or cause the following to be done:

- a. To record and keep on file the minutes of the executive and general and teacher representatives' meetings;
- b. To forward copies of such minutes to the General Secretary when requested;
- c. To forward copies of such minutes to all Unit executive members prior to the next executive meeting.

10. The Duties of the Councillors Shall Be:

- a. It shall be the duty of Unit councillors to assist the Unit executive in its duties.

11. The Duties of the immediate Past-President Shall Be:

- a. To chair the Unit standing committee on planning;
- b. To be limited, subject to 12 a. & b. below, to a. except as otherwise accepted by him/her on a voluntary basis.

12. In addition to the duties of the executive members as indicated in 5. to 11. above the duties of all Unit executive members shall be:

- a. To support executive decisions when representing the Unit membership;
- b. To attend executive, joint executive and general meetings in accordance with the Attendance Policy. Furthermore, the executive shall be properly represented at all Teacher Representatives' meetings;
- c. To chair or be part of one or two committees.

13. Service by the President:

- a. Subject to the articles of the pertinent collective agreement, the president shall be a full-time president;
- b. (i) If the president is a member of the Toronto Secondary Teachers' Bargaining Unit, the president's salary and benefits shall be 125 percent of a member's salary on the grid at A4 maximum, as per the Collective Agreement between the Toronto Secondary Teachers' Bargaining Unit and the TCDSB.

- (ii) If the President is a member of the Toronto Occasional Teachers' Bargaining Unit, the president's salary and benefits shall be those to which the member would be entitled according to the Collective Agreement between the Toronto Occasional Teacher's Bargaining Unit and the Toronto Catholic District School Board, plus the Unit President's Responsibility Allowance, as per the Association Handbook, Procedures 4.12 (4.12 – 4.12.1.3).

c. Any difference between salary and benefits paid by the Board and that to which the president is entitled according to b. above, shall be paid by the Unit. The manner of payment must be agreeable to all parties concerned and shall be adopted by formal resolution at the joint meeting of the out-going and in-coming executive.

14. Service by the Release Officers:

No Unit Release Officer will be paid by the TCDSB during the period of a unit strike.

## ARTICLE II - ORGANIZATION

### Section 8 - The Teacher Representatives

1. The Teacher Representatives shall be elected by the end of the third week in June and shall take office on July 1 of each year.
2. To qualify as a candidate a teacher must be on staff at the time of the election and should have a permanent contract.
3. The Teacher Representative shall not be a Unit executive member.
4. The term of office shall be from July 1 following the election to June 30 of the following year.
5. Each school, campus location or CEC OECTA staff may elect one or more assistant Teacher Representative(s).
6. In the event that a vacancy has occurred, or is about to occur, in the position of Teacher Representative, a new Teacher Representative shall be elected within one week of said occurrence. The new Teacher Representative will serve only until the end of the term in question.
7. If a Teacher Representative is not, or cannot be, elected by a school or campus location, the Executive will seek out and ask an OECTA member from that workplace who will act as a direct liaison between the unit and OECTA executive and the members of the work place duties of Teacher Representative until a

Teacher Representative is elected by the staff.

8.
  - a. Regular Teacher Representative meetings should be held at least eight (8) times during the school year, but additional meetings may be called by the unit executive.
  - b. The purpose of these meetings is to facilitate the sharing of information pertinent to the association and to create a forum whereby Teacher Representatives may bring matters and issues to the attention of the executive.
  - c. It is expected that the Teacher Representative (or alternate) from each school attend. In the situation where a vote must be taken, only one Representative from each school has a vote.
9. If a staff rep fails to attend (or have an alternate from the school attend) two consecutive staff reps' meetings called by the Unit executive, the executive will bring the matter to the attention of the school staff which may, after formal written notice to the staff rep, remove the staff rep from office by a majority vote of the whole staff.
10. The Duties of the Teacher Representative Shall Be:
  - a. To act as the direct liaison between the Unit executive and the members of their respective schools by:
    - 1) Retaining on a yearly basis minutes of Unit meetings
    - 2) Distributing to the members, Unit information items
    - 3) Actively promoting Unit activities and available services
  - b. To act as a liaison between the provincial executive and the members of the Unit by:
    - 1) Distributing to the members, OECTA and OTF publications and correspondence
    - 2) Notifying the appropriate authority regarding shortages therein
    - 3) Actively promoting the Association and its services among members
  - c. **To conduct the Unit Elections in their secondary school, under the direction of the Unit Nominations/Elections Committee and with the assistance of their Alternates.**
  - d. To be completely familiar with the Teacher Representative handbook;
  - e. To attend all meetings for representatives called by the Unit executive. In the event that a Teacher Representative is unable to attend, another staff member should be sent as a replacement;

- f. To bring to the attention of the appropriate executive, matters requiring attention as requested by staff members;
- g. To bring to the attention of staff members all communications received from the Unit executive;
- h. To maintain and update an OECTA binder containing:
  - 1) OECTA handbook
  - 2) Unit By-laws, Policies & Procedures
  - 3) Unit Directory
  - 4) Local executive correspondence
  - 5) provincial OECTA correspondence
  - 6) Unit Newsletters
  - 7) Any other relevant material

## ARTICLE II - ORGANIZATION

### Section 9 - Local Schools OECTA Council

- A. Each school is to elect, in addition to a Teacher Rep per campus/site, the following members of the Local School OECTA Council:
  - 1) Alternate Staff Rep
  - 2) Health and Safety Rep
  - 3) Human Rights Rep
  - 4) Political Advisory
  - 5) Professional Development Rep
  - 6) Communications/Student Liaison and Awards Rep
  - 7) Membership Services/Religious Affairs Rep
  - 8) Beginning Teachers' Representative

to represent the school to the respective Unit standing committee and to assist and support the staff rep in the conduct of the association's business.

## ARTICLE II - ORGANIZATION

### Section 10 - Unit Committees

- 1. The following shall be designated as Unit standing committees:
  - a. Awards
  - b. Beginning Teachers
  - c. Communications
  - d. Corporate Responsibility
  - e. Finance & Budget
  - f. Human Rights
  - g. Legislation

- h. Membership Services
  - i. Nominations/Elections Committee**
  - j. Political Advisory
  - k. Professional Development
  - l. Public Relations
  - m. Religious Affairs
  - n. Safe Schools
  - o. SCOPe
  - p. Student Liaison
  - q. Teacher Education Committee
  - r. Unit Annual General Meeting (UAGM)
2. Chairpersons of all TSU standing committees shall be approved by the executive. Chairpersons of all TSU special committees shall be appointed by the executive.
  3. Members to all TSU standing and special committees shall be appointed by the executive.
  4. TSU representatives to joint committees shall be appointed by the executive.
  5. The executive may remove any member of committees as referred to in 2.,3.,4.
  6. Time lines for applications to committees shall be:
    - a. Applications for the standing committees shall be solicited prior to April 30. The Executive, not later than the August meeting, shall appoint members according to the applications;
    - b. Applications for the special committees shall be solicited according to the instructions received from the Executive;
    - c. All requests for applications shall state the final date for receiving applications.
  7. A list of the names of all successful applicants for standing and/or special committees, as per 6. above shall be published and sent to all Teacher Representatives by September 20. The names of committee members appointed at any other time shall be forwarded to Teacher Representatives by September 20 or as soon as possible after the appointment has been made if said appointment is made after September 20.
  8. No member (other than executive members) shall be appointed to more than two (2) committees if there are applicants willing to serve on any remaining committee(s).

9. **No standing committee, other than Finance & Budget, Legislation, and Public Relations, shall have more than one executive member. In addition, the president will be an ex-officio member of all committees. Notwithstanding the aforementioned, a member shall not be struck from a committee if that member served as a committee member at the time of becoming a member of the executive due to a vacancy caused for whatever reason.**
10. The Beginning Teachers' Committee shall consist of a minimum of three teachers, who are in their first five years in the profession, the President and one other member of the Executive.
11.
  - a. Standing committees shall take office, if possible, on September 1.
  - b. Standing committees shall hold their inaugural meeting no later than the third Friday of September.
12. Minutes of committee meetings shall be sent to the corresponding secretary after every committee meeting.
13. Chairpersons of committees shall have the right to attend, with voice, an executive meeting at which committee matters pertaining to said committee are to be discussed.
14. Each standing committee shall have one executive member appointed by the executive.
15. Each committee chairperson shall submit, 3 weeks prior to the Unit AGM, a written report to be presented at the Unit AGM.
16. Reports must conclude with definite recommendations for action by the executive.
17. The following shall be the duty of each committee:
  - a. To select, at its inaugural meeting, its chairperson and to submit the name to the executive;
  - b. To prepare, at its inaugural meeting, an agenda for the year and to submit same to the executive;
  - c. To prepare, at its inaugural meeting, a budget and submit same to the budget and finance committee;

- d. To submit to the executive minutes of all meetings;
  - e. To recommend to the executive any actions it deems necessary for the clarification and/or realization of its goals;
  - f. To submit a written annual report to the executive at least 3 weeks prior to the AGM;
  - g. To recommend to the executive any proposed changes in the terms of reference for said committee.
18. The terms of reference for each committee shall be approved by the Unit executive until such time as these are established in the Unit Procedures.

## ARTICLE II - ORGANIZATION

### Section 11 - Executive Meetings

- 1. Regular executive meetings shall be held at least once per month during the school year.
- 2. A quorum shall consist of 2/3 of the members of the executive eligible to vote.
- 3. Minutes of executive meetings shall be forwarded to executive members (1 copy) and Teacher Representatives (2 copies) within two weeks of approval.
- 4. Notice of executive meetings shall be forwarded to provincial office at least one week prior to said meetings or as soon as the date for an executive meeting has been set if set time is less than one week.
- 5. Notice of regular and special executive meetings shall be publicized at least two weeks in advance or as soon as the date has been set if the time is less than two weeks.
- 6. The president or four executive members jointly, may call a special executive meeting. At all such special meetings only agenda topics shall be discussed.
- 7. a. Time at regular executive meetings shall be set aside to hear presentations by members. Each presentation shall be entitled to at least five (5) minutes and the total time for presentations shall not exceed thirty (30) minutes.

- b. Executive meetings shall be open to all members without voice, unless a simple majority grants the said members voice.
  - c. The Unit executive shall have the right to go "in camera" during an executive meeting.
  - d. Only executive members shall have a vote at executive meetings.
- 8.
- a. Voting at executive meetings shall be either by:
    - 1) Show of hands or
    - 2) Recorded vote if so requested by at least one member.
  - b. Decisions/motions, unless otherwise stated, shall require a simple majority. A tie constitutes a defeat of the decision/motion.
  - c. All members of the executive have the right to vote on any matter requiring a vote.

## ARTICLE II - ORGANIZATION

### Section 12 - Executive Attendance Policy

- 1. Executive members shall attend:
  - a. Unit Executive meetings
  - b. Unit General meetings
  - c. Unit Standing Committee meetings (as appointed)
  - d. Joint Executive meetings
  - e. Joint Elementary/Secondary committees (as appointed)
  - f. Teacher/Board committees (as appointed)
  - g. Provincial AGM
- 2. Counsellors shall attend:
  - a. One executive meeting per month or as requested by the executive.
- 3. Executive members may attend:
  - a. Provincial Seminars/Workshops as Official Delegates;

- b. Council of Presidents' meetings (if so delegated);
  - c. Executive Liaison meetings (if so delegated).
4. Executive members shall contact the Unit office prior to any meeting they cannot attend, stating the reason(s) for their absence.
5. Minutes of all meetings listed under 1. shall include the following information:
  - a. Absence;
  - b. Regrets--Conflict/Illness/lateness;
  - c. Arrival time after call to order;
  - d. Early departure.
6. An executive member who misses two (2) obligatory meetings in a row shall provide the Recording Secretary with reasons for absence in writing, and the matter shall be placed on the Agenda of the next meeting (Protocol). Also subject to discussion are repeated absences even with explanation.
7. Subject to discussion at the meeting noted in 6., the executive may:
  - a. Request a satisfactory explanation for the record;
  - b. Request the executive member's resignation;
  - c. Give a member due notice of removal with opportunity to appear before the membership at the next general meeting as per the by-laws of the provincial Handbook.
8. Executive members who miss an obligatory meeting are responsible for keeping abreast of interim development, and for obtaining information regarding future meetings scheduled at previously missed meeting(s).

### ARTICLE III - Finance

#### Section 1 - Budget

1. The Unit shall not operate on a deficit budget.
2. A reserve fund of \$40/member shall be established.
3. Any surplus at the end of a fiscal year shall become part of the reserve fund.

4. Any withdrawal from the reserve fund that depletes the reserve fund to below \$40/member must be accompanied by a timetable for repayment.
5. Any withdrawal from the reserve fund approved at a time other than at a budget meeting must be approved by 2/3 of the executive.

### ARTICLE III - Finance

#### Section 2 - Payment of Expenses

1. Expenses to members conducting association business at the provincial level shall be paid according to the procedures of the provincial handbook.
2. Subject to 3. below, all expenses to members conducting association business at the Unit level shall be paid in accordance to the principles of the procedures of the provincial handbook.
3. Expenses to members conducting association business at the Unit level shall be paid according to Procedure 8 - Payment of Expenses.
4. All revenue from whatever source shall be used in a manner determined by the membership at the budget meeting.
5. The Unit executive shall receive a monthly financial statement at each of its regular monthly meetings.

### ARTICLE III - Finance

#### Section 3 - Unit Levy

1. The Executive may propose the institution of a levy and the manner of its collection. Such proposal must be put to a vote by the membership, by way of a referendum, conducted in accordance with Procedure 3 Conducting a Referendum.

### ARTICLE III - Finance

#### Section 4 - Signing Officers/Payment of Accounts

1. The signing officers shall be any two of:
  - a. The treasurer
  - b. The president

- c. Another signing officer appointed by the executive as per Article II, Section 6.4dd.
2. The signing officer mentioned in 4.1.c. shall be appointed by a 2/3 vote of all executive members.
3. All cheques, withdrawals and/or transfers must be signed by two of the signing officers.
4. All accounts shall be paid by cheque upon presentation of a signed requisition form.
5. There shall be a petty cash amount as decided by the Executive, maintained by the Unit office and controlled by the president or designate. Expenditures must be justified by receipt or expense form.
6. Payment of an expenditure, not already included in the budget, shall not be made without executive approval.

### ARTICLE III - Finance

#### Section 5 - Fiscal Year

1. The fiscal year shall be from July 1 to June 30.

### ARTICLE III - Finance

#### Section 6 - Budget Meeting

1. The first regular general meeting shall be the budget meeting which shall take place no later than October 31.
2. Two (2) copies of the proposed budget shall be in the hands of each Teacher Representative one (1) week prior to the budget meeting.
3. Two (2) copies of the audited financial statement of the preceding fiscal year shall be in the hands of each Teacher Representative one (1) week prior to the budget meeting.

### ARTICLE IV - PUBLICATIONS

1. There shall be an approved publication of the Unit.

2. Space shall be set aside for the expression of individual views.

## ARTICLE V - UNIT DELEGATES

### Section 1 - Provincial AGM Delegates

1. It is essential that the delegation represent the majority opinion of the members of the Unit.
2. From among the applicants actively contributing to the Unit the Executive shall select the delegates best able to represent the membership. The following criteria shall apply:
  - a. Executive members
  - b. Teacher Representatives
  - c. Committee members
  - d. Members-at-large
  - e. Attendance at the Resolutions Meeting
  - f. The needs of the delegation to the AGM
3. The criteria stated in 2. above shall be applied so as to result in the representation of as many schools as possible and of members applying for the first or second time.
4.
  - a. Delegates and attending alternates must be prepared to attend for the full duration of the AGM. A delegate who has no intention of staying for the duration of the AGM and who has given no prior notice of same shall forfeit any and all remuneration to which he/she would otherwise have been entitled. This shall include any delegate whose absence in the last hours of the AGM causes the attendance to fall below the quorum.
  - b. A delegate faulted in a. shall forfeit the right to be selected as a delegate or alternate member-at-large for the next three (3) years.
  - c. Delegates, other than those referred to in a., who for reason of health or other serious reason acceptable to the president are not able to serve as a delegate for part of the AGM shall be remunerated for each half day, or part thereof served, 1/6 of all remuneration to which he/she would otherwise have been entitled had he/she served for the duration of the AGM.
  - d. The president may replace with an alternate any delegate, other than one referred to in A., not performing the duties expected of a delegate. Such delegate shall be remunerated for each complete half day served 1/6 of all remuneration to which he/she would otherwise have been entitled had

he/she served for the duration of the AGM.

5. A list of members who applied to be delegates shall be sent to the Teacher Representatives one month before the AGM. This list shall also include:
  - a. The names of delegates and the names of their schools;
  - b. The names of alternates and the names of their schools;
  - c. The criteria for the selection of each delegate/alternate.
6. Unit expenses for the provincial AGM, other than those indicated in the provincial handbook, shall be approved at the Unit budget meeting and these expenses shall be individually specified, e.g. hospitality suite, candidate's campaign expenses, delegate subsidy.
7. PD funds shall not be used for AGM expenditures of any kind.

#### ARTICLE VI - AMENDMENTS TO BY-LAWS

1. Any amendment made to the Unit By-laws may be made only at the Unit AGM.
2. Any amendments as referred to in 1. must be carried by a 2/3 vote and these amendments may only be made if they have been duly distributed to (brought to the attention of) all members in the final memo announcing the Unit AGM.

## PART THREE

### POLICIES

#### 1. SOLIDARITY FUND

That in any fiscal year a minimum of 2% of the Unit's net revenue, as of the Unit Budget meeting, be allocated to a Solidarity Fund.

#### 2. EDITORIAL POLICY

1. Articles/letters shall conform to the mandate of the official Unit publication prepared by the Committee; members, through their articles and letters, must address the issue and not indulge in personal attacks.
2. The Unit publication shall be the voice for all T.S.U. members in good standing; no article/letter being refused because it expresses a divergent view.
3. The Unit publication shall adhere to the Ethic Codes outlined under the Professional Duties of teachers for the O.T.F. affiliates.
4. Major modification to letters/articles shall not be made without the consent of the author.
5. Names can be withheld at the Committee's discretion.
6. The views and opinions expressed are those of the authors and not necessarily those of the Unit.
7. All questions/complaints made in writing shall receive a written answer. If a complainant is not satisfied with the Editor's reply, he/she shall be given the chance to a hearing before the Communications Committee.
8. Advertising for personal gain will not be printed.

#### 3. SPONSORSHIP FOR POLITICAL CANDIDATES

It shall be the policy of the Unit to allow members seeking municipal, provincial or federal office to seek sponsorship from the Unit. Any member obtaining such sponsorship will be allowed, upon request, financial support up to the legal limit.

4. PURCHASES/SERVICES

It shall be the policy of this Unit to purchase only articles made by unionized labour in unionized workplaces and contract for services only with unionized workers, unless there is absolutely no alternative or purchase which can be reasonably substituted.

5. PROFESSIONAL DEVELOPMENT FUND

It shall be the policy of this Unit that no member be awarded a professional development grant for any course or program undertaken at an institution which maintains provider status with the Ontario College of Teachers.

6. TORONTO CATHOLIC NO SWEAT COMMITTEE

It shall be the policy of this Unit to support and participate in the “Toronto Catholic No Sweat Committee” and press the Toronto Catholic District School Board to adopt an effective “No Sweat” policy.

7. AMENDMENTS TO POLICY

- a. Any amendments to the Unit Policies may be made only at the Unit AGM.
- b. Any amendments as referred to in a. must be carried by a 2/3 vote and these amendments may only be made if they have been duly distributed to (brought to the attention of) all members in the final memo announcing the UAGM.

PART FOUR  
PROCEDURES

PROCEDURE 1---GENERAL MEETINGS

1. UNIT GENERAL MEETINGS

The following procedures apply to all General meetings:

1. The Executive shall appoint an Attendance Officer whose duties shall include:
  - a. Verifying the membership cards of those entering the hall. The names are checked off on school lists supplied in advance of the meeting. These lists become the "official lists" for the meeting;
  - b. Controlling entrance to and exit from the hall during the entire meeting. There should be only one entrance/exit available. If there are many entrances to the hall, each must be controlled by a member appointed by the Attendance Officer;
  - c. Monitoring the numbers entering and leaving the hall throughout the meeting, thus keeping a count of members and visitors in attendance at all times;
  - d. Announcing the number of persons present at the request of the Speaker/Chair, distinguishing between persons eligible to vote and those not eligible.
2. Voting cards and ballots for each secret vote shall be given to those eligible to vote on verification of their credentials as they enter the hall.
3.
  - a. The quorum is established just prior to the first vote at the meeting. It shall consist of the next whole number above 50% of the members eligible to vote present.
  - b. When the number of members eligible to vote present falls below the quorum no further Association business, requiring a vote, shall take place.
4.
  - a. In all matters related to voting "members present" shall be interpreted to mean "members eligible to vote present".
  - b. The Speaker/Chair shall carefully explain to the members the voting procedures.

- c. Voting shall be by one of the following methods:
  - 1) Show of voting cards - this shall be the method habitually used;
  - 2) Tally vote - used at the discretion of the Speaker/Chair or when a formal motion requesting it has been approved by a simple majority of the members present;
  - 3) Secret ballot - used for elections, censure motions, and when a formal motion requesting it has been approved by a simple majority of the members present.
- d. Scantron cards may be used.
- 5. a. Scrutineers shall be appointed by the Executive.
- b. There shall be clearly designated areas where ballots are deposited in approved boxes or handed in to official scrutineers. The Scrutineers shall monitor the process so as to guarantee the secrecy of the vote and the absence of irregularities.
- c. The names shall be checked off on the "official lists" as the ballots are deposited/handed in.
- d. The official scrutineers are responsible for the vote tally, with or without the use of a Scantron machine.

## PROCEDURE 1---GENERAL MEETINGS

### 2. UNIT ANNUAL GENERAL MEETING

- 1. General Procedures
  - a. Procedure 1.1 shall apply.
- 2. Members shall speak in the order recognized by the speaker. If there is a microphone members shall be recognized in the order in which they appear at the microphone and in the event that there is more than one microphone a circular pattern shall be followed.
- 3. Any member recognized by the speaker shall be allowed only sixty (60) seconds to speak for or against a motion or amendment.
- 4. Any member recognized by the speaker shall be allowed only one question and one supplementary each for a maximum of sixty (60) seconds when questioning reports or when seeking clarification of a motion or amendment.

5. Amendments to motions shall be in writing.
6. Only procedural motions may be made from the floor.
7. The steering committee shall be charged with receiving and classifying amendments.
8. A majority, be it simple, 2/3 or 9/10, shall be based on the number of members present at the moment of the vote.
9. Agenda guideline:
  - a. Call to Order by the Speaker
  - b. Prayer and Pledge
  - c. **Report of Nominations/Elections Committee**
  - d. Welcome of Members
  - e. Introduction of executive and legislation committee members
  - f. Presentation of guests
  - g. Establishing the official attendance
  - h. Approval of observers
  - i. Approval of the order of business
  - j. Approval of the minutes of the previous Unit AGM
  - k. **If elections are to occur,**
    - 1) **Report of the nominations/elections committee**
    - 2) **Candidates Speeches**
    - 3) **Questions of the Candidates**
    - 4) **Approval of Scrutineers**
    - 5) **Voting within published times**
  - l. Recess (timed item - 10 min.)
  - m. President's Report (timed item - 10 min.)
  - n. Financial Report (timed item - 5 min.)
  - o. Questioning of the Financial Report (timed item-15 min.)
  - p. Resolutions (timed item - 1 hour)
  - q. Questioning of reports (timed item - 15 min.)
  - r. **Presentation of new executive**
  - s. Unfinished business (resolutions, etc.)
  - t. Adjournment

## PROCEDURE 1---GENERAL MEETINGS

### 3. BUDGET MEETING

1. General Procedures:
  - a. Procedure 1.1 shall apply;

- b. Members shall speak in the order recognized by the speaker. If there is a microphone, members shall be recognized in the order in which they appear at the microphone and in the event that there is more than one microphone a circular pattern shall be followed;
- c. Any member recognized by the speaker shall be allowed only sixty (60) seconds to speak for or against a motion or amendment;
- d. Any member recognized by the speaker shall be allowed only one question and one supplementary each for a maximum of sixty (60) seconds when questioning reports;
- e. Amendments to motions shall be in writing;
- f. Only procedural motions may be made from the floor;
- g. The steering committee shall be charged with receiving and classifying amendments;
- h. A majority, be it simple, 2/3 or 9/10, shall be based on the number of members present at the moment of the vote;
- i. All unfinished business requiring a vote shall be referred to a joint meeting of executive members, counsellors and Teacher Representatives (or their alternates) for which a quorum of 2/3 of the executive shall be necessary;
- j. The meeting referred to in 12) above shall take place within three (3) weeks following the budget meeting.

## 2. Agenda Guideline

- a. Call to Order by the Speaker
- b. Prayer and Pledge
- c. Welcome to members
- d. Introduction of executive and budget and finance committee members
- e. Presentation of guests
- f. Approval of observers
- g. Establishing the official attendance
- h. Approval of the order of business
- i. Approval of the minutes of the previous Unit budget meeting
- j. Report of the Treasurer and Annual Financial Report (20 min.)
- k. Questioning of J) above (10 min.)
- l. Auditor's Report (5 min.)

- m. Questioning of L) above (5 min.)
- n. Presentation of budget/resolutions as per final memo (90 min.)
- o. Announcements
- p. Unfinished business
- q. Adjournment

## PROCEDURE 1---GENERAL MEETINGS

### 4. UNIT RESOLUTIONS MEETING

- 1. General Procedures
  - a. Procedure 1.1 shall apply.
  - b. All unfinished business shall be referred to the executive.
- 2. Agenda guideline
  - a. Call to order by the Speaker
  - b. Prayer and Pledge
  - c. Welcome to members
  - d. Introduction of executive members
  - e. Presentation of guests
  - f. Establishing the official attendance
  - g. Approval of observers
  - h. Approval of the order of business
  - i. Debate and disposition of resolutions
  - j. Adjournment

## PROCEDURE 1---GENERAL MEETINGS

### 5. UNIT PRE-PROVINCIAL AGM MEETING

(to be expanded in future)

## PROCEDURE 1---GENERAL MEETINGS

### 6. UNIT SPECIAL MEETINGS

- 1. General Procedures
  - a. Procedure 1.1 shall apply.
  - b. All unfinished business requiring a vote shall be referred to a joint meeting of executive members, counsellors and Teacher Representatives (or their alternates) for which a quorum of 2/3 of

the executive shall be necessary.

- c. The meeting referred to in 12) above shall take place within three (3) weeks following the special meeting.

2. Agenda guideline

- a. Call to Order by the Speaker
- b. Prayer and Pledge
- c. Welcome to members
- d. Introduction of executive members
- e. Presentation of guests
- f. Establishing the official attendance
- g. Approval of observers
- h. Approval of the order of business
- i. Debate and disposition of resolutions
- j. Adjournment

## PROCEDURE 2---RESOLUTIONS TO THE UNIT ANNUAL GENERAL MEETING

1. Resolutions may be submitted by the executive, a committee or an individual member.
2. Executive and committee resolutions must be approved respectively by the executive or appropriate committee.
3. To be assured of consideration by the annual general meeting all resolutions shall be submitted to the legislation committee (via the Unit office) no later than 5 pm on the day three (3) weeks prior to the Unit AGM.
4. To be assured of consideration by the annual general meeting all resolutions submitted to the legislation committee in 3. above shall be identified as to the author (e.g. member/ committee/executive) and, if applicable, as to the Article, Section, etc. to which the resolution applies.
5. The legislation committee shall be empowered to:
  - a. Contact sponsors for clarification of submitted resolutions;
  - b. Make recommendations regarding resolutions submitted.

## PROCEDURE 3---CONDUCTING A REFERENDUM

1. A referendum shall be used:

- a. Whenever a vote concerns
    - i) a Unit levy or,
    - ii) a single capital expenditure in excess of \$ 50 000;
  - b. For important decisions i) at the discretion of the Executive OR ii) when dictated by a simple majority vote of the membership.
2. A motion to be voted upon and which had not been preceded by a general meeting shall be sent to each Teacher Representative fourteen days prior to the effecting of an official decision.
  3. A motion to be voted upon and which had been preceded by a general meeting shall take place no sooner than on the second school day after the general meeting and no later than on the fifth school day after the general meeting.
  4. The following information shall accompany the motion:
    - a. The reason(s) for the referendum;
    - b. The arguments favouring a positive vote;
    - c. The arguments favouring a negative vote;
    - d. The probable results of a positive vote;
    - e. The probable results of a negative vote.
  5. The referendum shall be supervised in each school by the Teacher Representative or designate.
  6. The vote shall be by secret ballot.
  7. The Teacher Representative shall send the ballots and the staff lists used in handing out the ballots, in a sealed ballot box, to the Unit office.
  8. At least three members of the executive and three members at large shall be responsible for the counting of the ballots.
  9. The president shall preserve the ballots until a general meeting orders them destroyed.
  10. Only a referendum may reverse a decision made by a referendum.

#### PROCEDURE 4---UNIT ELECTIONS

- 1. Candidates shall send an original signed copy of their nomination papers, in a sealed envelope, addressed to the nominations/elections committee chair, at the Unit office.**
- 2. The committee chairperson shall announce to the Unit members, the list of**

**candidates and the position being sought, on the day following the deadline for nominations.**

- 3. The elections shall be conducted by secret ballot at each secondary school in the TCDSB on the second Wednesday of May. Voting will close at 4:30 p.m.**
- 4. Immediately following the close of voting, the sealed ballot boxes will be returned, by the Teacher Representative or designate, to the Unit Office, where the ballots will be counted.**
- 5. The elections chairperson shall ensure the appointment of a team of scrutineers, to assist in the counting of the ballots.**
- 6. If the difference in the number of votes between two candidates is 5 or less, there shall be a recount.**
- 7. In the event of a tie for any contested position the names of the respective tied candidates for said position shall be placed in a "hat" and the name drawn shall be declared elected.**
- 8. The elections chairperson shall report the results of the elections to the Unit membership upon completion of the count; this shall include any position for which no nominations were received by the deadline.**
- 9. A member wishing to run as a candidate from the floor of the Unit Annual General Meeting, for a position for which no previous nominations have been received, must obtain the signature of three (3) members in order to be eligible to stand for the elections and these must be submitted to the nominations/elections chairperson no later than fifteen (15) minutes after the commencement of the UAGM.**
- 10. The nominations/elections chairperson shall present the new executive at the appropriate place in the agenda of the Unit Annual General Meeting.**

## PROCEDURE 5---DUTIES OF STANDING COMMITTEES

1. Awards
  - a. To promote through the TSU Newsletter and through the Teacher Representatives at Teacher Representatives' Meetings the awards given by the Toronto Secondary Unit. Such promotions to be placed in the first issue of the newsletter at the start of each academic year and also in subsequent issues as warranted.
  - b. To review at the beginning of each academic year, the criteria for the respective awards and to recommend any changes as necessary, to the Executive of the TSU for approval.
  - c. To cause to be distributed at each school or campus site, nomination forms and relevant information about each Award either in the form of posters or other highly visible means of display on Staffroom Notice Boards.

- d. To review the applications of all nominations and recommend recipients to the Executive prior to its meeting in April of each academic year.
- e. To convey the decision of the TSU Executive to each nominator no later than the first week of May of each academic year and to discuss an appropriate gift with the nominators of the successful candidate.
- f. To ensure that suitable recognition be given to the recipients of the Awards in a subsequent issue of the unit newsletter and that the names of each year's recipient be engraved on a plaque which will be placed on permanent display in the TSU office.
- g. Any member of the committee will excuse themselves from the committee if they find themselves as a nominator or seconder for a TSU award.

2. Beginning Teachers

- a. To address the needs and concerns of beginning teachers.
- b. To support beginning teachers in their professional and union endeavours
- c. To promote the involvement and participation of beginning teachers in the Unit.

3. Communications

- a. The mandate of the Communications Committee is to serve all Unit members by printing in the official Unit publication items pertaining to:
  - 1. unionism and items pertaining to professionalism among its members.
  - 2. information pertaining to the employment of Unit members and their welfare in general.
  - 3. achievements and activities by the Unit and its members, O.E.C.T.A., and the Board.
  - 4. matters relating to Education and the Church.
  - 5. matters relating to social justice, peace and brother/sisterhood.
- b. The Communications Committee shall adhere to the Editorial policy.”

4. Corporate Responsibility

5. Finance & Budget

- a. To present a preliminary budget to the Unit executive for approval in

advance of the budget meeting.

- b. To manage the Unit budget and the Unit budget meeting.
- c. To discuss all financial matters of the Unit and to present its recommendations to the executive or at a general meeting.
- d. To approve any expenditures in excess of \$1,000.

6. Human Rights

- a. To generate activity on human rights.
- b. To monitor, investigate, expose and ameliorate those situations in which teachers or students are faced with discrimination on the grounds of gender, race, sexual orientation, age, ability and/or culture.
- c. To improve employee morale by ensuring that hiring and promotion practices are fair.
- d. To produce a more efficient utilization of human resources and talents.
- e. To assist members to prepare for the rapid changes in the world of work and technology.

7. Legislation

- a. To study and report on all matters pertaining to the by-laws, statements of policy and procedures.
- b. To be responsible for submitting such matters to the Unit annual general meeting.
- c. To receive all resolutions submitted for consideration of the Unit annual general meeting, to verify their constitutionality and to make suggestions. Any resolution which in the view of the legislation committee would be ruled out of order should be noted as such and returned to the proposer for amendment.
- d. To prepare an updated version of the By-laws /Policy/Procedures and to have the updated version completed between the time of the Unit AGM and July 7.
- e. To receive all resolutions submitted for consideration at the Unit resolutions meeting.

- f. To review the provincial resolutions to the AGM and report on these at the pre-AGM meeting.

8. Membership Services

- a. To look into and/or to provide 'non-professional' services such as:
  - 1) Social events for members/relatives/friends;
  - 2) Group discounts for members;
  - 3) Recognition of teachers through awards, celebrations, condolences or other courtesies.

9. Nominations/Elections Committee

- a. **to receive nominations (chairperson) from any member, in writing, for the unit executive offices;**
- b. **to present the list of nominees and the positions sought to the Unit membership, on the day following the deadline for nominations;**
- c. **to organize and administer the Unit elections, in accordance with the Unit bylaws and procedures;**
- d. **to be responsible for the counting of the ballots;**
- e. **to present (chairperson) the new executive to the Unit Annual General Meeting.**

10. Political Advisory

- a. To study and make recommendations re: OECTA political issues.
- b. To act as a liaison between the provincial advisory committee and Unit executive.
- c. To educate and query with regards to issues of concern:
  - 1) Its members
  - 2) Parents
  - 3) Board trustees
  - 4) Local MPP's
  - 5) The general public
  - 6) The media

11. Professional Development

- a. To encourage members' professional development.
- b. To draw up regulations and guidelines for submission to the Unit executive, relating to Professional Development matters.

- c. To administer the P.D. budget.
- d. To organize professional development workshops for members.

12. Public Relations

- a. To counteract the negative image of teachers in the media
- b. To foster a positive image of the TSU teachers in the community
- c. To publicize the accomplishments of the TSU teachers and their committees
- d. To bring together the creative forces within the TSU ranks

13. Religious Affairs

- a. To sponsor activities to support the members of the Toronto Secondary Unit as teachers in a Catholic educational system. Such activities may include, but are not limited to: liturgies, speakers, retreats, workshops, columns/articles for the Unit newsletter.
- b. To liaise with other Catholic and other denominational/faith groups and organizations.
- c. To develop and maintain a Unit resource centre for personal and professional use of the membership.
- d. To report on initiatives/conferences with respect to religious affairs, for the purpose of supporting and educating the membership.
- e. To maintain a media file of relevant media coverage.
- f. To work with the executive and the Political Advisory committee to attend and observe the Human Resources Program and Religious Affairs committee of the TCDSB.
- g. To recommend to the TSU executive appropriate TSU representatives to committees in the area of religious affairs and spiritual development.

14. Safe Schools

- a. To evaluate the effectiveness of Toronto Catholic District School Board's Violence-Prevention Policy
- b. To assess existing programs/committees in schools and share effective

programs with members.

- c. To research existing programs in other boards and affiliates
- d. To investigate worker rights and employer responsibilities with regard to workplace safety.
- e. To educate members on issues around violence (i.e.: harassment; racism, gender discrimination; gangs, etc.)
- f. To make recommendations on items that would make schools safer
- g. To support members with concerns about violence in the schools.

15. Planning "SCOPE"

- a. To assist the TSU executive council in its work by:
  - 1) Conceiving new P.D. Projects which fulfil TSU objects and aims;
  - 2) Initiating new working relationships through official representation with other community sectors sharing TSU;
  - 3) Proposing new advocacy roles for TSU's executive council in its service to members, their students and schools;
  - 4) Maintaining and advancing TSU as an innovative leader.

16. Student Liaison

- a. To deal with any topic, issue, or structure which may arise, which would require contact between the TSU and students of TCDSB.
- b. To administer the OECTA Young Authors' Awards within TSU.
- c. To administer the TSU Graduating Student Award.

17. Teacher Education

- a. To assist the appointed representative to the Provincial Teacher Education Network in forming liaison with FEUT/OISE;
- b. To provide support and assistance to associate teachers.

18. UAGM

- a. **To organize and administer the UAGM.**

## PROCEDURE 6---EXECUTIVE MEETINGS

1. Agenda guideline
  - a. Call to Order by the President
  - b. Prayer and Pledge
  - c. Approval of the chairperson
  - d. Approval of guests
  - e. Attendance report
  - f. Approval of agenda
  - g. Approval of the minutes of previous executive meeting(s)
  - h. Business arising from minutes
  - i. Special reports presentations
  - j. Reports on Board meetings
  - k. Financial report (first meeting of the month)
  - l. President's report
  - m. Correspondence
  - n. Reports
  - o. Confirmation date of next meeting(s)
  - p. Submission of items for subsequent meeting(s)
  - q. Confirmation of chairperson(s) for subsequent meeting(s)
  - r. Update of calendar of activities
  - s. New business
  - t. Adjournment
  
2. Minutes
  - a. A standard form shall be used for presentation of the minutes.
  
  - b. The minutes shall include:
    - 1) The date;
    - 2) The location;
    - 3) The time during which the meeting was in session;
    - 4) The attendance, including:
      - a) Executive members/counsellors present
      - b) Regrets/late arrivals/early departures
      - c) Guests
    - 5) The chairperson;
    - 6) The numbering of all resolutions/action directives;
    - 7) The numbering and annexation of all reports;
    - 8) The mover/seconded/results of all motions/amendments;
    - 9) The names of members for or against a motion/amendment when a recorded vote is taken;
    - 10) All decisions taken when not confidential in nature.

## PROCEDURE 7---MEETINGS

1. Agenda guideline
2. Minutes
  - a. A standard form shall be used for presentation of the minutes.
  - b. The minutes shall include:
    - 1) The date;
    - 2) The location;
    - 3) The time during which the meeting was in session;
    - 4) The attendance;
    - 5) The chairperson;
    - 6) All decisions taken when not confidential in nature.

## PROCEDURE 8---PAYMENT OF EXPENSES

1. Members should not be out of pocket for necessary expenditures incurred while conducting Unit business, nor shall the Unit be liable for undue charges.
2. Members when so authorized shall receive payment for expenses according to the following schedule:
  - a. Transportation:
    - 1) Actual expenses when travel is by other than by personal car;
    - 2) According to the provincial rate per km/mi when by personal car;
    - 3) To one member only when travel can be shared and only one personal vehicle or taxi is authorized;
    - 4) Upon submission of relevant information/receipts. Receipts should accompany all expenses in excess of \$5/member.
  - b. Accommodation:
    - 1) Based on single occupancy at the AGM;
    - 2) Based on double occupancy, except at the AGM, unless otherwise authorized;
    - 3) Upon submission of relevant receipts.
  - c. Meals:
    - 1) \$15/meal for executive, committee, sub-committee members and members-at-large when on authorized TSU business.  
Notwithstanding the aforementioned, committees may have meals

- in accordance with their budget;
- 2) When applicable, upon submission of relevant receipts for expenses in excess of \$5/member.
    - d. Expenses not specifically mentioned in this procedure must have the prior approval of the Unit executive. A request for approval shall be accompanied by an explanation and documentation.
  3. Payment of expenses is contingent upon full attendance at the authorized meeting(s)/event(s).
  4. Delegates at the provincial AGM shall not be paid expenses other than those set out by the provincial guidelines, the TSU guidelines or the TSU executive.
  5. Payments for member expenditures for which receipts are required shall be contingent on the following:
    - a. Receipts must be received at the TSU office by June 30 for expenses incurred during the current fiscal year unless other arrangements have been made by the treasurer prior to June 30.
  6. The TSU office shall send to all Teacher Representatives, by May 15 each year, a memorandum clearly stating that receipts, for expenditures for which payment will be requested, must be forwarded to the TSU office before June 30 or they will not be acceptable. This memorandum must be posted by the Teacher Representative.
  7.
    - a. Standing and special committees shall present to the finance & budget committee a detailed budget request by September 30. Failure to supply the budget request may lead to no or to a reduced budget allotment. Allocation for standing and special committees must appear in the final memo with respect to the budget meeting.
    - b. When the executive forms an ad-hoc committee, it must establish its budget and direct the treasurer as to the budget item from which the monies will be allocated to the committee.
    - c. Once the budget of a committee has been approved by the competent authority, any expenditures above or outside of those approved in the budget must receive Executive approval.
  8. The contracts of all Unit employees shall be negotiated by the finance and budget committee and presented to the Unit executive for ratification.

## PROCEDURE 9---SOLIDARITY FUND

1. The Terms of reference for administering the Solidarity Fund shall be:
  - a. Grants shall be a maximum of \$200 per organization/cause per year.
  - b. Requests shall be brought forward by members or past members. A member may make only one request per year, unless extra funds remain in the fund at the end of the year.
  - c. Grants will not be for individual students.
  - d. Causes shall have an educational connection.
  - e. Up to \$100 in emergency funds may be paid out on the agreement of two members of the executive, pending approval of the full executive.

## PROCEDURE 10---SELECTING/SECONDING PERSONNEL

1. The procedure to be followed will consist of:
  - a. A general discussion at an executive meeting of the need and/or desirability of selecting/seconding personnel;
  - b. The establishing, by the executive, of the specific tasks and duties expected of the selected or seconded personnel;
  - c. The establishing of the criteria to be used by the selection committee, or outside agency, in choosing and submitting a name or names for final executive approval;
  - d. The establishing of the methods, which shall include proper publication, to be used to invite candidates for the specific position being advertised;
  - e. The establishing of all time-lines;
  - f. The appointing of the selection committee or the choosing of an outside agency;
  - g. The notification of the membership, by the executive, of the chosen candidate(s) which notification shall be made within one (1) week of the candidate's(s') acceptance of the position(s).

2. In the case where the seconding of personnel involves financial consideration, the executive will seek approval for the proposed seconding position, by resolution, of the membership at the Unit AGM.

## PROCEDURE 11---AMENDMENTS TO PROCEDURES

1. Any amendments made to the Unit Procedures may be made only at the Unit AGM.
2. Any amendments as referred to in 1. above must be carried by a 2/3 vote and these amendments may only be made if they have been duly distributed to (brought to the attention of) all members in the final memo announcing the Unit AGM.

## PART FIVE

## ACTION DIRECTIVES