

CONSTITUTION

ARTICLE I – NAME

- 1.1 The organization shall be known as Elementary Teachers' Federation of Ontario (ETFO) and shall be referred to in this constitution as the "Federation."
- 1.2 The organization shall be known as Fédération des enseignantes et des enseignants de l'élémentaire de l'Ontario (FEEO).

ARTICLE II – AFFILIATION

- 2.1 The Federation is an affiliated body of the Ontario Teachers' Federation.

ARTICLE III – OBJECTS

The objects of the Federation shall be:

- 3.1 to regulate relations between employees and employer including but not limited to securing and maintaining, through collective bargaining, the best possible terms and conditions of employment;
- 3.2 to advance the cause of education and the status of teachers and educational workers;
- 3.3 to promote a high standard of professional ethics and a high standard of professional competence;
- 3.4 to foster a climate of social justice in Ontario and continue a leadership role in such areas as anti-poverty, non-violence, and equity;
- 3.5 to promote and protect the interests of all members of the Federation and the students in their care;
- 3.6 to promote and defend the health and safety of members in the workplace; and

- 3.7 to co-operate with other organizations in Ontario, Canada and elsewhere, having the same or like objects.

ARTICLE IV – MEMBERSHIP

SECTION 1 Active Membership

- 4.1.1 Members of bargaining units for which the Federation is the bargaining agent under the *School Boards Collective Bargaining Act* or its successor and members for which the Federation holds bargaining rights under any other act (including the *Labour Relations Act*) including members on board-approved leaves of absence, shall be active members of the Federation, subject to the provisions of the constitution, bylaws or directives of the Federation.
- 4.1.2 All employees in bargaining units for which the Federation is seeking to hold bargaining rights shall be eligible for active membership subject to the provisions of the constitution, bylaws and directives of the Federation.

SECTION 2 Associate Membership

- 4.2.1 Associate membership of the local shall include members whose application has been approved by the local, approved by the Executive, and who have paid the annual fee in accordance with the bylaws.
- 4.2.2 Associate membership of the provincial Federation shall include members whose application has been approved by the Executive and who have paid the annual fee in accordance with the bylaws.
- 4.2.3 Associate Membership may include:
 - 4.2.3.1 members of other affiliates of OTF;

- 4.2.3.2 teachers or Native language instructors employed in private schools, provincial schools, federal government schools, First Nation or Council schools;
- 4.2.3.3 employees of the Federation or locals;
- 4.2.3.4 teachers employed at a college or university;
- 4.2.3.5 former members or persons engaged in a professional capacity related to education;
- 4.2.3.6 former members in good standing who are currently not employed by a school board;
- 4.2.3.7 former members in good standing who have been declared redundant and are not employed by a school board (this membership shall only be held for two (2) years);
- 4.2.3.8 former members who were on LTD and whose contract with an employer has been terminated (this membership shall only be held for two (2) years);
- 4.2.3.9 exchange teachers employed as an elementary teacher by a public school board;
- 4.2.3.10 retired members who were members of the Federation or its predecessors;
- 4.2.3.11 certified teachers who are not currently employed by a district school board; and
- 4.2.3.12 students attending a teacher education institution in Ontario.

SECTION 3 Honorary Life Membership

- 4.3.1 Honorary life membership may be granted to retired members and staff of the Federation or its predecessors who have given outstanding service to the Federation.
- 4.3.2 Honorary life membership shall be granted in accordance with established procedures.

- 4.3.3 Honorary life members who have been granted an honorary life membership by FWTAO or OPSTF will have that membership continued in the Federation.

ARTICLE V - RIGHTS AND PRIVILEGES OF ACTIVE MEMBERSHIP

SECTION 1 Rights and Privileges of Active Membership

- 5.1.1 An active member shall have full rights, privileges, and responsibilities of membership in the Federation unless limited by disciplinary action taken in accordance with Article VII: Disciplinary Procedures.
- 5.1.2 The rights of an active member shall be:
 - 5.1.2.1 to attend, participate, and vote at meetings of the local;
 - 5.1.2.2 to attend meetings of the Representative Council and the Annual Meeting;
 - 5.1.2.3 to lodge a complaint against another member, through the Federation, in accordance with Article VII: Disciplinary Procedures;
 - 5.1.2.4 to request Federation support, through the grievance arbitration process;
 - 5.1.2.5 to request Federation support for employment-related matters, including:
 - 5.1.2.5.1 termination or resignation of employment;
 - 5.1.2.5.2 protection from being slandered, libelled, or harassed in any form; and
 - 5.1.2.5.3 protection from fraudulent or malicious allegations or charges;
 - 5.1.2.6 to request Federation support in any problem directly related to professional duties;

- 5.1.2.7 to request Federation support in an investigatory or disciplinary procedure undertaken by the Ontario College of Teachers and/or the College of Early Childhood Educators;
- 5.1.2.8 to request Federation support for employment-related matters which are alleged to have occurred when the individual was a member of the Federation or its predecessors; and
- 5.1.2.9 to approve, after duly called information meetings, the commencement and conclusion of any provincial job action by an all-member vote.
- 5.1.2.10 to vote to ratify any Memorandum of Settlement of central terms by method established under the bylaw;
- 5.1.2.11 to be nominated to hold office in the local and in the Federation;
- 5.1.2.12 to serve on task forces, committees, and work groups of the local and the Federation;
- 5.1.2.13 to receive an annual report including an audited financial statement of the ETFO Employee Life and Health Trust (ELHT);
- 5.1.2.14 to receive the annual report including the audited financial statement of the ETFO Employee Life and Health Trust (ELHT) and the current annual actuarial evaluation report; and
- 5.1.2.15 to participate in all-member town hall meetings regarding potential changes to the Employee Life and Health Trust (ELHT). This meeting shall include identified “risk factors” challenging the sustainability of the plan. These meetings shall be scheduled if the claims fluctuation reserve falls below 15 per cent (15%) for the ELHT.

- 5.1.3 An active member who accepts a position as a temporary or acting principal/vice-principal, which involves any responsibility for the evaluation and/or disciplining of other members, shall have the rights, privileges and responsibilities of membership suspended for the duration of the appointment.
- 5.1.4 An active member who accepts a position as a temporary or acting principal/vice-principal may not also be the workplace steward for the duration of the appointment.

SECTION 2 Rights and Privileges of Associate Membership

- 5.2.1 The rights of an associate member shall be:
 - 5.2.1.1 to attend Federation functions, by invitation, in a non-voting capacity;
 - 5.2.1.2 to receive Federation publications;
 - 5.2.1.3 to request that the Federation recommend that voluntary membership be granted in OTF; and
 - 5.2.1.4 to serve, by invitation, on Federation task forces, committees, and work groups.

SECTION 3 Rights and Privileges of Honorary Life Membership

- 5.3.1 The rights of an honorary life member shall be:
 - 5.3.1.1 to attend Federation functions in a non-voting capacity;
 - 5.3.1.2 to receive Federation publications;
 - 5.3.1.3 to serve, by invitation, on Federation task forces, committees, and work groups; and
 - 5.3.1.4 to attend the Annual Dinner as a guest of the Federation.

ARTICLE VI – CODE OF PROFESSIONAL CONDUCT

6.1 A member shall:

6.1.1 recognize the Federation as the official voice of all the active members of the Federation;

6.1.2 adhere to the constitution, bylaws and directives of the Federation;

6.1.3 support collective bargaining initiatives including a strike authorized by the Executive;

6.1.4 refrain from undertaking or supporting actions which undermine established bargaining procedures;

6.1.5 honour the terms of the collective agreement;

6.1.6 strive to eliminate all forms of harassment and discrimination between individuals in the educational system;

6.1.7 endeavour to ensure equity and inclusiveness in the workplace; and

6.1.8 strive to achieve and maintain a high degree of professionalism and to uphold the honour, dignity and ethical standards of the teaching profession.

6.2 A member who is representing ETFO on the local executive and/or the Executive shall, in addition to 6.1:

6.2.1 strive to achieve and maintain a high degree of professionalism and to uphold the honour, dignity and ethical standards of the Elementary Teachers' Federation of Ontario (ETFO).

ARTICLE VII – DISCIPLINARY PROCEDURES

7.1 A complaint alleging violation of the Code of Professional Conduct shall be submitted by a member, in writing, to the general secretary of the Federation within 60 calendar days of the date of violation or within 60 calendar days of when a member ought reasonably to have become aware of the violation.

7.1.1 For the purposes of complaints arising from job action including a strike, the 60 calendar days commence at the conclusion of the job action or strike.

7.2 The complaint shall state the facts, shall include evidence to support the alleged misconduct and shall indicate that a copy has been provided to the member about whom the complaint has been lodged.

7.3 The general secretary or designate shall investigate the complaint and report with recommendations for further action to the Professional Relations and Discipline Committee.

7.3.1 Should the general secretary or designate, after investigation, deem that a complaint against a member is vexatious, frivolous or an abuse of process, the full-time released officers of the Federation will be informed of the complaint, the course of the investigation, and the rationale for dismissal.

7.4 The Professional Relations and Discipline Committee shall consider complaints referred to the committee by the general secretary and report with recommendations to the Executive.

7.5 The Executive shall determine the discipline to be enacted.

7.6 The principles of natural justice shall be followed in the disciplinary proceedings.

7.7 Members deemed to be in non-support during a job action may be subject to disciplinary procedures that include the possibility of a monetary fine of up to \$500 per day.

7.8 Members found to be in violation of Article VI: Code of Professional Conduct shall be subject to a range of sanctions that may include, but is not limited to, publication of name in a Federation publication, suspension of the right to hold office in the Federation, and suspension of Federation services except those required by law.

9.5.2 to elect the Executive;

9.5.3 to determine all membership fees;

9.5.4 to approve the annual budget;

9.5.5 to receive the financial statement as certified by the auditor;

9.5.6 to appoint the auditor;

9.5.7 to create special committees;

9.5.8 to amend the constitution and bylaws of the Federation;

9.5.9 to approve, by a two-thirds (2/3) majority vote, directives of the Federation;

9.5.10 to receive a report on the disposition of funds in the Building Fund;

9.5.11 to transact other business as determined by the approved agenda.

9.6 Resolutions to the Annual Meeting may be received from:

9.6.1 a local which has passed the motion at a general meeting;

9.6.2 the Executive;

9.6.3 the Representative Council which has passed the motion at a Council Meeting; and

9.6.4 a standing committee or special committee of the Annual Meeting.

9.7 Resolutions must be received in the provincial office by March 1.

9.8 New business motions will be accepted at the Annual Meeting until the conclusion of the third day of the Annual Meeting under the following conditions:

9.8.1 new business motions to amend the constitution and bylaws are not acceptable;

9.8.2 new business motions must be filed on the appropriate form signed by five (5) accredited delegates representing at least three (3) locals;

9.8.2.1 new business motion forms shall be made available to members at least four (4) hours prior to the commencement of the Annual Meeting.

ARTICLE VIII – FEES

8.1 Fees shall be determined at the Annual Meeting of the Federation.

8.2 Notice of a proposed amendment to the fee shall be published to the general membership by May 1, prior to the Annual Meeting at which the amendment will be presented.

ARTICLE IX – ANNUAL MEETING

9.1 The Annual Meeting shall be held in person in August of each year.

9.2 All active members in good standing in the Federation may attend the Annual Meeting.

9.3 Accredited delegates to the Annual Meeting shall be determined in accordance with Bylaw IV: Delegates.

9.4 A majority of the registered delegates to the Annual Meeting shall constitute a quorum.

9.5 The duties of the Annual Meeting shall be:

9.5.1 to ratify the priorities of the Federation;

9.8.3	Time will be scheduled at the end of the second, third and fourth day of the Annual Meeting to consider new business motions; and	9.15	That a delegate at the ETFO Annual Meeting, within their allotted two (2) minute maximum time, may call the question (close debate) only if they have not used any of this time to also speak to the motion.
9.8.3.1	new business motions and rationale must be printed and distributed to delegates prior to being considered.	9.16	The Annual Meeting agenda shall include a period of up to thirty (30) minutes for questions and answers to a panel of the released Executive members, through the president during non-election years.
9.9	Resolutions to the Annual Meeting shall be moved and seconded by an accredited delegate prior to debate.	9.17	The Annual Meeting agenda shall include, as a timed item, an Employee Life and Health Trust (ELHT) benefits report including a current audited financial statement, followed by a period of up to fifteen (15) minutes for questions and answers.
9.10	Notwithstanding 9.9 above, the chairperson of a standing committee who is not an accredited delegate may move at the Annual Meeting a resolution which has been received from the standing committee.	9.17.1	During election years, this timed item shall appear on the agenda on the day prior to elections occurring.
9.11	If a legal opinion related to a resolution to the Annual Meeting has been received by the provincial office, such opinion shall be given to the local that proposed the resolution no later than five (5) business days after the provincial office has received the legal opinion and shall be distributed to delegates attending the Annual Meeting.	9.18	During a specified time-limited question-and-answer session, each speaker shall be limited to two (2) minutes on any one occasion for their question, the response, and any supplemental questions and responses.
9.12	The Annual Meeting agenda shall include a period of up to thirty (30) minutes for questions and answers on budget and finances to occur immediately after the initial presentation of the budget by the first vice-president.		
9.13	The Annual Meeting agenda shall include a period of up to thirty (30) minutes for questions and answers on the report of the general secretary to occur immediately after the report of the general secretary.		
9.14	The Annual Meeting agenda shall include, as a timed item, a pension update by the OTF table officer, followed by a period of up to fifteen (15) minutes for questions and answers.		

ARTICLE X – PROVINCIAL ORGANIZATION

SECTION 1 Executive

- 10.1.1 The Executive shall consist of 14 members and shall include:
 - 10.1.1.1 president;
 - 10.1.1.2 first vice-president;
 - 10.1.1.3 two (2) vice-presidents, one (1) of the positions shall be open to women only;
 - 10.1.1.4 the Federation representative to the Ontario Teachers' Federation (OTF table officer); and
 - 10.1.1.5 Executive members as necessary to complete the Executive;

10.1.1.5.1 three (3) of the positions shall be only open to women members;

10.1.1.5.2 one (1) of the positions shall be only open to women members who are also First Nations, Métis, or Inuit (FNMI); members with a disability; two-spirit, lesbian, gay, bisexual, transgender, queer, questioning, plus (2SLGBTQ+) members; or racialized members; and

10.1.1.5.3 one (1) of the positions shall be only open to members who are also First Nations, Métis or Inuit (FNMI); members with a disability; two-spirit, lesbian, gay, bisexual, transgender, queer, questioning, plus (2SLGBTQ+) members; or racialized members.

10.1.2 The full-time released officers of the Federation shall be the president, the first vice-president and the two (2) vice-presidents.

10.1.3 The term of office for the president, first vice-president, vice-president, vice-president (woman), and the Executive shall be two (2) years.

10.1.4 Advisory Bodies

10.1.4.1 The following bodies shall be advisory to the Executive:

10.1.4.1.1 Representative Council committees (Budget, Council Steering, Selection, Teacher/Occasional Teacher Central Bargaining Advisory, Education Worker Central Bargaining Advisory);

10.1.4.1.2 Standing committees as outlined in Article X, Section 3;

10.1.4.1.3 Benefits Advisory Committee;

10.1.4.1.4 Long-Term Disability Plan Governance Board.

SECTION 2 Representative Council

10.2.1 The Representative Council is composed of:

10.2.1.1 the president of each local in a voting capacity;

10.2.1.2 additional representatives in a voting capacity in accordance with the following schedule:

10.2.1.2.1 locals over 1000 FTE members – one (1) additional representative;

10.2.1.2.2 locals over 3000 FTE members – two (2) additional representatives;

10.2.1.2.3 locals over 5000 FTE members – three (3) additional representatives;

10.2.1.3 the members of the Executive in a voting capacity; and

10.2.1.4 the general secretary in a non-voting capacity.

10.2.2 The Representative Council shall meet in person at least three (3) times a year.

10.2.3 Additional meetings of the Representative Council may be called by the Executive or upon the written request of twenty (20) members of the Representative Council.

10.2.4 Special meetings may be called by the Executive or upon the written request of twenty (20) members of the Representative Council.

10.2.5 A majority of the members of the Representative Council shall constitute a quorum.

10.2.6 If a president of a local is unable to attend a meeting of the Representative Council, the local may designate a member of the local to attend the Representative Council as a voting member.

10.2.7 If a president of a local is a member of the Executive, the local may designate a member of the local to attend the Representative Council as a voting member.

10.2.8 The Representative Council shall be responsible for:

10.2.8.1 reviewing the proposed annual budget for report to the Executive;

10.2.8.2 reviewing election campaign procedures to elect the Executive;

- 10.2.8.3 approving collective bargaining goals;
- 10.2.8.4 recommending policy to the Executive or to the Annual Meeting;
- 10.2.8.5 recommending action motions to the Executive;
- 10.2.8.6 electing five (5) Council members to the Selection Committee for Standing Committees;
- 10.2.8.7 electing five (5) Council members to the Budget Committee;
- 10.2.8.8 electing five (5) Council members to the Council Steering Committee;
- 10.2.8.9 electing ten (10) Council members to the Teacher/Occasional Teacher Central Bargaining Advisory Committee;
- 10.2.8.10 electing seven (7) Council members to the Education Worker Central Bargaining Advisory Committee; and
- 10.2.8.11 electing a member to the Executive when a vacancy exists immediately following the Executive elections at the Annual Meeting.
- 10.2.9 The Representative Council may meet in session of the whole council or may subdivide to better meet the needs of specific groups.
- 10.2.10 Each member of the Representative Council as set out in 10.2.1 shall have one (1) vote on issues before the Representative Council except as specified for in 10.2.11 below.
- 10.2.11 A member of the Representative Council, on any vote, may call for a double majority vote. The double majority is determined first by a vote of the locals with one (1) vote for each local and Executive member, and second by a vote by each local and Executive member in accordance with the number of votes that the local or Executive member had at the previous Annual Meeting.
- 10.2.12 For a double majority vote, the president or designate shall cast all votes.
- 10.2.13 The steering committee shall be responsible for:
 - 10.2.13.1 developing the agenda for each meeting;
 - 10.2.13.2 developing the budget request for the Representative Council;
 - 10.2.13.3 recommending the time and place for future meetings of the Representative Council;
 - 10.2.13.4 assessing, on a regular basis, the needs and expectations of the Representative Council; and
 - 10.2.13.5 naming individuals to act as chairperson of the business session(s) of the meetings of the Representative Council.
- 10.2.14 The president and first vice-president shall be members of the steering committee.
- 10.2.15 The president shall be the chairperson of the steering committee.
- 10.2.16 The chairperson of the business session(s) of the Representative Council shall not be a member of the council.
- 10.2.17 There shall be a fully funded pre-council meeting for occasional teacher local presidents and additional local representatives at each Representative Council.
- 10.2.18 There shall be a fully funded pre-council meeting for teacher, ESP, PSP, and DECE local presidents and additional local representatives at each Representative Council, chaired by a local president as determined by the members of the pre-council.
- 10.2.19 There shall be a session allowing for the Executive to update the Representative Council on actions taken, including a question-and-answer period, at each Representative Council.

- 10.2.20 To receive regular reports on the financial status and usage trends of the ETFO Employee Life and Health Trust (ELHT).
- 10.2.21 To receive a report at the February meeting of the Representative Council regarding the status of all lobbying motions passed by the previous Annual Meeting.

SECTION 3 Committees

- 10.3.1 There shall be the following standing committees:
 - 10.3.1.1 Annual Meeting
 - 10.3.1.2 Anti-Poverty
 - 10.3.1.3 Anti-Racist Education
 - 10.3.1.4 Arts
 - 10.3.1.5 Awards
 - 10.3.1.6 Collective Bargaining
 - 10.3.1.7 Disability and Accessibility Issues
 - 10.3.1.8 Early Years
 - 10.3.1.9 Education Support
 - Personnel/ Professional Support
 - Personnel/Designated Early Childhood Educator
 - 10.3.1.10 English Language Programming for Multilingual Language Learners
 - 10.3.1.11 Environmental
 - 10.3.1.12 French as a Second Language
 - 10.3.1.13 Health and Physical Education
 - 10.3.1.14 Human Rights
 - 10.3.1.15 Indigenous Education
 - 10.3.1.16 Intermediate Division
 - 10.3.1.17 International Assistance
 - 10.3.1.18 Labour
 - 10.3.1.19 Library
 - 10.3.1.20 Men's Focus
 - 10.3.1.21 New Members
 - 10.3.1.22 Occasional Teacher
 - 10.3.1.23 Occupational Health and Safety
 - 10.3.1.24 Pension
 - 10.3.1.25 Political Action
 - 10.3.1.26 Professional Learning/Curriculum
 - 10.3.1.27 Professional Relations and Discipline
 - 10.3.1.28 Special Education
 - 10.3.1.29 Status of Women
 - 10.3.1.30 Teacher Education/Faculty Liaison

- 10.3.1.31 Two-Spirit, Lesbian, Gay, Bisexual, Transgender, Queer, Questioning, Plus (2SLGBTQ+) Members.

SECTION 4 Programs for Women

- 10.4.1 There shall be guaranteed programs for women, where women includes women, cis and trans; two-spirit; non-binary members with lived experience as women; and all members of other identities with lived experience as women.
- 10.4.2 Programs for women shall be open to non-binary members.
- 10.4.3 The Federation shall allocate 6 per cent (6%) of the annual budget to programs for women only.
- 10.4.4 The budget for the programs for women shall be approved as part of the regular Federation budget process.
- 10.4.5 The programs for women will provide direct services to women members.
- 10.4.6 The programs for women will provide funds for partnerships with other organizations.
- 10.4.7 The programs for women will include funding for organizations which advance the status of women and women's issues.
- 10.4.8 The general secretary, in consultation with the Executive, shall ensure the allocation of staff responsible for programs for women.

ARTICLE XI - LOCAL ORGANIZATIONS

SECTION 1 Structure

- 11.1.1 A local is a certified group of members organized under the Ontario or Canada *Labour Relations Act*.
- 11.1.2 A consolidated local is a local formed by the consolidation of two (2) or more bargaining units organized under the Ontario or Canada *Labour Relations Act*.

11.1.3	A joint local is a local formed to represent members of two (2) or more collective agreements for which the Federation has bargaining rights.	11.2.4.3 secretary;
11.1.4	The boundary of each local shall be co-terminous with the district school board or employer.	11.2.4.4 treasurer or secretary/treasurer; and
11.1.5	Notwithstanding 11.1.4 above, the Executive, in consultation with the locals, shall approve joint locals for members employed by isolate district school boards.	11.2.4.5 other positions as the local determines.
11.1.6	Notwithstanding 11.1.4 above, where the number of members of a local declines below twenty-five (25) members, the Executive, after consultation with the local, may establish a joint local or a consolidated local.	11.2.5 Each local shall appoint a representative as a non-voting member of the executive of other Federation locals whose members are employed by the same school board or employer.
11.1.7	Notwithstanding 11.1.4 above, where two (2) or more locals so request, the Executive, after consultation with the locals and the members involved, may establish a consolidated local.	11.2.6 Each local constitution shall outline the procedures to be followed to fill a vacancy on the executive.
11.1.8	ETFO will consult with locals regarding local restructuring prior to district school board restructuring.	11.2.7 Each local shall endeavour to foster equity in the selection of delegates to the Annual Meeting.
		11.2.8 Each local shall endeavour to include members with less than five (5) years experience in their delegation to the Annual Meeting.
		11.2.9 Each local shall define within its constitution and bylaws the procedures governing consideration of nominations to the executive.
		11.2.10 Each local should have a human rights committee.
		11.2.11 Each local should have a status of women committee.
		11.2.12 Each local shall endeavour to have an environmental committee.
		11.2.13 The executive of the local shall be responsible for administering the affairs of the local between annual meetings of the local in accordance with the provisions of the local constitution and bylaws.
		11.2.14 The president of the local shall administer the affairs of the local between meetings of the local executive in accordance with the local constitution and bylaws and the direction of the local executive.

SECTION 2 Governance

11.2.1	Each local shall determine its constitution with due regard to the constitution of the Federation.	11.2.1	Each local shall determine its constitution with due regard to the constitution of the Federation.
11.2.2	The local constitution shall ensure leadership positions for women on the executive.	11.2.2	The local constitution shall ensure leadership positions for women on the executive.
11.2.3	Each local shall define within its constitution and bylaws the procedures governing executive elections.	11.2.3	Each local shall define within its constitution and bylaws the procedures governing executive elections.
11.2.4	The executive of the local should include the following positions:	11.2.4	The executive of the local should include the following positions:
11.2.4.1	president;	11.2.4.1	president;
11.2.4.2	vice-president(s);	11.2.4.2	vice-president(s);

SECTION 3 Annual Meeting

- 11.3.1 The local shall hold an annual meeting.
- 11.3.2 The annual meeting shall:
 - 11.3.2.1 receive the annual reports of the officers and committees of the local;
 - 11.3.2.2 elect the officers for the next year;
 - 11.3.2.3 approve the budget for the next year;
 - 11.3.2.4 determine the signing officers; and
 - 11.3.2.5 receive the financial statements as certified by the auditors.

SECTION 4 Annual Report

- 11.4.1 The local shall forward to the provincial office of the Federation by June 1 of each year the annual report of the local.

SECTION 5 Financial Report

- 11.5.1 The fiscal year of the local shall be July 1 of one (1) calendar year to June 30 of the succeeding calendar year.
- 11.5.2 The local shall forward to the provincial office of the Federation by September 30 of each year the annual audited financial statement that shall be formatted in a style approved by the Executive.
- 11.5.3 Where the membership of the local or joint local is smaller than 200 full-time equivalent members, the annual audited financial statement shall be prepared by members of the local who are not on the local executive, or by a chartered accountant, or by an accounting firm. A "Notice to Reader" is an acceptable level of assurance.
- 11.5.4 Where the membership of the local is 200 full-time equivalent members or larger, the annual audited financial statement shall be prepared by a chartered accountant or accounting firm. A "Review Engagement Report" is an acceptable level of assurance.

- 11.5.5 The audited financial statement shall be filed with the provincial office as a condition of receiving the fee rebate in the subsequent year.
- 11.5.6 The local shall retain the financial records of the local for a period of six (6) years plus the current year.

ARTICLE XII – FISCAL YEAR

- 12.1 The fiscal year of the Federation shall be the period from July 1 of one (1) calendar year to June 30 of the succeeding calendar year.

ARTICLE XIII – AMENDMENTS TO THE CONSTITUTION AND BYLAWS

- 13.1 The constitution and bylaws shall be amended if 60 per cent (60%) of the registered delegates to the Annual Meeting vote in favour of the proposed amendment, provided that a notice of motion has been communicated to the general membership by May 1, prior to the Annual Meeting at which the amendment will be presented.

ARTICLE XIV – PARLIAMENTARY PROCEDURE

- 14.1 The official authority for conducting all Federation meetings shall be *Robert's Rules of Order*, current edition.

BYLAWS

BYLAW I – FEES

1.1 Each active member shall pay fees as set out below:

1.1.1 A fee of 1.36% of gross annual salary to be allocated on the basis of 1.250% to the General Fund and 0.110% to the Defense Fund.

1.1.2 In any year following three (3) consecutive years in which the audited financial statement shows a Defense Fund balance of less than \$200 million, or in any one (1) year when the fund falls below \$165 million, there shall be an additional fee of 0.2% of gross annual salary per active member to be allocated to the Defense Fund, effective July 1, 2025.

1.1.3 There shall be an additional fee for each active member of 0.0354% of gross salary for a political action and public relations fund to promote public education.

1.1.4 There shall be an additional fee for each active member of 0.0046% of gross salary for a humanitarian fund.

1.2 Active member fees are payable with each and every salary payment to a member. Fees must be deducted at the time salary is payable and remitted to the Federation promptly. If no fee payment is received by the Federation in respect of a member, active membership status ceases immediately and notice that this has occurred will be forwarded to the last address provided by the member. Cessation of active membership for cessation of fee payments is subject to the following exceptions:

1.3.1 where the Federation is satisfied that the member is on board-approved leave of absence, active membership will be continued for the duration of the leave; and

1.3.2 where the bargaining unit member at issue is an occasional member, active membership will only cease if, after the last fee payment, no fee has been received for 120 working days. Except as set out in 1.5 and 1.6 below, each associate member shall pay an annual fee of \$100. The following categories of associate members shall pay no fee:

1.4 student teachers;

1.5.1 former active members of the Federation or its predecessors who have been laid off and who are not employed;

1.5.2 former active members of the Federation or its predecessors who are on LTD and whose employment has been terminated; and

1.5.3 teachers who are on exchange from outside Ontario.

1.5.4

1.5.5

1.5.6

1.5.7

1.5.8

1.5.9

1.5.10

1.5.11

1.5.12

1.5.13

1.5.14

1.5.15

1.5.16

1.5.17

1.5.18

1.5.19

1.5.20

1.5.21

1.5.22

1.5.23

1.5.24

1.5.25

1.5.26

1.5.27

1.5.28

1.5.29

1.5.30

1.5.31

1.5.32

1.5.33

1.5.34

1.5.35

1.5.36

1.5.37

1.5.38

1.5.39

1.5.40

1.5.41

1.5.42

1.5.43

1.5.44

1.5.45

1.5.46

1.5.47

1.5.48

1.5.49

1.5.50

1.5.51

1.5.52

1.5.53

1.5.54

1.5.55

1.5.56

1.5.57

1.5.58

1.5.59

1.5.60

1.5.61

1.5.62

1.5.63

1.5.64

1.5.65

1.5.66

1.5.67

1.5.68

1.5.69

1.5.70

1.5.71

1.5.72

1.5.73

1.5.74

1.5.75

1.5.76

1.5.77

1.5.78

1.5.79

1.5.80

1.5.81

1.5.82

1.5.83

1.5.84

1.5.85

1.5.86

1.5.87

1.5.88

1.5.89

1.5.90

1.5.91

1.5.92

1.5.93

1.5.94

1.5.95

1.5.96

1.5.97

1.5.98

1.5.99

1.5.100

1.5.101

1.5.102

1.5.103

1.5.104

1.5.105

1.5.106

1.5.107

1.5.108

1.5.109

1.5.110

1.5.111

1.5.112

1.5.113

1.5.114

1.5.115

1.5.116

1.5.117

1.5.118

1.5.119

1.5.120

1.5.121

1.5.122

1.5.123

1.5.124

1.5.125

1.5.126

1.5.127

1.5.128

1.5.129

1.5.130

1.5.131

1.5.132

1.5.133

1.5.134

1.5.135

1.5.136

1.5.137

1.5.138

1.5.139

1.5.140

1.5.141

1.5.142

1.5.143

1.5.144

1.5.145

1.5.146

1.5.147

1.5.148

1.5.149

1.5.150

1.5.151

1.5.152

1.5.153

1.5.154

1.5.155

1.5.156

1.5.157

1.5.158

1.5.159

1.5.160

1.5.161

1.5.162

1.5.163

1.5.164

1.5.165

1.5.166

1.5.167

1.5.168

1.5.169

1.5.170

1.5.171

1.5.172

1.5.173

1.5.174

1.5.175

1.5.176

1.5.177

1.5.178

1.5.179

1.5.180

1.5.181

1.5.182

1.5.183

1.5.184

1.5.185

1.5.186

1.5.187

1.5.188

1.5.189

1.5.190

1.5.191

1.5.192

1.5.193

1.5.194

1.5.195

1.5.196

1.5.197

1.5.198

1.5.199

1.5.200

1.5.201

1.5.202

1.5.203

1.5.204

1.5.205

1.5.206

1.5.207

1.5.208

1.5.209

1.5.210

1.5.211

1.5.212

1.5.213

1.5.214

1.5.215

1.5.216

1.5.217

1.5.218

1.5.219

1.5.220

1.5.221

1.5.222

1.5.223

1.5.224

1.5.225

1.5.226

1.5.227

1.5.228

1.5.229

1.5.230

1.5.231

1.5.232

1.5.233

1.5.234

1.5.235

1.5.236

1.5.237

1.5.238

1.5.239

1.5.240

1.5.241

1.5.242

1.5.243

1.5.244

1.5.245

1.5.246

1.5.247

1.5.248

1.5.249

1.5.250

1.5.251

1.5.252

1.5.253

1.5.254

1.5.255

1.5.256

1.5.257

1.5.258

1.5.259

1.5.260

1.5.261

1.5.262

1.5.263

1.5.264

1.5.265

1.5.266

1.5.267

1.5.268

1.5.269

1.5.270

1.5.271

1.5.272

1.5.273

1.5.274

1.5.275

1.5.276

1.5.277

1.5.278

1.5.279

1.5.280

1.5.281

1.5.282

1.5.283

1.5.284

1.5.285

1.5.286

1.5.287

1.5.288

1.5.289

1.5.290

1.5.291

1.5.292

1.5.293

1.5.294

1.5.295

1.5.296

1.5.297

1.5.298

1.5.299

1.5.300

1.5.301

1.5.302

1.5.303

1.5.304

1.5.305

1.5.306

1.5.307

1.5.308

1.5.309

1.5.310

1.5.311

1.5.312

1.5.313

1.5.314

1.5.315

1.5.316

1.5.317

1.5.318

1.5.319

1.5.320

1.5.321

1.5.322

1.5.323

1.5.324

1.5.325

1.5.326

1.5.327

1.5.328

1.5.329

1.5.330

1.5.331

1.5.332

1.5.333

1.5.334

1.5.335

1.5.336

1.5.337

1.5.338

1.5.339

1.5.340

1.5.341

1.5.342

1.5.343

1.5.344

1.5.345

1.5.346

1.5.347

1.5.348

1.5.349

1.5.350

1.5.351

1.5.352

1.5.353

1.5.354

1.5.355

1.5.356

1.5.357

1.5.358

1.5.359

1.5.360

1.5.361

1.5.362

1.5.363

1.5.364

1.5.365

1.5.366

1.5.367

1.5.368

1.5.369

1.5.370

1.5.371

1.5.372

1.5.373

1.5.374

1.5.375

1.5.376

1.5.377

1.5.378

1.5.379

1.5.380

1.5.381

1.5.382

1.5.383

1.5.384

1.5.385

1.5.386

1.5.387

1.5.388

1.5.389

1.5.390

1.5.391

1.5.392

1.5.393

1.5.394

1.5.395

1.5.396

1.5.397

1.5.398

1.5.399

1.5.400

1.5.401

1.5.402

1.5.403

1.5.404

1.5.405

1.5.406

1.5.407

1.5.408

1.5.409

1.5.410

1.5.411

1.5.412

1.5.413

1.5.414

1.5.415

1.5.416

1.5.417

1.5.418

1.5.419

1.5.420

1.5.421

1.5.422

1.5.423

1.5.424

1.5.425

1.5.426

1.5.427

1.5.428

1.5.429

1.5.430

1.5.431

1.5.432

1.5.433

1.5.434

1.5.435

1.5.436

1.5.437

1.5.438

1.5.439

1.5.440

1.5.441

1.5.442

1.5.443

1.5.444

1.5.445

1.5.446

1.5.447

1.5.448

1.5.449

1.5.450

1.5.451

1.5.452

1.5.453

1.5.454

1.5.455

1.5.456

1.5.457

1.5.458

1.5.459

1.5.460

1.5.461

1.5.462

1.5.463

1.5.464

1.5.465

1.5.466

1.5.467

1.5.468

1.5.469

1.5.470

1.5.471

1.5.472

1.5.473

1.5.474

1.5.475

1.5.476

1.5.477

1.5.478

1.5.479

1.5.480

1.5.481

1.5.482

1.5.483

1.5.484

1.5.485

1.5.486

1.5.487

1.5.488

1.5.489

1.5.490

1.5.491

1.5.492

1.5.493

1.5.494

1.5.495

1.5.496

1.5.497

1.5.498

1.5.499

1.5.500

1.5.501

1.5.502

1.5.503

1.5.504

1.5.505

1.5.506

1.5.507

1.5.508

1.5.509

1.5.510

1.5.511

1.5.512

1.5.513

1.5.514

1.5.515

1.5.516

1.5.517

1.5.518

1.5.519

1.5.520

1.5.521

1.5.522

1.5.523

1.5.524

1.5.525

1.5.526

1.5.527

1.5.528

1.5.529

1.5.530

1.5.531

1.5.532

1.5.533

1.5.534

1.5.535

1.5.536

1.5.537

1.5.538

1.5.539

1.5.540

1.5.541

1.5.542

1.5.543

1.5.544

1.5.545

1.5.546

1.5.547

1.5.548

1.5.549

1.5.550

1.5.551

1.5.552

1.5.553

1.5.554

1.5.555

1.5.556

1.5.557

1.5.558

1.5.559

1.5.560

1.5.561

1.5.562

1.5.563

1.5.564

1.5.565

1.5.566

1.5.567

1.5.568

1.5.569

1.5.570

1.5.571

1.5.572

1.5.573

1.5.574

1.5.575

1.5.576

1.5.577

1.5.578

1.5.579

1.5.580

1.5.581

1.5.582

1.5.583

1.5.584

1.5.585

1.5.586

1.5.587

1.5.588

1.5.589

1.5.590

1.5.591

1.5.592

1.5.593

1.5.594

1.5.595

1.5.596

1.5.597

1.5.598

1.5.599

1.5.600

1.5.601

1.5.602

1.5.603

1.5.604

1.5.605

1.5.606

1.5.607

1.5.608

1.5.609

1.5.610

1.5.611

1.5.612

1.5.613

1.5.614

1.5.615

1.5.616

1.5.617

1.5.618

1.5.619

1.5.620

1.5.621

1.5.622

1.5.623

1.5.624

1.5.625

1.5.626

1.5.627

1.5.628

1.5.629

1.5.630

1.5.631

1.5.632

1.5.633

1.5.634

1.5.635

1.5.636

1.5.637

1.5.638

1.5.639

1.5.640

1.5.641

1.5.642

1.5.643

1.5.644

1.5.645

1.5.646

1.5.647

1.5.648

1.5.649

1.5.650

1.5.651

1.5.652

1.5.653

1.5.654

1.5.655

1.5.656

1.5.657

1.5.658

1.5.659

1.5.660

1.5.661

1.5.662

1.5.663

1.5.664

1.5.665

1.5.666

1.5.667

1.5.668

1.5.669

1.5.670

1.5.671

1.5.672

1.5.673

1.5.674

1.5.675

1.5.676

1.5.677

1.5.678

1.5.679

1.5.680

1.5.681

1.5.682

1.5.683

1.5.684

1.5.685

1.5.686

1.5.687

1.5.688

1.5.689

1.5.690

1.5.691

1.5.692

1.5.693

1.5.694

1.5.695

1.5.696

1.5.697

1.5.698

1.5.699

1.5.700

1.5.701

1.5.702

1.5.703

1.5.704

1.5.705

1.5.706

1.5.707

1.5.708

1.5.709

1.5.710

1.5.711

1.5.712

1.5.713

1.5.714

1.5.715

1.5.716

1.5.717

1.5.718

1.5.719

1.5.720

1.5.721

1.5.722

1.5.723

1.5.724

1.5.725

1.5.726

1.5.727

1.5.728

1.5.729

1.5.730

1.5.731

1.5.732

1.5.733

1.5.734

1.5.735

1.5.736

1.5.737

1.5.738

1.5.739

1.5.740

1.5.741

1.5.742

1.5.743

1.5.744

1.5.745

1.5.746

1.5.747

1.5.748

1.5.749

1.5.750

1.5.751

1.5.752

1.5.753

1.5.754

1.5.755

1.5.756

1.5.757

1.5.758

1.5.759

1.5.760

1.5.761

1.5.762

1.5.763

1.5.764

1.5.765

1.5.766

1.5.767

1.5.768

1.5.769

1.5.770

1.5.771

1.5.772

1.5.773

1.5.774

1.5.775

1.5.776

1.5.777

1.5.778

1.5.779

1.5.780

1.5.781

1.5.782

1.5.783

1.5.784

1.5.785

1.5.786

1.5.787

1.5.788

1.5.789

1.5.790

1.5.791

1.5.792

1.5.793

1.5.794

1.5.795

1.5.796

1.5.797

1.5.798

1.5.799

1.5.800

1.5.801

1.5.802

1.5.803

1.5.804

1.5.805

1.5.806

1.5.807

1.5.808

1.5.809

1.5.810

1.5.811

1.5.812

1.5.813

1.5.814

1.5.815

1.5.816

1.5.817

1.5.818

1.5.819

1.5.820

1.5.821

1.5.822

1.5.823

1.5.824

1.5.825

1.5.826

1.5.827

1.5.828

1.5.829

1.5.830

1.5.831

1.5.832

1.5.833

1.5.834

1.5.835

1.5.836

1.5.837

1.5.838

1.5.839

1.5.840

1.5.841

1.5.842

1.5.843

1.5.844

1.5.845

1.5.846

1.5.847

1.5.848

1.5.849

1.5.850

1.5.851

1.5.852

1.5.853

1.5.854

1.5.855

1.5.856

1.5.857

1.5.858

1.5.859

1.5.860

1.5.861

1.5.862

1.5.863

1.5.864

1.5.865

1.5.866

1.5.867

1.5.868

1.5.869

1.5.870

1.5.871

1.5.872

1.5.873

1.5.874

1.5.875

1.5.876

1.5.877

1.5.878

1.5.879

1.5.880

1.5.881

1.5.882

1.5.883

1.5.884

1.5.885

1.5.886

1.5.887

1.5.888

1.5.889

1.5.890

1.5.891

1.5.892

1.5.893

1.5.894

1.5.895

1.5.896

1.5.897

1.5.898

1.5.899

1.5.900

1.5.901

1.5.902

1.5.903

1.5.904

1.5.905

1.5.906

1.5.907

1.5.908

1.5.909

1.5.910

1.5.911

1.5.912

1.5.913

1.5.914

1.5.915

1.5.916

1.5.917

1.5.918

1.5.919

1.5.920

1.5.921

1.5.922

1.5.923

1.5.924

1.5.925

1.5.926

1.5.927

1.5.928

1.5.929

1.5.930

1.5.931

1.5.932

1.5.933

1.5.934

1.5.935

1.5.936

1.5.937

1.5.938

1.5.939

1.5.940

1.5.941

1.5.942

1.5.943

1.5.944

1.5.945

1.5.946

1.5.947

1.5.948

1.5.949

1.5.950

1.5.951

1.5.952

1.5.953

1.5.954

1.5.955

1.5.956

1.5.957

1.5.958

1.5.959

1.5.960

1.5.961

1.5.962

1.5.963

1.5.964

1.5.965

1.5.966

1.5.967

1.5.968

1.5.969

1.5.970

1.5.971

1.5.972

1.5.973

1.5.974

1.5.975

1.5.976

1.5.977

1.5.978

1.5.979

1.5.980

1.5.981

1.5.982

1.5.983

1.5.984

1.

2.1.7 to administer the affairs of the Federation between meetings of the Executive in accordance with the constitution and bylaws and the direction of the Executive.

SECTION 2 First Vice-President

The duties of the first vice-president shall be:

2.2.1 in the president's absence, to assume the responsibilities of the president;

2.2.2 to be responsible for the budget;

2.2.3 to be responsible for additional duties as assigned by the president and/or Executive; and

2.2.4 to assume the role of president should the president be unable to complete their term.

SECTION 3 Vice-Presidents

The duties of the two (2) vice-presidents shall be determined by the Executive:

2.3.1 the Executive shall assign one (1) vice-president responsibility for political action;

2.3.2 the Executive shall assign one (1) vice-president responsibility for membership and public relations services; and

2.3.3 the president and/or the Executive shall assign additional responsibilities as required.

SECTION 4 Executive

The duties of the Executive shall be to administer the affairs of the Federation between Annual Meetings in accordance with the constitution, bylaws and policies of the Federation. The duties include:

2.4.1 to uphold the constitution and bylaws of the Elementary Teachers' Federation of Ontario;

2.4.2 to meet in person at least six (6) times per year, at the call of the president or on the written request of the majority of the Executive;

2.4.3 to appoint, when necessary, a successor to complete any unexpired term of an elected or appointed Federation representative;

2.4.4 to employ a general secretary who shall be the chief administrative officer;

2.4.5 to employ two (2) deputy general secretaries, a chief financial officer, a director of operations and project management, a human resources officer, and in-house legal counsel who shall be administrative officers;

2.4.6 to employ secretariat staff to carry on the work of the Federation;

2.4.7 to negotiate and ratify personal services contracts with the general secretary, the deputy general secretaries, the chief financial officer, the director of operations and project management, the human resources officer, and in-house legal counsel;

2.4.8 to negotiate and ratify a collective agreement with the secretariat staff;

2.4.9 to ratify all other collective agreements between employees and the Federation;

2.4.10 to appoint a personnel committee from among its members;

2.4.11 to adopt, subject to ratification at the next Annual Meeting, interim policy and position statements with a majority vote of the Executive;

2.4.12 to appoint two (2) members of the Executive to the Selection Committee for Standing Committees, one (1) of whom shall be the chairperson of the committee;

2.4.13 to appoint two (2) members of the Executive to the Budget Committee, one (1) of whom shall be the chairperson;

2.4.14 to appoint members to task forces and work groups as required;

2.4.15 to appoint representatives to external bodies;

<p>2.4.16 to report all appointments to standing committees, OTF committees, and other organizations to the Annual Meeting;</p> <p>2.4.17 to receive budget recommendations from the Representative Council and the Budget Committee;</p> <p>2.4.18 to recommend a budget to the Annual Meeting;</p> <p>2.4.19 to present to the Annual Meeting a report of the Federation's activities undertaken during the current year;</p> <p>2.4.20 to authorize legal support for members in employment-related matters;</p> <p>2.4.21 to take appropriate measures of discipline against a member who contravenes the constitution, bylaws, or directives of the Federation, in accordance with Article VII: Disciplinary Procedures;</p> <p>2.4.22 to receive reports and recommendations from standing committees, task forces, and work groups and to forward these reports, as written, to the Representative Council or Annual Meeting as appropriate;</p> <p>2.4.23 to receive reports from representatives of the Federation on external bodies;</p> <p>2.4.24 to receive regular reports on the revenue and expenditures of the General Fund and other Federation funds;</p> <p>2.4.25 to outline clearly the duties and responsibilities of the general secretary;</p> <p>2.4.26 to outline clearly the duties and responsibilities of the deputy general secretaries;</p> <p>2.4.27 to assume responsibility for the operation of a local by motion of the Executive;</p>	<p>2.4.27.1 at the written request of the president of the local to the general secretary, with a copy to the local executive;</p> <p>2.4.27.2 at the written request of the local executive to the general secretary by motion of the local executive;</p> <p>2.4.27.3 in the event of financial mismanagement of the local; or</p> <p>2.4.27.4 in the event that the operation of the local is the subject of a police investigation;</p> <p>2.4.28 to reinstate responsibility for the operation of a local to the executive of the local as soon as possible when, in the determination of the Executive, there is resolution to the matter requiring the assumption of local responsibility.</p> <p>2.4.29 Employee Life Health Trust (ELHT)</p> <p>2.4.29.1 to appoint the trustees of the Employee Life and Health Trust (ELHT);</p> <p>2.4.29.2 to appoint, when necessary, a successor to complete any unexpired term of a trustee on the ELHT;</p> <p>2.4.29.3 to appoint members to the LTD Plan Governance Board and the Benefits Advisory Committee;</p> <p>2.4.29.4 to appoint, when necessary, a successor to complete the unexpired term of a member on the LTD Plan Governance Board or the Benefits Advisory Committee;</p> <p>2.4.30 to recommend to local presidents a list of matters to be presented initially to parties at a central table;</p> <p>2.4.31 to provide to a local the local vote results of a provincial ratification vote on a tentative central agreement;</p> <p>2.4.32 to hold a roll-call vote for all motions in open and executive sessions of the Executive;</p> <p>2.4.33 to call a special membership meeting when necessary;</p>
---	---

2.4.34 to appoint four (4) members to the Ontario Teachers' Federation board of governors who are members of the Ontario College of Teachers (OCT) and employed by school boards as teachers.

BYLAW III – ELECTIONS

3.1 An active member in good standing may be nominated to stand for elected office.

3.2 The Annual Meeting Committee shall submit to the Annual Meeting a list of nominees for the offices of:

3.2.1 president, first vice-president, two (2) vice-presidents, one (1) of whom shall be a woman;

3.2.2 OTF representative (table officer), who shall be a member of the Ontario College of Teachers (OCT) and employed by a board as a teacher; and

3.2.3 Executive members, as necessary, to complete the fourteen (14) member Executive;

3.2.3.1 three (3) of the positions shall be only open to women members;

3.2.3.2 one (1) of the positions shall be only open to women members who are also First Nations, Métis, or Inuit (FNMI); members with a disability; two-spirit, lesbian, gay, bisexual, transgender, queer, questioning, plus (2SLGBTQ+) members; or racialized members; and

3.2.3.3 one (1) of the positions shall be only open to members who are also First Nations, Métis, or Inuit (FNMI); members with a disability; two-spirit, lesbian, gay, bisexual, transgender, queer, questioning, plus (2SLGBTQ+) members; or racialized members.

3.3 Locals may submit nominations for all offices in writing, to the general secretary, to be received by the provincial office on or before April 15.

3.4 Notwithstanding Section 3.3, an active member in good standing may submit their nomination for all offices, in writing, to the general secretary, to be received by the provincial office on or before April 15 provided the nomination form is signed by at least five (5) active members in good standing and there is evidence that the local president has been notified of the nomination. The list of nominees received by April 15 shall be communicated to the membership prior to May 1.

3.5 Additional nominations for all offices must be received by the returning officer on nomination forms signed by five (5) accredited delegates representing at least three (3) locals no later than one half-hour before the time stated on the agenda for speeches for the position which the member is seeking.

3.6 Notwithstanding the provisions of Section 3.6, nominees who have been unsuccessful in an election may elect to seek another position on the Executive for which they are duly qualified. A candidate must have at least 10 minutes to make that decision.

3.7 The election campaign procedures shall be reviewed by the Annual Meeting Committee and the Representative Council and approved by the Executive prior to March 1. Nominees for election will be introduced to the delegates by the returning officer during the first session of the Annual Meeting.

3.8 Nominees for each office shall be invited to address the delegates as stated below:

3.9

3.10.1	candidates for the position of president, first vice-president, vice-presidents, and OTF table officer prior to the end of the first day of the Annual Meeting;	3.16	To be declared successful, a candidate for the office of president, first vice-president, vice-presidents, and OTF table officer must obtain a majority of the votes cast. In the case of more than two (2) nominees for any of the above stated offices and failing a majority for any candidate on the first ballot, the count of the vote will be announced and the name of the candidate with the least number of votes shall be dropped from the second and succeeding ballots until one (1) of the candidates has a majority.
3.10.2	candidates for the position of Executive member prior to the end of the second day of the Annual Meeting.	3.17	Nothing in this election process shall replace fairness. The number of ballots required to elect Executive members may necessitate a change in the time for elections.
3.11	All elections shall be determined by secret ballot.	3.18	The ballots will be destroyed by motion of the Annual Meeting immediately following the elections.
3.12	Notwithstanding the provisions of Section 3.11, when the number of candidates does not exceed the number of positions available, the candidate(s) shall be declared elected by acclamation without a ballot vote.	3.19	The term of office shall commence following the conclusion of the Annual Meeting and shall continue until the conclusion of an Annual Meeting at which elections are held.
3.13	The election times shall be as stated below:	3.20	The president, first vice-president, vice-presidents, general secretary, and the OTF table officer shall serve as governors of OTF.
3.13.1	president, at 0915 hours of the third day of the Annual Meeting;	3.21	Additional governors, as required, to fulfil the Federation's complement of governors shall be elected from among the members of the Executive, by the Executive at the first Executive meeting following the Annual Meeting.
3.13.2	first vice-president, at 1015 hours of the third day of the Annual Meeting;		
3.13.3	two (2) vice-presidents, at 1115 hours of the third day of the Annual Meeting;		
3.13.4	OTF table officer, at 1330 hours of the third day of the Annual Meeting; and		
3.13.5	Executive members, at 1430 hours of the third day of the Annual Meeting.		
3.14	Each candidate may appoint one (1) scrutineer to observe the counting of the ballots for that candidate's election.		
3.15	The vote count for all elected positions shall be released to the delegates following each ballot and be published in the minutes of the Annual Meeting.		

BYLAW IV - DELEGATES

4.1 The voting members of the Annual Meeting shall consist of the following accredited delegates:

4.1.1 the Executive; and

4.1.2 representatives of the local as set out in Section 4.2 and 4.3 below.

4.2 Each local or joint local shall be allocated one (1) delegate to the Annual Meeting.

4.2.1 Notwithstanding 4.2, locals having 100 or fewer full-time equivalent (FTE) members shall have two (2) delegates to the Annual Meeting.

4.3 Additional delegates shall be generated on the basis of one (1) per one hundred and twenty full-time equivalent (120 FTE) members or major fraction thereof.

4.4 The membership of each local will be determined by the audited number of members as of June 30 of the preceding year.

4.5 In order to determine the number of delegates for the occasional teacher locals, the number of full-time equivalent (FTE) occasional teacher members shall be used.

4.6 The delegate entitlement for each local shall be forwarded to the local by December 15.

4.7 A local may choose to register alternates who may substitute for a delegate during the Annual Meeting.

4.8 A delegate representing a local shall be an active member of the local or a bargaining unit which remits dues to the local.

4.8.1 Notwithstanding 4.8, an active member may continue to represent the local as a delegate at the first Annual Meeting subsequent to the member's retirement.

BYLAW V - BORROWING

5.1 The Corporation may:

5.1.1 borrow money on the credit of the Corporation;

5.1.2 issue, sell or pledge securities of the Corporation; and

5.1.3 charge, mortgage, hypothecate or pledge all or any part of the real or personal property of the Corporation including book debts, unpaid calls, rights, powers, franchises, and undertakings to secure any securities or any money borrowed, or other debt, or any other obligation or liability of the Corporation.

BYLAW VI - PROCEDURE TO FILL A VACANCY ON THE EXECUTIVE

6.1 A vacancy on the Executive at the position of a released officer or at the position of Executive member shall be filled within 30 days in accordance with this bylaw.

6.2 The appointment of a member to fill a vacancy on the Executive shall be confirmed by a motion of the Executive.

6.2.1 The term of office shall commence immediately after the conclusion of the Executive meeting at which the appointment is made.

6.3 In the event there is a vacancy on the Executive at the position of a released officer or at the position of Executive member during the first year of a two-year term, the subsequent Annual Meeting shall hold an election to fill the vacancy.

6.3.1	A candidate who has been appointed by the Executive to fill a vacancy during the first year of a two-year term shall revert to the position held, if any, on the Executive prior to that appointment immediately after the conclusion of the Annual Meeting at which a member is elected to fill the vacancy.	6.6.1	The procedure to fill a vacancy at the position of OTF table officer on the Executive shall be:
6.4	Vacancy at the position of president and first vice-president.	6.6.2	a vacancy at the position of OTF table officer shall be filled by the first vice-president;
6.4.1	The procedure to fill a vacancy at the position of a released officer on the Executive shall be:	6.6.3	notwithstanding the above, if a vacancy at the position of OTF table officer on the Executive is not filled by the first vice-president for any reason, the vacancy shall be filled by the Executive by the election of a member of the Executive in accordance with this bylaw.
6.4.2	a vacancy at the position of president shall be filled by the first vice-president;	6.7	Vacancy at the position of Executive member filled by the Representative Council.
6.4.2.1	notwithstanding the above, if a vacancy at the position of president is not filled for any reason, the vacancy shall be filled by the Executive by the election of a member of the Executive in accordance with this bylaw.	6.7.1	A vacancy at the position of Executive member for the succeeding year that is known to exist at the conclusion of the election process at the Annual Meeting shall be filled at the fall Representative Council in accordance with this bylaw.
6.4.3	A vacancy at the position of first vice-president shall be filled by an election of a vice-president by a vote of the Executive;	6.7.2	A vacancy in an equity position shall be only open to designated members;
6.4.3.1	notwithstanding the above, if a vacancy at the position of first vice-president is not filled for any reason, the vacancy shall be filled by the Executive by the election of a member of the Executive in accordance with this bylaw.	6.7.2.1	a vacancy in an equity position for women shall be only open to women members;
6.5	Vacancy at the position of vice-president and vice-president (female).	6.7.2.2	a vacancy in an equity position for women members who are also First Nations, Métis, or Inuit (FNMI); members with a disability; two-spirit, lesbian, gay, bisexual, transgender, queer or questioning, plus (2SLGBTQ+) members; or racialized members shall be only open to women members who are also FNMI, members with a disability, 2SLGBTQ+ members, or racialized members;
6.5.1	A vacancy at the position of vice-president shall be filled by an election of an Executive member by a vote of the Executive;		
6.5.2	a vacancy in the designated vice-president position shall be open to women candidates only.		
6.6	Vacancy at the position of OTF table officer.		

6.7.2.3 a vacancy in an equity position for members who are First Nations, Métis, or Inuit (FNMI); members with a disability; two-spirit, lesbian, gay, bisexual, transgender, queer or questioning, plus (2SLGBTQ+) members; or racialized members shall be only open to members who are FNMI, members with a disability, 2SLGBTQ+ members, or racialized members.

6.7.3 The process for the election of an Executive member at the fall Representative Council shall be:

6.7.3.1 locals and members shall be informed of the vacancy;

6.7.3.2 nominations from locals must be received by the general secretary, in writing, on a nomination form signed by the candidate's local president by noon on the first full day of the fall Representative Council meeting;

6.7.3.3 additional nominations must be received by the general secretary, in writing, on a nomination form signed by three (3) Representative Council members representing at least three (3) locals by noon on the first full day of the fall Representative Council meeting;

6.7.3.4 nominees shall be invited to address the members of the Representative Council following the close of nominations;

6.7.3.5 a secret ballot vote will be conducted;

6.7.3.6 each local will be allocated the same number of ballots as the number of delegates the local had at the immediately preceding Annual Meeting; the ballots will be distributed equally among the registered representatives and registered additional representatives of the local with any remaining ballots allocated to the local president;

6.7.3.7 to be declared successful, a nominee must receive a majority of the ballots cast;

6.7.3.8 failing a majority for any candidate on the first ballot, the count of the vote will be announced and the name of the candidate with the least number of votes shall be dropped from the second and succeeding ballots until one of the candidates has a majority;

6.7.3.9 a nominee may appoint one (1) scrutineer from among the members of the Representative Council to observe the counting of the ballots;

6.7.3.10 the ballots will be destroyed by motion of the Representative Council immediately following the election;

6.7.3.11 the term of office shall commence at the conclusion of the fall Representative Council meeting at which the selection is made and shall continue until the conclusion of the next Annual Meeting;

6.7.3.12 notwithstanding the above, if a vacancy at the position of Executive member is not filled by the election process at the fall Representative Council for any reason, the vacancy shall be filled by the Executive by the election of a member in accordance with this bylaw.

6.8 Vacancy at the position of Executive member during the term of the Executive.

6.8.1 A vacancy at the position of Executive member during the term of the Executive shall be filled by the Executive in accordance with this bylaw.

6.8.2 A vacancy in an equity position shall be only open to designated members;

6.8.2.1 a vacancy in an equity position for women shall be only open to women members;

6.8.2.2 a vacancy in an equity position for women members who are also First Nations, Métis, or Inuit (FNMI); members with a disability; two-spirit, lesbian, gay, bisexual, transgender, queer or questioning, plus (2SLGBTQ+) members; or racialized members shall be only open to women members who are also FNMI, members with a disability, 2SLGBTQ+ members, or racialized members;

6.8.2.3 a vacancy in an equity position for members who are First Nations, Métis, or Inuit (FNMI); members with a disability; two-spirit, lesbian, gay, bisexual, transgender, queer or questioning, plus (2SLGBTQ+) members; or racialized members shall be only open to members who are FNMI, members with a disability, 2SLGBTQ+ members, or racialized members.

6.8.3 The process for the appointment to the position of Executive member on the Executive shall be:

6.8.3.1 the position shall be offered to the unsuccessful candidate for the vacant position with the highest vote count at the most recent Annual Meeting at which elections were held; and

6.8.3.2 if the position is not filled by the unsuccessful candidate for the vacant position with the highest vote count at the most recent Annual Meeting at which elections were held the Executive shall elect a member to fill the vacancy in accordance with this bylaw.

6.8.4 In the event there were no unsuccessful candidates for election to the vacant position at the most recent Annual Meeting at which elections were held the Executive shall elect a member to fill the vacancy in accordance with this bylaw.

6.8.4.1 The process for the election to the position of Executive member on the Executive by the Executive shall be:

6.8.4.2 locals and members shall be notified of the vacancy on the Executive;

6.8.4.3 nominations from locals must be received by the general secretary, in writing, on a nomination form signed by the candidate's local president;

6.8.4.4 nominations from an active member in good standing must be received by the general secretary, in writing, on a nomination form signed by at least five (5) active members in good standing and provide evidence that the candidate's local president has been notified of the nomination;

6.8.4.5 the Executive shall elect a candidate by secret ballot from among the nominations received;

6.8.4.6 to be declared successful, a nominee must receive a majority of the ballots cast; failing a majority for any candidate on the first ballot, the count of the vote will be announced and the name of the candidate with the least number of votes shall be dropped from the second and succeeding ballots until one of the candidates has a majority; and

6.8.4.8 the ballots will be destroyed by motion of the Executive immediately following the election.

BYLAW VII – GENERAL

7.1 The president or designate of each local shall be entitled, at local expense, to attend provincial Executive meetings as an observer.

BYLAW VIII – DIRECTIVES

8.1 A directive shall provide direction to members on matters that affect public education or the collective bargaining rights of members.

<p>8.2 A directive will be established if 66 per cent (66%) of the registered delegates to the Annual Meeting vote in favour of the proposed directive, provided that a notice of motion has been published to the general membership by May 1.</p> <p>BYLAW IX – CONSOLIDATED LOCALS</p> <p>9.1 The formation of a consolidated local shall require that:</p> <p>9.1.1 written notice regarding the possible consolidation be provided to members of the affected bargaining units;</p> <p>9.1.2 a majority vote by the members of each bargaining unit be held at a general membership meeting for which members have received appropriate advance notice regarding the time, location and agenda for the meeting;</p> <p>9.1.3 a constitution for the consolidated local be made available to members prior to a vote to form a consolidated local;</p> <p>9.1.4 the constitution of the consolidated local provide for designated positions on the executive of the consolidated local and designated positions for delegates to the Annual Meeting from each of the predecessor locals or bargaining units; and</p> <p>9.1.5 the locals involved communicate regularly with the Executive on the status of the consolidation process.</p> <p>9.2 The consolidated local shall receive: a minimum of 1.0 FTE release time or release time equivalent to what would have been received by the consolidated locals or bargaining units had the consolidation not taken place, whichever is greater;</p>	<p>9.2.2 local rebates equivalent to what would have been received by the consolidating locals or bargaining units had the consolidation not taken place;</p> <p>9.2.3 representation at the Representative Council equivalent to what would have been received by the consolidating locals or bargaining units had the consolidation not taken place; and</p> <p>9.2.4 representation at the Annual Meeting equivalent to what would have been received by the consolidating locals or bargaining units had the consolidation not taken place.</p> <p>BYLAW X – CENTRAL BARGAINING</p> <p>SECTION 1 Approval of List of Central Matters</p> <p>10.1.1 For each central bargaining table, the Executive shall recommend a draft list of matters to be presented at the central table (central list).</p> <p>10.1.2 A draft central list shall be shared at a meeting of local presidents or designates and chief negotiators where there will be opportunity for input on the draft list and on what matters should be removed from or added to the draft central list.</p> <p>10.1.2.1 Presidents or designates may opt to approve the draft central list at this meeting in accordance with 10.1.3 or refer it for revisions.</p> <p>10.1.3 If necessary, the Executive shall present a revised central list at a meeting of local presidents or designates and chief negotiators for approval by vote of presidents or designates present at that meeting.</p>
--	---

- 10.1.3.1 Each president or designate shall have one opportunity to vote to approve the proposed central list that relates to the central table that includes the members of the president's or designate's own bargaining unit.
- 10.1.3.2 Where a simple majority of the votes cast by the presidents or designates results in the approval of the proposed central list, then that central list shall be the approved list that will be initially presented by the Central Bargaining Committee at the relevant central table.
- 10.1.3.3 Where a simple majority is not achieved, the Executive shall consider revisions to the central list and will present any further proposed central list at a further meeting of presidents and chief negotiators for an approval vote through the election process set out in 10.1.3.1.
- 10.2.2.2 The vote shall be tabulated by determining the number of votes in favour of ratification provincially and the number of votes in favour of ratification in each local.
- 10.2.2.3 The double majority is achieved where more than 50 per cent (50%) of those members casting ballots vote in favour of ratification and more than 50 per cent (50%) of all locals vote in favour of ratification. A local is considered to have voted in favour of ratification where more than 50 per cent (50%) of members casting ballots in that local vote in favour of ratification.
- 10.2.2.4 Where there is an online provincial vote, the president of each local will be apprised of the number of votes cast in their local.
- 10.2.2.5 Each local president will be apprised of the number of votes for and against a central agreement in their local.
- 10.2.2.6 The results of all-member votes on central Memorandum of Settlements shall be broken down according to central bargaining units and this information will be reported to all local presidents.

SECTION 2 Ratification of Central Agreements

- 10.2.1 That there shall be no less than a two (2) week (14 calendar days) period between ETFO members receiving the full tentative central offer and the commencement of the all-member ratification vote on the central offer.
- 10.2.2 Ratification of the central Memorandum of Settlement requires a double majority vote of the active membership of the central bargaining unit that would be governed by the terms of the central Memorandum of Settlement.
- 10.2.2.1 The ratification vote on a central Memorandum of Settlement shall be conducted provincially after duly called information meetings.