

**By-Laws, Policies and Procedures of the
Waterloo Unit
of the
Ontario English Catholic Teachers'
Association**

Approved on November 19, 2018 at the Fall General Meeting

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1. BY-LAWS

1.1 General Provisions and Limitations

- 1.1.1 The Unit By-laws are to be consistent with the current Association Handbook and are not to contravene its constitution, by-laws, policies or procedures.
- 1.1.2 The Waterloo Unit and its Bargaining Units shall hereafter be known as the Ontario English Catholic Teachers' Association (OECTA) – Waterloo Combined Unit and herein shall be designated as the Unit.

1.2 Objectives of the Unit

- 1.2.1 It shall be the objectives of the Unit to:
 - 1.2.1.1 promote the objectives of the Provincial Association;
 - 1.2.1.2 promote the development and welfare of Catholic Education in the service of students in the Waterloo Catholic District School Board;
 - 1.2.1.3 promote a spirit of collegiality among members;
 - 1.2.1.4 assist in the development and maintenance of Ontario English Catholic Teachers Association membership for all teaching staff of English language schools in the Waterloo Catholic District School Board;
 - 1.2.1.5 promote the personal, professional and spiritual growth of members;
 - 1.2.1.6 improve and safeguard the welfare of members and their students;
 - 1.2.1.7 influence, through the Association and its parent bodies, decision-making in education in Waterloo Region, the Province of Ontario and Canada;
 - 1.2.1.8 promote full protection of its members under the Ontario Human Rights Code;
 - 1.2.1.9 promote proportional representation across all unit committees and delegations.

1.3 Organization of the Unit

- 1.3.1 The Unit shall have the following organizational divisions:
 - 1.3.1.1 General Membership
 - 1.3.1.2 Council of Association Representatives (CAR) (2013)
 - 1.3.1.3 Unit Executive (UE)
 - 1.3.1.4 Standing Committees
 - 1.3.1.5 Ad Hoc Committees

- 1.3.1.6 Elementary Bargaining Unit (EBU) Members
- 1.3.1.7 Secondary Bargaining Unit (SBU) Members
- 1.3.1.8 Occasional Teacher Bargaining Unit (OTBU) Members
- 1.3.1.9 Associate Members. (2015)
- 1.3.2 AMENDMENTS OF BY-LAWS
- 1.3.2.1 By-laws governing the Unit may only be amended by a two-thirds (2/3) majority vote of the members present and voting at a General Meeting of the members. By-laws must be submitted in accordance with the procedures in the current OECTA Provincial Handbook for approval by the Provincial Association. Such By-laws must be consistent with the Provincial Association as per the current OECTA Provincial Handbook.
- 1.3.3 AMENDMENTS OF POLICIES AND PROCEDURES
- 1.3.3.1 Policies and Procedures governing the Unit may only be amended by a two-thirds (2/3) majority vote of the members present and voting at a General Meeting or a three-quarters (3/4) majority vote of the Council of Association Representatives present and voting. Any such action taken by the Council of Association Representatives shall be subject to ratification at the next Unit General Meeting. (2017)

1.4 MEETINGS

1.4.1 Meeting Conduct

- 1.4.1.1 The rules of order for meetings shall be in accordance with the current edition of Robert's Rules of Order and where they are not inconsistent with these by-laws or any special rules of order the Unit may adopt.
- 1.4.1.2 Members may question reports.
- 1.4.1.3 Members may debate, amend or vote on motions.
- 1.4.1.4 Members shall consider and endorse an agenda and conduct themselves in accordance with that agenda.
- 1.4.1.5 Unless otherwise requested, business of the Unit shall be transacted by a show of hands or other method deemed appropriate for the current meeting by the Unit Executive. (2017)

1.4.2 Unit General Meetings

1.4.2.1 Purpose of General Meetings

- 1.4.2.1.1 General Meetings of the Unit may amend the By-laws, Policies, Procedures, Budget allocations or any business of the Unit provided that such amendment is consistent with the current Handbook of the Provincial Association.

- 1.4.2.1.2 General meetings may be held in conjunction with Elementary, Secondary, and/or Occasional Teacher Bargaining Unit meetings.
- 1.4.2.1.3 No change in By-laws may occur unless notice has been distributed to the members, through regular channels, ten (10) working days prior to a General Meeting. Change in the By-laws may occur, without ten (10) days prior notice, when unanimous consent of the Assembly is given at a properly constituted meeting.
- 1.4.2.1.4 Change in Policy and Procedures may occur when:
 - 1.4.2.1.4.1 notice has been distributed to the members, through regular channels, ten (10) working days prior to a General Meeting and a two-thirds (2/3) majority of the members present and voting at the meeting is in favour, or;
 - 1.4.2.1.4.2 notice has been distributed to the members through regular channels ten (10) working days prior to a Council of Association Representatives Meeting and with a three-quarters (3/4) majority of the Council of Association Representatives members present and voting at the meeting are in favour and the changes are ratified at the next General Meeting. (2013)
- 1.4.2.2 **General Meetings**
 - 1.4.2.2.1 The Unit shall hold:
 - 1.4.2.2.1.1 an Annual General Meeting of the Unit prior to June 30th;
 - 1.4.2.2.1.2 a Fall General Meeting of the Unit prior to December 1st;
 - 1.4.2.2.1.3 meetings deemed necessary by the Members, the Council of Association Representatives or Unit Executive which shall be called in accordance with the by-laws. (2013)
 - 1.4.2.2.2 General Meetings
 - 1.4.2.2.2.1 Shall receive reports from Officers or Committees of the Unit, question those reports, debate motions and conduct business of the Unit.
 - 1.4.2.2.2.3 The Annual General Meeting shall receive written reports from:
 - 1.4.2.2.2.3.1 Elected Officers
 - 1.4.2.2.2.3.2 Standing Committees
 - 1.4.2.2.2.3.3 Special Officers
 - 1.4.2.2.2.3.4 Ad Hoc Committees
 - 1.4.2.2.2.4 The Annual General Meeting shall approve a budget, in principle, for the Unit year which shall run from July 1st until June 30th of the following year.
 - 1.4.2.2.2.5 The Annual General Meeting shall:
 - 1.4.2.2.2.5.1 receive a report from the Chair of the Nomination Committee, or designate, of the candidates for the Unit Executive, Elementary Bargaining Unit, Secondary Bargaining Unit and Occasional Teacher Bargaining Unit for terms to begin July 1st next; (2018)

- 1.4.2.2.6 The Fall General Meeting shall:
 - 1.4.2.2.6.1 approve the Unit budget for the year;
 - 1.4.2.2.6.2 consider and approve or not approve resolutions to the Provincial Annual General Meeting;
 - 1.4.2.2.6.3 announce the members of the Council of Association Representatives, members to committees and selection of committee chairs; (2013)
 - 1.4.2.2.6.4 recognize recipients of the OECTA Certificate for Twenty-five (25) years Contribution to Catholic Education.
- 1.4.2.2.7 The election of the Unit Executive and Bargaining Unit Officers shall be conducted by secret ballot.

1.5 Executive

1.5.1 Organization of the Executive of the Unit

- 1.5.1.1 The Executive shall be the Council of Association Representatives. Unit Executive shall form a division within the Executive, with the duties, rights and responsibilities hereinafter specified. (2013)
- 1.5.1.2 The Council of Association Representatives shall consist of: the Association Representatives or their alternate, Unit Executive, the Bargaining Unit Officers, the Standing Committee Chairs or their alternate and the Grievance Officers. (2016)
 - 1.5.1.2.1 When needed, an alternate shall be designated from the same group that the original representative has been assigned from. (2016)
- 1.5.1.3 Association Representatives shall be elected/appointed on the basis of:
 - 1.5.1.3.1 One (1) Association Representative for every twenty-five (25) members, or part thereof, in each school;
 - 1.5.1.3.2 Occasional teachers shall be represented by the appropriate number of Full Time Equivalent (FTE) that their fee return generates. (e.g. seventy-three (73) FTE = three (3) Association Representatives);
 - 1.5.1.3.3 Certified Staff, not affiliated with a school, shall be considered a school and shall be permitted to have a number of Association Representatives as per the schedule in 1.5.1.3.1;
 - 1.5.1.3.4 Continuing Education teachers, at each site, shall be considered a school and shall be permitted to have a number of Association Representatives as per the schedule in 1.5.1.3.1;
 - 1.5.1.3.5 Any school which sees a decrease to below the threshold for an additional councillor will be given a year of grace.
- 1.5.1.4 Any member of the Unit may attend a Council of Association Representatives meeting. (2013)

1.5.2 Voting

1.5.2.1 All duly elected or appointed members of Council of Association Representatives or their designate may vote at any Council of Association Representatives meeting. (2016)

1.5.3 Terms of Office

1.5.3.1 The terms of office for Officers shall be as follows:

1.5.3.1.1 President – two (2) years;

1.5.3.1.2 Past President – in accordance with the President;

1.5.3.1.3 Treasurer – two (2) years;

1.5.3.1.4 Elementary Vice President – two (2) years;

1.5.3.1.5 Secondary Vice President – two (2) years;

1.5.3.1.6 Occasional Vice President– two (2) years;

1.5.3.1.7 Recording Secretary – one (1) year;

1.5.3.1.8 Association Representatives – one (1) year;

1.5.3.1.9 Councillors to Unit Executive – one (1) year.

1.5.3.2 The various terms of office shall commence on July 1st and conclude on June 30th of that term. In the case of appointed positions, the terms of office shall commence at the time of appointment and conclude on June 30th next.

1.5.3.3 The President, Occasional Vice President and Elementary Vice President shall be elected in odd years and Treasurer and Secondary Vice President shall be elected in even years.

1.5.4 Eligibility

1.5.4.1 A candidate must be a member of the Unit at the time of nomination and during the term of office. (2013)

1.5.4.2 At any given time, an officer may hold only one (1) elected office within the Unit.

1.5.5 Election

1.5.5.1 The Unit Executive shall:

1.5.5.1.1 be elected through an electronic election supervised by an appointed Nomination Committee with the Past President as Chair, and; (2016)

1.5.5.1.2 be elected as per Standing Practices recommended by the Chair of the Nomination Committee to the Council of Association Representatives and ratified by a majority vote of the Council of Association Representatives present and voting; (2017)

1.5.5.2 For the positions of the vice presidents representing Bargaining Units and councillors representing Bargaining Units, the respective Bargaining Units shall determine how the positions will be filled. (2016)

1.5.6 Removal from Office

1.5.6.1 An elected or appointed Officer of the Unit who fails to perform the duties of the office may be removed from office by a two-thirds (2/3) majority vote of the members of the Council of Association Representatives present and voting. At least ten (10) days written notice of such impending action shall be provided to the Officer and to the Council of Association Representatives. (2017)

1.5.6.2 An appeal may be made to the members at the next General Meeting.

1.5.7 Composition of Unit Executive (UE) (2017)

1.5.7.1 The Unit Executive is the body consisting of:

1.5.7.1.1 Unit Elected Officers:

1.5.7.1.1.1 President;

1.5.7.1.1.2 Treasurer;

1.5.7.1.1.3 Recording Secretary;

1.5.7.1.2 Bargaining Unit Appointed Officers:

1.5.7.1.2.1 Vice President Elementary;

1.5.7.1.2.2 Vice President Secondary;

1.5.7.1.2.3 Vice President Occasional;

1.5.7.1.2.4 Councillor Elementary – three (3);

1.5.7.1.2.5 Councillor Secondary – three (3);

1.5.7.1.2.6 Councillor Occasional – three (3);

1.5.7.1.3 Unit Defined Officer:

1.5.7.1.3.1 Past President;

1.5.7.1.4 Unit Executive Appointed Officers:

1.5.7.1.4.1 Councillors, a maximum of two (2) as deemed necessary by Unit Executive.

1.5.7.2 Only the above Officers may vote at a meeting of the Unit Executive.

- 1.5.7.3 Upon the resignation, death or removal from office or short term leave of absence of a Unit Elected Officer, the Unit Executive shall within five (5) days decide either:
 - 1.5.7.3.1 to call an election for the balance of the term or leave of absence for that position;
 - 1.5.7.3.2 to appoint an interim replacement, for the balance of the term or leave of absence subject to the approval of Council of Association Representatives;
- 1.5.7.4 Upon the resignation, death or removal from office or short term leave of absence of the Past President, the Unit Executive shall within five (5) days decide either:
 - 1.5.7.4.1 to leave the position vacant;
 - 1.5.7.4.2 to fill the office with the immediate predecessor or predecessor in order of immediacy.
- 1.5.7.5 Upon the resignation, death or removal from office or short term leave of absence of a Bargaining Unit Appointed Officer, the Bargaining Unit bylaws prevail.
- 1.5.7.6 Upon the resignation, death or removal from office or short term leave of absence of a Unit Executive Appointed Officer, the Unit Executive shall within five (5) days decide either:
 - 1.5.7.6.1 to leave the position vacant;
 - 1.5.7.6.2 to appoint an interim replacement, for the balance of the term or leave of absence.

1.5.8 Meetings

- 1.5.8.1 Frequency of Meetings
 - 1.5.8.1.1 The Council of Association Representatives shall meet monthly beginning with the month of September and ending with the month of June next. The Annual General Meeting and the Fall General Meeting shall replace the mandatory monthly meetings in the months in which they occur. (2013)
 - 1.5.8.1.2 In addition to the mandatory monthly meeting, the Council of Association Representatives shall meet at the request of the President, the Unit Executive or upon the request of five (5) or more Association Representatives, from at least two (2) schools. Such meetings shall occur within ten (10) working days following written notification. (2013)
 - 1.5.8.1.3 In addition to attendance at the Council of Association Representatives Meetings, the Unit Executive shall meet monthly beginning with the month of September and ending with the month of June next. (2013)
 - 1.5.8.1.4 The Unit Executive shall meet at the request of the President or two (2) of their own members, in addition to the mandatory monthly meetings. Such meetings shall occur within ten (10) working days following notification.
 - 1.5.8.1.5 The newly elected Unit Executive shall meet at least once (1) for the purpose of establishing annual goals and objectives and organization prior to or at the regular September Unit Executive meeting.
- 1.5.8.2 Conduct of Council of Association Representatives and Unit Executive Meetings (2013)
 - 1.5.8.2.1 The Chair of Unit Executive meetings shall be the President or designate;

- 1.5.8.2.2 A quorum for Unit Executive meetings shall be two-thirds (2/3) of elected members; (2018)
- 1.5.8.2.3 A quorum for Council of Association Representatives meetings shall be fifty percent plus one (50% + 1) of elected members; (2018)
- 1.5.8.3 Any member of the Unit may attend a Unit Executive meeting. (2017)

1.5.9 Duties of the Council of Association Representatives

- 1.5.9.1 Council of Association Representatives shall: (2013)
 - 1.5.9.1.1 report to the grievance officer(s) alleged unfairness on the part of the Board;
 - 1.5.9.1.2 attend a local Role Specific Training In-service for the Council of Association Representatives; (2013)
 - 1.5.9.1.3 seek volunteers to all Unit committees and approve members to said committees;
 - 1.5.9.1.4 hire, upon recommendation, permanent employees;
 - 1.5.9.1.5 to ratify by secret ballot vote the negotiated personal service contracts for employees of the Unit; (2018)
 - 1.5.9.1.6 to ratify all financial settlements given to employees of the Unit prior to payment; (2018)
 - 1.5.9.1.7 hold General Meetings when deemed necessary for the welfare of the Unit and when required by the By-laws, Policies and Procedures;
 - 1.5.9.1.8 approve a Nominating Committee prior to the Unit Annual General Meeting;
 - 1.5.9.1.9 oversee the compilation of the Unit budget and membership approved levy;
 - 1.5.9.1.10 authorize and approve all Unit expenses;
 - 1.5.9.1.11 accept the resignation of a Unit Executive member, Association Representative or Committee Member; (2016)
 - 1.5.9.1.12 receive and consider for approval reports from Committees and Officers;
 - 1.5.9.1.13 monitor the activities of the Officers and Committees;
 - 1.5.9.1.14 grant approval of the proposed activities of all Officers and Committees;
 - 1.5.9.1.15 direct responsibility for action on approved recommendations;
 - 1.5.9.1.16 receive concerns and inquiries brought to the Council of Association Representatives; (2013)
 - 1.5.9.1.17 make recommendations to the General Membership on By-laws or Policy and Procedures;

- 1.5.9.1.18 consider procedures for the careful management of the Unit business;
- 1.5.9.1.19 consider, in advance, requests for over-expenditures;
- 1.5.9.1.20 promote the interests of the Unit and Provincial Association;
- 1.5.9.1.21 approve the delegates and alternates to the Provincial Annual General Meeting; (2017)
- 1.5.9.1.22 borrow funds on behalf of the Unit, if such action is authorized by the Provincial Executive;
- 1.5.9.1.23 become informed about the Canadian Teachers' Federation, the Ontario Teachers' Federation, the Ontario English Catholic Teachers' Association, The College of Teachers, the Teaching Profession Act, the Collective Agreement, issues affecting education in the Waterloo Region, the Education Act and its Regulations, all other Ministry Policies as well as the policies of the Waterloo Catholic District School Board;
- 1.5.9.1.24 approve the appointment of a Steering/House Resolutions Committee for Council of Association Representatives Meetings; (2013)
- 1.5.9.1.25 ratify election standing practices recommended by the Chair of the Nomination Committee. (2013)

1.5.10 Role and Duties of the Association Representatives

- 1.5.10.1 The role of the Association Representatives is key to the successful attainment of the objectives of the Unit.
- 1.5.10.2 In addition to those duties set out in the current Association Handbook, the Association Representatives shall: (2016)
 - 1.5.10.2.1 assist in the definition of the Unit's annual objectives;
 - 1.5.10.2.2 represent staff opinion at the meetings;
 - 1.5.10.2.3 channel requests by staff members for information to the appropriate Officer and/or Committee;
 - 1.5.10.2.4 participate in all Council of Association Representatives business; (2013)
 - 1.5.10.2.5 act as liaison between OTF, OECTA, Provincial and Council of Association Representatives, and the members of the Unit by: (2013)
 - 1.5.10.2.5.1 attending all Council of Association Representatives Meetings; (2016)
 - 1.5.10.2.5.2 retaining minutes of Unit Meetings and making these available to members; (2016)
 - 1.5.10.2.5.3 holding regular staff meetings or securing a place on the agenda of school staff meetings to inform members of issues and to poll staff on opinion on issues; (2016)
 - 1.5.10.2.5.4 acting as a liaison for the Unit in the school or department by establishing a Unit/Provincial Association bulletin board and other communication routines; (2016)

- 1.5.10.2.5.5 distributing to the members OTF, OECTA and Unit information, publications and correspondence, notifying the appropriate authority of the shortages therein; (2016)
- 1.5.10.2.5.6 actively promoting Provincial and Unit activities and available services; (2016)
- 1.5.10.2.5.7 reporting to the Unit Executive, for furtherance to the Provincial Executive, any case of alleged unprofessional conduct by a member of the Unit and, at the same time, provide the member a copy of the report. (2016)
- 1.5.10.3 The Association Representatives may:
 - 1.5.10.3.1 question any matter brought to the Council of Association Representatives; (2013)
 - 1.5.10.3.2 bring any new matter to the Assembly under "New Business";
 - 1.5.10.3.3 propose any motion pertaining to the business of the Assembly;
 - 1.5.10.3.4 request any information necessary to the business of the Assembly;
 - 1.5.10.3.5 survey and/or poll the members regarding matters pertaining to Assembly business.

1.5.11 Duties of the Unit Executive

- 1.5.11.1 In addition to those duties set out in the current Association Handbook, the Unit Executive, subject to the By-laws, Policies and Procedures of the Unit, shall: (2016)
 - 1.5.11.1.1 manage the interim affairs and business of the Unit and be responsible to the Council of Association Representatives; (2013)
 - 1.5.11.1.2 recommend to the Council of Association Representatives annual Unit objectives; (2013)
 - 1.5.11.1.3 set the agenda for meetings of the Council of Association Representatives; (2013)
 - 1.5.11.1.4 select Chair of the Council of Association Representatives meeting; (2013)
 - 1.5.11.1.5 promote the interests of the Provincial Association and the Unit;
 - 1.5.11.1.6 in accordance with the Association's discipline process, file a written statement of complaint with the General Secretary where a member is alleged to be in breach of the constitution, policies, procedures or by-laws of the Association and, at the same time, furnish the member with a copy of the complaint; (2018)
 - 1.5.11.1.7 receive and consider reports of alleged unfairness on the part of the Board or its agents, and reports of professional difficulties between members. If necessary, work with General Secretary to resolve these matters;
 - 1.5.11.1.8 refer to the General Secretary all matters requiring legal advice and counsel; (2016)
 - 1.5.11.1.9 advertise positions on committees;
 - 1.5.11.1.10 seek out and recommend to the Council of Association Representatives committee appointments; (2013)

- 1.5.11.1.11 recommend to Council of Association Representatives the names of members to fill committee vacancies; (2013)
- 1.5.11.1.12 encourage full representation of members on Council of Association Representatives; (2013)
- 1.5.11.1.13 be a member of a minimum of one (1) standing committee and act as a liaison between the Unit Executive and that committee;
- 1.5.11.1.14 call the first meeting of the above committee(s) prior to the second Council of Association Representatives Meeting of the year at which: (2013)
- 1.5.11.1.14.1 terms of reference are reviewed;
- 1.5.11.1.14.2 a Chair and secretary are selected;
- 1.5.11.1.14.3 priorities are set;
- 1.5.11.1.15 appoint a Nomination Committee prior to the Unit Annual General Meeting, with the Past President as Chair;
- 1.5.11.1.16 where the position of Unit Past-President is vacant, appoint a Nomination Committee Chair from the Unit membership, except a member holding an elected position, no later than first Unit Executive meeting in October; (2018)
- 1.5.11.1.17 delegate interim responsibility for a vacant position to the existing Unit Executive;
- 1.5.11.1.18 organize education workshops for the Unit Executive and Association Representatives;
- 1.5.11.1.19 direct responsibility for action, based on motions approved by Unit Executive or the Council of Association Representatives. (2013)
- 1.5.11.2 In addition to those duties set out in the current Association Handbook, the Unit Executive may: (2016)
- 1.5.11.2.1 establish a sub-committee of its own members to investigate, discuss and formulate recommendations on any matter relevant to the performance of its duties. When forming such, the Unit Executive shall set terms of reference and timelines for completion;
- 1.5.11.2.2 recommend to the Council of Association Representatives any course of action which it deems to be in the best interest of the Unit or its members; (2013)
- 1.5.11.2.3 formulate procedures to expedite business subject to approval by the Council of Association Representatives and/or a General Meeting; (2013)
- 1.5.11.2.4 call for reports from any Officer or Committee of the Unit;
- 1.5.11.2.5 call for the minutes of any committee and address those minutes at a meeting;
- 1.5.11.2.6 meet with the Director of Education of the Board to discuss any matter that is not specifically related to negotiations for Collective Agreements(s) or Grievance(s) that may be in progress. Reports and recommendations derived from such discussions shall be brought to Council Association Representatives for approval; (2013)

- 1.5.11.2.7 recommend the appointment of up to two (2) Councillors annually, from the General Membership, who will provide valuable experience and background to the composition and conduct of Unit Executive;
- 1.5.11.2.8 should a group not be represented by election on the Unit Executive, consideration of the appointment of a representative from that group shall be given.

1.5.12 Terms of Reference of Unit Executive

- 1.5.12.1 In addition to those duties set out in the current Association Handbook, the **President** shall: (2016)
 - 1.5.12.1.1 promote the interest of the Ontario English Catholic Teachers' Association;
 - 1.5.12.1.2 communicate and meet regularly with all members: as individuals, school groups or special interest groups, to listen to members' concerns and to educate;
 - 1.5.12.1.3 provide information to appropriate committees and Unit Executive regarding role specific Provincial workshops, seminars, conferences and ensure attendance by the designated members of the Unit;
 - 1.5.12.1.4 impart to the Chair of the Professional Development Committee all information regarding non role-specific conferences and/or seminars;(2015)
 - 1.5.12.1.5 upon a request for committee members by the Board, advertise and follow Policy;
 - 1.5.12.1.6 call Unit, Council of Association Representatives and Unit Executive Meetings and direct the planning of programs thereof with the assistance of the appropriate Unit Executive member(s) and the Association Representatives; (2016)
 - 1.5.12.1.7 be a member of the Political Advisory Committee; (2016)
 - 1.5.12.1.8 act as an ex-officio member of all other committees, except the Structures, Nomination and Personnel Committees; (2018)
 - 1.5.12.1.9 act as liaison to the Grievance Officer(s) and the Elementary Bargaining Unit, Secondary Bargaining Unit and Occasional Teacher Bargaining Unit Collective Bargaining Committees; (2016)
 - 1.5.12.1.10 represent the will of the Unit Executive and the Council of Association Representatives by acting as liaison with the Board, units of OECTA and community groups; (2013)
 - 1.5.12.1.11 finalize the agenda for the Unit Executive meetings and preside thereat;
 - 1.5.12.1.12 counsel members to choose an appropriate course of action by providing all pertinent information;
 - 1.5.12.1.13 ensure the presentation of the local Service Awards;
 - 1.5.12.1.14 attend the Council of Presidents as per the current Association Handbook. If unable to attend, designate the role to the CEO of the Bargaining Unit of which the President is a member; (2016)

- 1.5.12.1.15 give a written report to the Council of Association Representatives and members following each meeting of the Council of Presidents and respond to concerns; (2013)
- 1.5.12.1.16 ensure a designate is selected for any Provincial function, for which the Unit President is the official representative, by virtue of the office, and unable to attend or unable to perform the duty; (2018)
- 1.5.12.1.17 act as a liaison or delegate the authority for liaison to another Officer; with the Board, units of OECTA, Provincial Associations and community groups as may be required. The President may delegate authority but not responsibility for the tasks;
- 1.5.12.1.18 seek the advice and counsel of any member of the Provincial Staff;
- 1.5.12.1.19 be responsible for matters related to Pension Benefits;
- 1.5.12.1.20 be responsible for matters related to LTD benefits; (2017)
- 1.5.12.1.21 attend labour management meetings; (2018)
- 1.5.12.1.22 be in charge of the members of the office staff and assign duties as necessary as per their personal service contracts. (2018)
- 1.5.12.2 The **Past President** shall:
 - 1.5.12.2.1 advise and counsel the President and the Unit Executive;
 - 1.5.12.2.2 act as Chair of the Nomination Committee and conduct elections of the Unit; (2013)
 - 1.5.12.2.3 advise and assist the Vice Presidents in organizing the General Meetings of the Unit; (2016)
 - 1.5.12.2.4 be responsible for the education of the Unit Executive, Council of Association Representatives and the members of the Unit; (2013)
 - 1.5.12.2.5 be a member of the Spiritual Development Committee;
 - 1.5.12.2.6 remain in the position of Past President until the succeeding Past President takes office. (2017)
- 1.5.12.3 In addition to those duties set out in the current Association Handbook, the **Vice Presidents** shall: (2016)
 - 1.5.12.3.1 assist the President with Unit duties. In the absence of the President, duties shall be performed by the Teacher Bargaining Unit Vice President who is a member of the Council of Presidents, or in their absence by the other Teacher Bargaining Unit Vice President, the Occasional Teacher Bargaining Unit Vice President, by the Treasurer or one (1) of the other Unit Executive;(2017)
 - 1.5.12.3.2 within five (5) working days of the President's failure to call a mandatory meeting of the Unit, call the meeting and notify the Unit President and the Provincial General Secretary of this action;
 - 1.5.12.3.3 assist in the preparation of Unit publications; (2014)
 - 1.5.12.3.4 be responsible for the conduct of Council of Association Representatives and General Meetings of the Unit and consult with the Past President; (2013)

- 1.5.12.3.5 consult with the Past President regarding the conduct of General Meetings of the Unit;
- 1.5.12.3.6 work with the Past President in the education of the members of the Council of Association Representatives and the Unit regarding OECTA Unit affairs; (2013)
- 1.5.12.3.7 be members of the Legislation Committee;
- 1.5.12.3.8 receive, from the President, all information regarding non role-specific meetings/conferences and seminars; advertise the event and method of delegate selection and recommend appropriate delegates;
- 1.5.12.3.9 subject to the approval of Unit Executive and of the Council of Association Representatives and the provisions of the budget, be responsible for: (2013)
 - 1.5.12.3.9.1 selecting delegates for the Provincial Annual General Meeting following the criteria;
 - 1.5.12.3.9.2 publicizing and accepting applications for delegates based on established criteria as outlined in Procedures 3.7; (2016)
 - 1.5.12.3.9.3 recommending a list of delegates to Unit Executive and Council of Association Representatives; (2013)
 - 1.5.12.3.9.4 preparing the delegates for conferences, seminars and workshops;
- 1.5.12.3.10 be members of the Professional Development Committee;
- 1.5.12.3.11 be members of the Finance Committee; (2017)
- 1.5.12.3.12 In the event of separate Collective Agreements, there shall be one (1) Grievance Officer for each Bargaining Unit. The Grievance Officer shall be responsible to the appropriate Bargaining Unit Executive.
- 1.5.12.4 In addition to those duties set out in the current Association Handbook, the **Unit Treasurer** shall: (2016)
 - 1.5.12.4.1 be responsible for the deposit of all funds in the name of the Unit in an accredited banking institution;
 - 1.5.12.4.2 keep or supervise an account of all monies received or expended and report monthly to the Council of Association Representatives and Unit Executive; (2013)
 - 1.5.12.4.3 monitor the fiscal practices of the Unit;
 - 1.5.12.4.4 attend the Unit office weekly, as necessary, to sign cheques and monitor accounts; (2018)
 - 1.5.12.4.5 be responsible for authorizing the payment of all approved accounts and expenses incurred by the Unit. Payments to be made by cheque are to be signed by any two (2) Signing Officers of the Unit; (2018)
 - 1.5.12.4.6 present a detailed annual financial report to the members at the Annual General Meeting of the Unit;

- 1.5.12.4.7 present, with the Finance Committee, a balanced budget "In Principle", to the Annual General Meeting; (2016)
- 1.5.12.4.8 present, with the Finance Committee, a balanced budget and all related motions for approval to the Fall General Meeting; (2016)
- 1.5.12.4.9 be a member of the Finance Committee;
- 1.5.12.4.10 ensure that expenditure policies and procedures are formulated, through committees and Unit Executive input, and approved by the Council of Association Representatives; (2013)
- 1.5.12.4.11 make recommendations regarding any financial matters.
- 1.5.12.5 In addition to those duties set out in the current Association Handbook, the **Recording Secretary** shall: (2016)
 - 1.5.12.5.1 be responsible for recording all minutes of General, Unit Executive and the Council of Association Representatives meetings; (2013)
 - 1.5.12.5.2 be responsible for and submit such minutes to the Unit office;
 - 1.5.12.5.3 forward copies of Executive and General Meeting minutes to the General Secretary as requested.
- 1.5.12.6 **Councillors** shall:
 - 1.5.12.6.1 advise and assist Unit Executive on matters of Unit business and its duties;
 - 1.5.12.6.2 serve as members of Ad Hoc Committees as designated by Council of Association Representatives; (2013)
 - 1.5.12.6.3 be a member of the appropriate Bargaining Unit Executive;
 - 1.5.12.6.4 fulfill the Terms of Reference as designated by the Bargaining Unit.

1.5.13 Duties of the Chair of the Nomination Committee (2018)

- 1.5.13.1 In addition to duties specified in Unit by-law 1.6.2.4 , the Chair of the Nomination Committee shall: (2018)
 - 1.5.13.1.1 present a motion to the Unit Executive for the appointment of the members of the current year Nomination Committee on or before the first Unit Executive meeting in October; (2018)
 - 1.5.13.1.2 present a motion to the Council of Association Representatives for the ratification of the members of the current year Nomination Committee on or before the first Council of Association Representatives meeting in October; (2018)
 - 1.5.13.1.3 present a motion to the Council of Association Representatives for ratification of the Standing Practices for elections on or before the first Council of Association Representatives meeting in March; (2018)
 - 1.5.13.1.4 prepare the report for inclusion in the agenda of the annual general meeting as specified in 1.4.2.2.5.1; (2018)

- 1.5.13.1.5 conduct the elections following the annual general meeting in accordance with the Standing Practices; (2018)
- 1.5.13.1.6 ensure that all deliberations and decisions concerning changes to the Standing Practices for elections are done in camera to members of the Nomination Committee, so as to keep all changes confidential until they are ratified by the Council of Association Representatives. (2018)

1.5.14 Signing Officers of the Unit (2018)

- 1.5.14.1 The Signing Officers shall be: (2018)
 - 1.5.14.1.1 the President; (2018)
 - 1.5.14.1.2 the Treasurer; (2018)
 - 1.5.14.1.3 the Teacher Bargaining Unit Vice President who is a member of the Council of Presidents; (2018)
- 1.5.14.2 The Signing Officers shall be capable of using the Unit office accounting software to record bank deposits, issue cheques, and run accounting reports. (2018)

1.6 STANDING COMMITTEES

1.6.1 Standing Committees of the Unit

- 1.6.1.1 Standing Committees of the Unit may be:
 - 1.6.1.1.1 Beginning Teachers;
 - 1.6.1.1.2 Building; (2016)
 - 1.6.1.1.3 Finance;
 - 1.6.1.1.4 Health and Safety;
 - 1.6.1.1.5 Human Rights;
 - 1.6.1.1.6 Legislation;
 - 1.6.1.1.7 Nomination. (2016)
 - 1.6.1.1.8 Personnel; (2018)
 - 1.6.1.1.9 Political Advisory;
 - 1.6.1.1.10 Professional Development;
 - 1.6.1.1.11 Recognition;
 - 1.6.1.1.12 Social;

- 1.6.1.1.13 Spiritual Development;
- 1.6.1.1.14 Status of Women; (2016)
- 1.6.1.1.15 Structures; (2018)

1.6.2 Duties of the Standing Committees

- 1.6.2.1 Should a committee not be established by the second Council of Association Representatives Meeting of the year, the Unit Executive shall review the committee terms of reference and make a recommendation to the Council of Association Representatives for action; (2016)
- 1.6.2.2 Standing Committees shall:
 - 1.6.2.2.1 recommend the name of a Chair, who is not a member of Unit Executive, to the Council of Association Representatives for approval at the first Council of Association Representatives Meeting following the first meeting of the committee; except for the Nomination Committee where the Past President is Chair; (2016)
 - 1.6.2.2.2 appoint a secretary to keep an accurate record of meetings; (2018)
 - 1.6.2.2.3 report at each Council of Association Representatives Meeting as necessary and keep the members apprised of the progress of the committees' activities; (2013)
 - 1.6.2.2.4 take direction from the Unit Executive, the Council of Association Representatives and the General Meetings as required by the Association Representatives; (2013)
 - 1.6.2.2.5 report to the Annual General Meeting of the Unit and to other General Meetings as required by the Council of Association Representatives; (2013)
 - 1.6.2.2.6 submit budget recommendations to the Finance Committee for the following year no less than twenty-one (21) days prior to the Annual General Meeting;
 - 1.6.2.2.7 expend budget lines as per approved Unit procedures and submit receipts/invoices through the Office Staff to the Treasurer;
 - 1.6.2.2.8 abide by the specific terms of reference for the Committee;
 - 1.6.2.2.9 review the terms of reference on an annual basis and recommend amendments to a General Meeting;
 - 1.6.2.2.10 plan projects and related costs, request approval for the project and funding from the Council of Association Representatives prior to the commencement of the project; (2013)
 - 1.6.2.2.11 observe a quorum of fifty percent (50%) of committee members;
 - 1.6.2.2.12 consider pertinent matters introduced by members;
 - 1.6.2.2.13 maintain the highest standard of professionalism.

- 1.6.2.3 Standing Committees may:
 - 1.6.2.3.1 make recommendations to the Unit Executive, Council of Association Representatives, Bargaining Unit Executives or a General Meeting; (2013)
 - 1.6.2.3.2 propose for Council of Association Representatives approval the names of additional members who may wish to serve on the committee; (2013)
 - 1.6.2.3.3 make recommendations for changes to its terms of reference or recommend the formation of an Ad Hoc Committee;
 - 1.6.2.3.4 be responsible for the running of events outside office hours, with office staff responsible for administrative supports that can be performed during the business day (communication, bookings, registration) for those events. (2018)
- 1.6.2.4 Standing Committee Chairs shall:
 - 1.6.2.4.1 report as required by the Council of Association Representatives; (2013)
 - 1.6.2.4.2 create agenda documents using a template and the previous year's agenda and submit to the office a minimum of one day prior to the meeting for preparation for the meeting; (2018)
 - 1.6.2.4.3 supervise the compilation of accurate minutes and reports;
 - 1.6.2.4.4 advise the Council of Association Representatives, Unit Executive or Bargaining Unit Executives of any recommendation of the Committee; (2013)
 - 1.6.2.4.5 submit to the Finance Committee a budget proposal for the future operation of the Committee;
 - 1.6.2.4.6 seek approval from Council of Association Representatives, in advance, for all over-expenditures. (2013)
- 1.6.2.5 Standing Committee Secretary shall: (2018)
 - 1.6.2.5.1 keep accurate records of meetings; (2018)
 - 1.6.2.5.2 create electronic minutes of the meetings; (2018)
 - 1.6.2.5.3 submit copies of the minutes to the Office Staff for appropriate distribution in a timely manner but no later than the end of the school year. (2018)

1.6.3 Terms of Reference of Standing Committees

1.6.3.1 Beginning Teachers Committee

- 1.6.3.1.1 The Beginning Teachers Committee shall:
 - 1.6.3.1.1.1 promote the involvement and participation of beginning teachers in the Association;
 - 1.6.3.1.1.2 address the needs and concerns of beginning teachers;

1.6.3.1.1.3 review the beginning teachers' programs, resources, structures, policies and procedures at the local level;

1.6.3.1.1.4 support beginning teachers in their professional and union endeavours.

1.6.3.2 **Building Committee** (2014)

1.6.3.2.1 The Building Committee shall: (2016)

1.6.3.2.1.1 review the needs of maintaining the building and grounds of the Waterloo OECTA Unit office; (2016)

1.6.3.2.1.2 make recommendations regarding regular maintenance and improvements to the building and grounds of Waterloo OECTA Unit office; (2016)

1.6.3.2.1.3 oversee improvements and maintenance; (2016)

1.6.3.2.1.4 report to Unit Executive and Council of Association Reps; (2016)

1.6.3.2.1.5 approve expenditures of up to \$750, and to recommend to Unit Executive any expenditure that exceeds that amount. (2016)

1.6.3.3 **Finance Committee**

1.6.3.3.1 The Finance Committee shall:

1.6.3.3.1.1 monitor expenditures of the Unit;

1.6.3.3.1.2 formulate a proposed balanced budget based on:

1.6.3.3.1.2.1 the review of previous budget;

1.6.3.3.1.2.2 the review of financial statements;

1.6.3.3.1.2.3 the solicitation of spending estimates from Officers and Committees of the Unit;

1.6.3.3.1.2.4 the goals and priorities established by the Unit;

1.6.3.3.1.3 receive budget proposals for incorporation in the budget to be approved "In Principle" at the Unit Annual General Meeting;

1.6.3.3.1.4 review the budget approved "In Principle" and formulate a final budget to be approved at the Fall General Meeting;

1.6.3.3.1.5 monitor the investments and securities of the Unit;

1.6.3.3.1.6 provide input/guidance to Committees on all financial concerns affecting the spending of Committee monies.

1.6.3.4 **Health and Safety Committee**

1.6.3.4.1 The Health and Safety Committee shall:

1.6.3.4.1.1 be informed of issues, trends and problems in the area of occupational health and safety and the workplace environment;

- 1.6.3.4.1.2 identify members' needs and recommend actions that the Unit should pursue to address these needs;
- 1.6.3.4.1.3 inform the members of all aspects pertaining to occupational health and safety and the workplace environment;
- 1.6.3.4.1.4 advise the Unit in matters pertaining to occupational health and safety and workplace environmental issues that require attention;
- 1.6.3.4.1.5 present such health and safety seminars, conferences and workshops as needed and directed by the Provincial Executive.

1.6.3.5 **Human Rights Committee**

- 1.6.3.5.1 The Human Rights Committee shall:
 - 1.6.3.5.1.1 inform all members of the current trends, issues and problems as they pertain to equal opportunities for members based on race, creed, ethnicity, gender, sexual orientation and mental or physical ability;
 - 1.6.3.5.1.2 recommend actions to ensure barrier free and discrimination free workplaces;
 - 1.6.3.5.1.3 assist our students to recognize and appreciate the contributions of people of different races, creeds, ethnicities, genders, sexual orientations and mental or physical abilities;
 - 1.6.3.5.1.4 support and promote school based projects that highlight human rights and social justice issues;
 - 1.6.3.5.1.5 provide workshops and assist in the development of local committees to address the concerns of members based on race, creed, ethnicity, gender, sexual orientation and mental or physical abilities.

1.6.3.6 **Legislation Committee**

- 1.6.3.6.1 The Legislation Committee shall:
 - 1.6.3.6.1.1 study all matters pertaining to the local By-laws, Policies or Procedures and report on such matters to the Annual General Meeting; (2017)
 - 1.6.3.6.1.2 monitor and advise the Council of Association Representatives on the effects of all changes proposed to the local By-Laws, Policies and Procedures, in light of the current Association Handbook; (2016)
 - 1.6.3.6.1.3 promote member awareness of the Provincial Association Constitution and Handbook, local By-laws, Policies and Procedures and Legislation affecting education; (2017)
 - 1.6.3.6.1.4 review the local By-laws, Policies and Procedures; make recommendations annually or as deemed necessary, on changes that could expedite or align the business of the Unit with actual practice; (2017)
 - 1.6.3.6.1.5 consider submissions from within the Unit;
 - 1.6.3.6.1.6 seek, receive and direct all resolutions submitted for consideration at the local Unit General Meetings; (2018)

- 1.6.3.6.1.7 seek, receive and direct all resolutions, submitted for consideration at the Provincial Association Annual General Meeting;
- 1.6.3.6.1.8 maintain a current copy of the local By-laws, Policies and Procedures. (2017)
- 1.6.3.7 **Nomination Committee (2016)**
- 1.6.3.7.1 The Nomination Committee shall: (2016)
 - 1.6.3.7.1.1 be composed of members appointed by the Unit Executive and subsequently ratified by the Council of Association Representatives, with the Past President as Chair; (2016)
 - 1.6.3.7.1.2 review and revise the standing practices for election of all elected Unit executive and Bargaining Unit executive positions; (2016)
 - 1.6.3.7.1.3 present proposed standing practices for election to the Council of Association Representatives for ratification; (2016)
 - 1.6.3.7.1.4 ensure the ratified standing practices for election are publicly available to all members, once ratified by the Council of Association Representatives; (2016)
 - 1.6.3.7.1.5 ensure compliance with the standing rules for elections; (2016)
 - 1.6.3.7.1.6 educate members on the roles and duties of any Unit and Bargaining Unit elected position. (2016)
- 1.6.3.7.2 Members of the Nomination Committee forfeit their right to stand for an elected position of the Unit executive or Bargaining Unit executive in the immediate elections. (2017)
- 1.6.3.8 **Personnel Committee (2018)**
- 1.6.3.8.1 The personnel committee shall be composed of: (2018)
 - 1.6.3.8.1.1 three non-Unit Executive members of the Council of Association Representatives selected biennially by the Council of Association Representatives at its first fall meeting, with one member from each Bargaining Unit; (2018)
 - 1.6.3.8.1.2 The Selected members shall complete the two year term as long as they are members in good standing of the Association. (2018)
 - 1.6.3.8.1.3 the Unit President in a consultative, non-voting role; (2018)
- 1.6.3.8.2 The committee shall, subject to the constitution, by-laws, policies and procedures of the Association and Unit, be governed by processes as approved by a majority of the Council of Association Representatives. (2018)
- 1.6.3.8.3 The duties of the personnel committee shall be: (2018)
 - 1.6.3.8.3.1 to negotiate in good faith and in a manner consistent with fair collective bargaining practices personal service contract(s) with the office staff; (2018)
 - 1.6.3.8.3.2 to recruit, interview and select the office staff provided that any selection of an office staff member shall be conditional on reaching an agreement with the person selected on all terms and conditions of a personal services contract; and such selection shall be promptly and confidentially reported to the Unit Executive; (2018)

- 1.6.3.8.3.3 to negotiate in good faith any financial settlements with the office staff; (2018)
- 1.6.3.8.3.4 to engage consultative assistance as necessary within the mandate of the committee; (2018)
- 1.6.3.8.3.5 to review at the beginning of each fiscal year all personal services contracts for which the committee is responsible. (2018)

1.6.3.9 **Political Advisory Committee**

- 1.6.3.9.1 The Political Advisory Committee shall:
 - 1.6.3.9.1.1 establish contact with local politicians;
 - 1.6.3.9.1.2 establish contact with outside agencies and teacher organizations;
 - 1.6.3.9.1.3 monitor issues relevant to education in Ontario and in particular to Catholic Education and assist the Unit Release Officers in communication in a timely and public manner; (2014)
 - 1.6.3.9.1.4 report to the Unit Executive and Council of Association Representatives pertinent facts and recommendations for action; (2013)
 - 1.6.3.9.1.5 take direction from the Unit Executive and Council of Association Representatives, regarding political issues; (2013)
 - 1.6.3.9.1.6 establish ad hoc committees as required, to pursue specific individual issues;
 - 1.6.3.9.1.7 provide the membership with information so they can make informed decisions when voting;
 - 1.6.3.9.1.8 make political donations to politicians supported by the Unit, as allowed. (2017)

1.6.3.10 **Professional Development Committee**

- 1.6.3.10.1 The Professional Development Committee shall:
 - 1.6.3.10.1.1 plan local workshops for members subject to the approval of the Council of Association Representatives; (2013)
 - 1.6.3.10.1.2 review and select all Young Authors / Best Practice submissions;
 - 1.6.3.10.1.3 participate in the planning and operation of Professional Activity Day(s) allocated to the Unit;
 - 1.6.3.10.1.4 liaise and co-operate with the Board and other educational groups regarding workshops and local professional development activities;
 - 1.6.3.10.1.5 distribute funding as per established criteria for:
 - 1.6.3.10.1.5.1 workshops;
 - 1.6.3.10.1.5.2 conferences;
 - 1.6.3.10.1.5.3 courses; (2015)

- 1.6.3.10.1.5.4 other professional development;
- 1.6.3.10.1.6 review the established criteria for distribution of funds;
- 1.6.3.10.1.7 support beginning teachers in their professional endeavours. (2018)

1.6.3.11 **Recognition Committee**

- 1.6.3.11.1 The Recognition Committee shall:
 - 1.6.3.11.1.1 establish awards, bursaries and grants;
 - 1.6.3.11.1.2 set the criteria for awards, bursaries and grants subject to the approval of Council of Association Representatives; (2013)
 - 1.6.3.11.1.3 review the established criteria for distribution of funds;
 - 1.6.3.11.1.4 establish procedures for presentation of awards, bursaries and grants;
 - 1.6.3.11.1.5 publicize criteria, applications, nominations and the presentation of all awards, bursaries and grants;
 - 1.6.3.11.1.6 receive and treat all information from nominations and applications as confidential;
 - 1.6.3.11.1.7 select recipients of awards, bursaries and grants based upon established criteria;
 - 1.6.3.11.1.8 consider requests for donations according to established criteria;
 - 1.6.3.11.1.9 receive no less than five percent (5%) and no greater than seven percent (7%) of the Unit's Fee Return for distribution on a yearly basis.

1.6.3.12 **Social Committee**

- 1.6.3.12.1 The Social Committee shall promote wellness by:
 - 1.6.3.12.1.1 planning social functions for members;
 - 1.6.3.12.1.2 implementing plans for social functions after receiving approval of the Council of Association Representatives. (2013)

1.6.3.13 **Spiritual Development Committee**

- 1.6.3.13.1 The Spiritual Development Committee shall:
 - 1.6.3.13.1.1 support the spiritual growth of members by planning and implementing spiritual activities and celebration;
 - 1.6.3.13.1.2 develop a long-range plan for the spiritual development of members.

1.6.3.14 **Status of Women Committee**

- 1.6.3.14.1 The Unit Status of Women Committee shall:
 - 1.6.3.14.1.1 advise the Council of Association Representatives on ways to enhance the status of women in society, both nationally and internationally; (2013)

- 1.6.3.14.1.2 develop recommendations for the Council of Association Representatives to assist the Unit in establishing programs to educate members about international women's issues; (2013)
- 1.6.3.14.1.3 make recommendations to the Council of Association Representatives for possible action related to the status of women; (2013)
- 1.6.3.14.1.4 make recommendations to the Council of Association Representatives on outreach to community-based women's organizations; (2013)
- 1.6.3.14.1.5 inform all members of the current trends, issues, and problems as they pertain to the status of women locally, nationally and internationally;
- 1.6.3.14.1.6 support, promote local, national and international organizations and causes that advance women's issues.

1.6.3.15 Structures Committee (2018)

- 1.6.3.15.1 The Structures Committee shall be composed of: (2018)
 - 1.6.3.15.1.1 three non-Unit Executive members of the Council of Association Representatives selected biennially by the Council of Association Representatives at its first fall meeting, with one member from each Bargaining Unit; (2018)
 - 1.6.3.15.1.2 The Selected members shall complete the two-year term as long as they are members in good standing of the Association. (2018)
 - 1.6.3.15.1.3 the Unit President who shall be a consultative, non-voting member. (2018)
- 1.6.3.15.2 The committee shall: (2018)
 - 1.6.3.15.2.1 review Unit administrative processes; (2018)
 - 1.6.3.15.2.2 review the sections of the Association handbook and Unit by-laws, procedures and policies applicable to those processes; (2018)
 - 1.6.3.15.2.3 review the terms of reference for committees; (2018)
 - 1.6.3.15.2.4 make a report to the Unit Executive including recommendations and to monitor the implementation plan; (2018)
 - 1.6.3.15.2.5 address additional parameters as assigned by the Unit Executive. (2018)

1.6.4 Ad Hoc Committees

- 1.6.4.1 Ad Hoc Committees may be created to pursue individual issues.
- 1.6.4.2 Members may vote to create an Ad Hoc Committee at a Unit General Meeting, Unit Membership Meeting or Council of Association Representatives Meeting. (2013)
- 1.6.4.3 Terms of Reference for each Ad Hoc Committee shall be approved:
 - 1.6.4.3.1 at the time of establishment or;
 - 1.6.4.3.2 at the next meeting of the Council of Association Representatives. (2013)

- 1.6.4.4 Ad Hoc Committees and Chairs shall be subject to all terms of reference outlined for Standing Committees and Chairs.
- 1.6.4.5 Anticipated budgets shall be considered at the time of establishment of the Terms of Reference.

1.7 ASSOCIATE MEMBERSHIP (2015)

- 1.7.1 On application, the Unit Executive may grant associate membership in the Unit: (2015)
 - 1.7.1.1 without fees to a retired WCDSB teacher drawing pension benefits who was in good standing in the Association at the time of application. (2015)
- 1.7.2 The duties and responsibilities of an associate member shall be those designated under regulations 13 to 18 of the Teaching Profession Act. (2015)
- 1.7.3 An associate member may: (2015)
 - 1.7.3.1 attend Unit meetings, conferences, social events, and workshops, on invitation or on a cost recovery basis; (2015)
 - 1.7.3.2 receive the official publication of the Unit and other communications sent to members of the Unit; (2015)
 - 1.7.3.3 request that the Unit make application on behalf of the associate member to be considered for associate membership in the provincial Association. (2015)
- 1.7.4 An associate member shall not hold elected office in the Unit nor shall the member vote on a matter affecting its finances or the salaries of its statutory members. (2015)

2. Policies

2.1 The Meaning and Purpose of Policies

- 2.1.1 The policies of the Unit are statements of the goals and beliefs to which its members subscribe.
- 2.1.2 The purpose of policy statements are:
 - 2.1.2.1 to guide the Officers of the Unit in their public statements and in their planning of action and the conduct of Unit activities;
 - 2.1.2.2 to provide guidance to General Meetings of the Unit when specific proposals regarding activities are placed before it.

2.2 Travel Expenses

- 2.2.1 That all members attending Unit business/meetings, Bargaining Unit General Membership meetings, shall be entitled to claim travel allowance as per established procedures. (2016)

2.3 Strike Donations

2.3.1 The Unit will consider making donations to other striking workers. Such donations to be based on the size of the striking union and the length of the strike.

2.4 Dependant Care

2.4.1 All members attending Unit business/meetings, during non-business hours and Bargaining Unit General Membership Meetings, who have dependants requiring paid care in the absence of the member, shall be entitled to claim dependant care as per established procedure. Dependant care shall include those providing paid service for babysitting, adult care and such. (2016)

2.5 Professional Development Individual Assistance Grant

2.5.1 Individual Professional Development Assistance will be granted to any member of the Unit for conferences, courses, and workshops according to the established criteria and procedures subject to availability. (2015)

2.6 Creation of Units

2.6.1 The Elementary Bargaining Unit and Secondary Bargaining Unit have the right as per the current Association Handbook to request the creation of a new unit. (2016)

2.6.2 Request for creation of a new unit to the Council of Presidents will take place only after the Bargaining Unit Executives have successfully negotiated a mutual separation agreement regarding Unit assets and responsibilities.

2.6.3 A new unit shall be established on a majority vote of the total members of the Bargaining Unit requesting the creation of such.

2.6.4 It is the policy of the Unit that all action entailed in the creation of new unit(s) be conducted in a professional, fair and open manner.

2.7 Awards

2.7.1 Dedication to Catholic Education Award;

2.7.2 Exemplary Service Award;

2.7.3 Twenty-five (25) Year Service to Catholic Education;

2.7.4 The Dwyer and Sheila Sullivan Award;

2.7.5 The Paul Sousa Occasional Teacher of the Year Award; (2017)

2.7.6 Beginning Permanent Teacher of the Year Award; (2017)

2.7.7 Association Representative of the Year Award;

2.7.8 Service to Members' Award.

2.8 Bursaries

2.8.1 The Unit may distribute bursaries, granted on the basis of need, for the pursuance of Post-Secondary Education. These bursaries shall be distributed to students attending WCDSB Secondary Schools. All bursaries shall be paid in the year of granting. A student's failure to fulfill the terms of the bursary shall be considered a forfeiting of the right to the bursary.

3. Procedures

3.1 Meetings

3.1.1 Meetings may be moved into Committee Of The Whole following procedures governed by the current Robert's Rules of Order;

3.1.2 No minutes shall be kept during Committee Of The Whole;

3.1.3 Recommendations of Committee Of The Whole may be acted upon by the members of that meeting upon arising from Committee Of The Whole.

3.2 Documents

3.2.1 The Unit shall identify all documents as "DRAFT" prior to appropriate approval;

3.2.2 The Unit shall identify the date of approval on all documents.

3.3 Board Committee Membership

3.3.1 The Unit shall:

3.3.1.1 seek the right to have members on appropriate Board and Administrative Committees;

3.3.1.2 where the member represents the Unit, appointments shall be made by Council of Association Representatives and representatives shall be responsible to it; (2013)

3.3.1.3 where members are sought for expertise, not Unit representation, the names of all volunteers shall be forwarded to the Board.

3.4 Election Procedures (2013)

3.4.1 Candidates running for the following Offices shall declare their candidacy, in writing, a minimum of ten (10) working days prior to elections:

- 3.4.1.1 President;
- 3.4.1.2 Treasurer.
- 3.4.2 The Chair of the Nomination Committee shall ensure appointment of a team of scrutineers who shall assist in the conduct of the elections. (2018)

3.5 Provincial AGM Delegates

- 3.5.1 The Unit shall subsidize hotel costs so as to permit single accommodation, if desired. The subsidy shall be no greater than the Provincial payment.
- 3.5.2 Delegates shall be chosen from the written applications using the following criteria:
 - 3.5.2.1 involvement in the Unit;
 - 3.5.2.2 involvement at the Provincial level;
 - 3.5.2.3 the future plans of the Applicant to become involved in the local Unit;
 - 3.5.2.4 any members at large who have never attended;
 - 3.5.2.5 by lottery when there is a tie for eligibility.

3.6 Members Rights

- 3.6.1 The Unit shall endorse the members' right to due process in legal and Collective Agreement affairs as it applies to employment with the Board.

3.7 Travel Expense

- 3.7.1 Travel allowance will be paid to members conducting Association business at a rate recommended by the Finance Committee and passed at the Unit General Meeting. (2013)
- 3.7.2 The Unit Treasurer is responsible for the scrutiny of claims subject to the approval of the Unit Executive.
- 3.7.3 Committee Chairs shall be responsible for the distribution of travel allowance claim forms and the inclusion of attendance and location in meeting minutes.
- 3.7.4 The Treasurer shall be responsible for the distribution of Travel Allowance Claim forms to Council of Association Representatives members and all Officers of the Unit and Bargaining Units. (2013)
- 3.7.5 Travel claims may be made for the trip from one's place of work or one's residence to the meeting place and the subsequent trip home.
- 3.7.6 Travel allowance will be paid three (3) times a year. Claims must be submitted by:

- 3.7.6.1 December 15 (for July 1 – December 14);
- 3.7.6.2 March 15 (for December 15 – March 14);
- 3.7.6.3 June 15 (for March 15 – June 30).
- 3.7.7 The President and Office staff shall be reimbursed on a monthly basis.
- 3.7.8 The member is responsible for submitting claims as per the procedures.

3.8 Dependant Care

- 3.8.1 Dependant care will be paid to members conducting Association business at a rate recommended by the Finance Committee and passed at the Unit General Meeting. (2013)
- 3.8.2 The Unit Treasurer is responsible for the scrutiny of claims subject to the approval of the Unit Executive.
- 3.8.3 Committee Chairs shall be responsible for the distribution of Dependant Care Claim forms.
- 3.8.4 Committee Chairs shall be responsible for ensuring the inclusion of attendance and location in meeting minutes.
- 3.8.5 The Treasurer shall be responsible for the distribution of Dependant Care Claim forms to Council of Association Representatives members and all Officers of the Unit and Bargaining Units. (2013)
- 3.8.6 Dependant Care will be paid three (3) times a year:
 - 3.8.6.1 December 15 (for July 1 – December 14);
 - 3.8.6.2 March 15 (for December 15 – March 14);
 - 3.8.6.3 June 15 (for March 15 – June 30).
- 3.8.7 The member is responsible for submitting claims as per the procedures.

3.9 Professional Development Individual Assistance Grant

- 3.9.1 Criteria:
 - 3.9.1.1 The maximum assistance shall be \$200.00 (Canadian) over a two (2) year period for each OECTA member for Individual Professional Assistance;
 - 3.9.1.2 Applications must be for individual attendance at a conference, workshop, or course; (2015)
 - 3.9.1.3 Conference, workshop, or course must be for the teacher's own professional development. (2015)

3.10 Division of the Unit

- 3.10.1 In the event that the Executive of Elementary Bargaining Unit or Secondary Bargaining Unit form the intent to create a new unit, written notice shall be given to the Executive of the other Bargaining Units and Unit within ten (10) working days. (2016)
- 3.10.2 The Executives of Elementary Bargaining Unit, Occasional Teacher Bargaining Unit, Secondary Bargaining Unit and the Unit shall each appoint representatives to a Task Force for the purpose of implementing the division procedures. The representation shall be:
 - 3.10.2.1 Three (3) members appointed by the Elementary Bargaining Unit;
 - 3.10.2.2 Three (3) members appointed by the Occasional Teacher Bargaining Unit;
 - 3.10.2.3 Three (3) members appointed by the Secondary Bargaining Unit;
 - 3.10.2.4 Non-Voting:
 - 3.10.2.4.1 One (1) member of the Finance Committee to act as a resource;
 - 3.10.2.4.2 One (1) member of the Unit at large to act as a resource.
- 3.10.3 The Task Force shall meet to negotiate division of the following:
 - 3.10.3.1 reserve fund;
 - 3.10.3.2 physical assets;
 - 3.10.3.3 surplus monies in the General Fund as per the Annual Audit;
 - 3.10.3.4 certain Unit responsibilities such as contracts, employees, other financial commitments;
 - 3.10.3.5 and any and all other matters deemed pertinent by the Executive of any Bargaining Unit, Unit or the Provincial Association.
- 3.10.4 In the event that the Task Force is unable to reach an agreement on the division of assets and responsibilities, the representatives of any Bargaining Unit may forward the unresolved issues to binding arbitration. (2016)
- 3.10.5 An arbitration panel shall be appointed within fifteen (15) days and composed of the following:
 - 3.10.5.1 an arbitrator appointed by the Elementary Bargaining Unit Representatives;
 - 3.10.5.2 an arbitrator appointed by the Occasional Teacher Bargaining Unit Representatives;
 - 3.10.5.3 an arbitrator appointed by the Secondary Bargaining Unit Representatives;
 - 3.10.5.4 an arbitrator mutually agreeable to all parties.
- 3.10.6 The cost of said arbitration shall be funded by the Unit assets.

3.11 Awards

3.11.1 Dedication to Catholic Education Award

- 3.11.1.1 The Dedication to Catholic Education Award may be presented annually to a Unit member. When more than one (1) nomination for the award is submitted, the award shall be presented annually to a Unit member.
- 3.11.1.2 A member who has made an outstanding contribution to Catholic Education shall be eligible for the award.
- 3.11.1.3 Nomination forms are obtainable from the Unit website.
- 3.11.1.4 The Recognition Committee shall select the recipient.

3.11.2 Exemplary Service Award

- 3.11.2.1 The Exemplary Service Award may be presented to a maximum of two members annually.
- 3.11.2.2 A member with a minimum of ten (10) years' experience as an OECTA member, a minimum of five (5) years of active service at the local level, held a position as an Elected Officer at the local level, served on a committee at the local level, served on a Provincial committee or attended the Provincial Annual General Meeting, and given exemplary service to the Unit shall be eligible for the award.
- 3.11.2.3 The Recognition Committee shall delegate selection of the recipient to the President. (2017)

3.11.3 Twenty-five (25) Year Service to Catholic Education

- 3.11.3.1 The Unit shall award, at each Fall General Meeting the "OECTA Twenty-five (25) Year Service to Catholic Education Certificate" to members and others who would qualify.

3.11.4 The Dwyer and Sheila Sullivan Award

- 3.11.4.1 The Dwyer and Sheila Sullivan Award may be presented annually to a Unit member or members who have worked together on a common initiative. When more than one (1) nomination for the award is submitted, the award shall be presented annually to a Unit member or members, who have worked together on a common initiative.
- 3.11.4.2 A member, or members, who have made an outstanding contribution to human rights and social justice shall be eligible for this award.
- 3.11.4.3 Nomination forms are obtainable from the Unit website.
- 3.11.4.4 The Recognition Committee shall select the recipient.

3.11.5 The Paul Sousa Occasional Teacher of the Year Award (2017)

- 3.11.5.1 The Paul Sousa Teacher of the Year award may be presented annually to one (1) Occasional Teacher. When more than one (1) nomination for the award is submitted, the award shall be presented annually to a Unit member. (2017)
- 3.11.5.2 A member who has made an outstanding contribution as an Occasional Teacher shall be eligible for this award. (2017)
- 3.11.5.3 Nomination forms are obtainable from the Unit website.
- 3.11.5.4 The Recognition Committee shall select the recipient.

3.11.6 Beginning Permanent Teacher of the Year Award (2017)

- 3.11.6.1 The Beginning Permanent Teacher Award may be presented annually to a Unit member. When more than one (1) nomination for the award is submitted, the award shall be presented annually to a Unit member. (2017)
- 3.11.6.2 A member in their first five (5) years of teaching as a permanent teacher who has made an outstanding contribution shall be eligible for this award. (2017)
- 3.11.6.3 Nomination forms are obtainable from the Unit website.
- 3.11.6.4 The Recognition Committee shall select the recipient.

3.11.7 Association Representative of the Year Award

- 3.11.7.1 The Association Representative of the Year Award may be presented annually to a Unit member. When more than one (1) nomination for the award is submitted, the award shall be presented annually to a Unit member.
- 3.11.7.2 A current or past association representative, who served for five (5) years or more, and has made an outstanding contribution to the Unit shall be eligible for this award.
- 3.11.7.3 Nomination forms are obtainable from the Unit website.
- 3.11.7.4 The Recognition Committee shall select the recipient.

3.11.8 Service to Members Award (2016)

- 3.11.8.1 The Service to Members Award may be presented to up to one (1) member annually. (2016)
- 3.11.8.2 This award carries with it a monetary value equal to the honourarium of an Elementary, Secondary or Occasional Councillor.
- 3.11.8.3 A member who has not received this award previously, and has not received an honourarium from the Unit, and has provided outstanding service to the Unit, shall be eligible for this award.

3.11.8.4 Nomination forms are obtainable from the Unit website.

3.11.8.5 The Recognition Committee shall select the recipient.

3.12 Donations

3.12.1 The Unit may make donations, disbursed by the Recognition Committee, according to the following criteria:

3.12.1.1 requests for donations be entertained from recognized organizations that interact with the local school community;

3.12.1.2 requests shall be reviewed twice (2) yearly, after November 30th and April 30th;

3.12.1.3 any donation shall not exceed five hundred dollars (\$500.00);

3.12.1.4 donations will be disbursed according to 'perceived' need;

3.12.1.5 total donations may not exceed fifty percent (50%) of the Recognition Committee funds;

3.12.1.6 no more than twenty percent (20%) of the total Recognition Committee funds may be expended, for donations, in the first half of the budget year;

3.12.1.7 the remainder of the Recognition Committee funds for donations may be expended, in the second half of the budget year;

3.12.1.8 no recipient may receive funds twice (2) in the same budget year.