

# Handbook

**2024/2025**

ONTARIO ENGLISH  
Catholic  
Teachers  
ASSOCIATION

## **Acknowledging the Land**

We recognize and deeply appreciate the historic connection of Indigenous peoples, and the contribution that First Nations, Métis, Inuit, and other Indigenous peoples have made, both in shaping and strengthening our province and our country as a whole.

As settlers, this recognition of the contributions and historic importance of Indigenous peoples must also be clearly and overtly connected to our collective commitment to make the promise and the challenge of Truth and Reconciliation real in our communities.

## **OECTA Prayer**

Creator God, we praise you, the source of all life. Renew our faith and guide us in our ministry as Catholic teachers. Let us touch the hearts and minds of those with whom we work.

Lord Jesus, share with us your counsel, so we may choose knowledge over ignorance, wisdom over waste, peace over injustice, community over isolation and service over domination.

Holy Spirit, nurture our growth. Inspire us to give birth to the creative powers within us. Let us come to the fullness of life promised in the Gospel. Amen.

## **OECTA Pledge**

I pledge to work for the goal of Christian education, which is to co-operate with Divine Grace in forming the true and perfect Christian.

I promise to obey the rules and regulations of the Ontario English Catholic Teachers' Association and to fulfill my duties as a member.

## **Mission Statement**

Recognizing our uniqueness as teachers in Catholic schools, we are an Association committed to the advancement of Catholic education.

As teacher advocates we provide professional services, support, protection and leadership.

## **Statement of Principles**

We will

- Promote Catholic values
- Foster the growth of confident, competent professionals
- Support our members in collective bargaining
- Promote spiritual growth in our members
- Establish and exercise our rights at all levels of education decision-making
- Build solidarity through actions that foster trust and collegiality
- Assist our members to grow professionally by providing access to information and resources.

## **Human Rights Statement**

The Ontario English Catholic Teachers' Association is committed to:

- Promoting full protection of its members under the *Ontario Human Rights Code*;
- Recognizing that all people, regardless of age, race, creed, ethnicity, gender, gender identity, sexual orientation, and mental or physical ability, are created in the image of God and should be treated with respect, dignity and fairness;
- Opposing sex-role stereotyping;
- Providing an environment that is free from harassment, which on a protected grounds, is a form of discrimination, at all Association sponsored activities;
- Fostering the goodwill and trust necessary to protect the rights of all individuals;
- Neither tolerating nor condoning behaviour that undermines the dignity or self-esteem of individuals or the integrity of relationships;
- Promoting mutual respect, understanding and cooperation as the basis of interaction among all in attendance and
- Supporting a delegate's right to fully express their democratic privilege to vote free of harassment and intimidation.

## **Harassment Statement**

Harassment is a form of discrimination. Harassment on the basis of a prohibited ground is a violation of the *Ontario Human Rights Code* and is illegal. The Ontario English Catholic Teachers' Association will not tolerate any form of harassment at Association sponsored activities.

Harassment and Sexual Harassment are addressed in the Safe Workplace and Member Conduct policy and the Sexual Harassment policy in the Association *Handbook*.

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LETTERS PATENT

Province of Ontario

Letters Patent

Incorporating

*The Ontario*

*English*

*Catholic*

*Teachers'*

*Association*

Recorded *this 14*  
*day of September A. D. 1944*  
*at Number 56*  
*in Liber 392*

Assistant Provincial Secretary

*Provincial Secretary's Office*  
*Toronto, Ontario*

LETTERS PATENT

Province of Ontario

By the Honourable

GEORGE HARRISON DUNBAR,

Provincial Secretary,

To all to whom these Presents shall Come

Greeting

Whereas The Companies Act provides that with the exceptions therein mentioned the Lieutenant-Governor may by Letters Patent create and constitute bodies corporate and politic for any of the purposes to which the authority of the Legislature of Ontario extends; \_\_\_\_\_

And Whereas by the said Act it is further provided that the Provincial Secretary under the Seal of his office have, use, exercise, and enjoy any power, right, or authority conferred by the said Act on the Lieutenant-Governor; \_\_\_\_\_

And Whereas by their Petition in that behalf the persons herein mentioned have prayed for Letters Patent constituting them a body corporate and politic for the due carrying out of the undertaking hereinafter setforth; \_\_\_\_\_

And Whereas it has been made to appear that the said persons have complied with the conditions precedent to the grant of the desired Letters Patent and that the said undertaking is within the scope of the said Act; \_\_\_\_\_

Now Therefore Know Ye that under the authority of the hereinbefore in part recited Act I do by these Letters Patent constitute the Persons hereinafter named that is to say:

## LETTERS PATENT

Lawrence Kennedy Poupore, Cecilia Rowan and Raymond John Bergin, all of the City of Ottawa, in the County of Carleton and Province of Ontario, Teachers; and any others who have become subscribers to the memorandum of agreement of the Corporation, and persons who hereafter become members thereof, a corporation without share capital under the name of

The Ontario English Catholic Teachers' Association

for the following purposes and objects, that is to say:

- (a) TO promote the principles of Catholic education; \_\_\_\_\_
- (b) TO work for the advancement of understanding among teachers, parents and pupils;
- (c) TO work towards the moral, intellectual, religious and professional perfection of all members; and
- (d) TO improve the status of the teacher by serving as a medium of united action in matters of equity, justice and financial standing of its members; \_\_\_\_\_

THE HEAD OFFICE of the corporation to be situate at the said City of Ottawa; and

THE FIRST DIRECTORS of the Corporation to be Lawrence Kennedy Poupore, Cecilia Rowan and Raymond John Bergin, hereinbefore mentioned; \_\_\_\_\_

IT IS HEREBY ORDAINED AND DECLARED THAT:

1. The subscribers to the Memorandum of Agreement of the Corporation shall be the first members and the Corporation shall consist of the subscribers and of those who shall hereafter be duly elected as members of the Corporation in accordance with the by-laws and regulations from time to time in force; \_\_\_\_\_
2. The interest of a member in the Corporation shall not be transferable, and shall lapse and cease to exist upon the death of such member or when such member shall cease to be a member by resignation or otherwise in accordance with the by-laws and regulations from time to time in force; \_\_\_\_\_
3. The directors of the Corporation shall constitute the Committee of Management of the Corporation; \_\_\_\_\_



## LETTERS PATENT

4. The directors may, from time to time, make by-laws and regulations, not contrary to law or any provision of the Letters Patent, Supplementary Letters Patent, if any, or The Companies Act, and, from time to time, amend, vary or repeal the same, respecting:
- (a) the admission of members and the election or appointment of directors, trustees and officers; \_\_\_\_\_
  - (b) the time and place of holding and the calling of meetings of members, trustees and directors, and the requirements as to proxies and the procedure at and the conduct of such meetings; \_\_\_\_\_
  - (c) the payment of officers and employees; and
  - (d) the control, management and conduct of the affairs of the Corporation;
5. Every by-law and regulation and every repeal, amendment, modification or variation thereof, unless in the meantime confirmed at a general meeting duly called for that purpose, shall have force only until the next annual meeting of the Corporation, and in default of confirmation thereat shall from that time cease to have force, and in that case no new by-law or regulation to the same or the like effect or re-enactment thereof shall have any force until confirmed at a general meeting of the Corporation; and
6. Such by-laws, regulations, amendments, modifications and variations shall re-place, exclude and modify the regulations set out in Form 4 in the Schedule to The Companies Act, save that in any matter covered by such Form 4 and not provided for in the Corporation's by-laws, regulations or amendments, the regulations and provisions of the said Form 4 shall apply and be in force, but all such matter which, after the passing of the Corporation's first by-laws and regulations, may be left to be governed by such Form 4, may be varied, amended, excluded or modified by any by-laws or regulations;

AND IT IS HEREBY FURTHER ORDAINED AND DECLARED that the said Corporation shall be carried on without the purpose of gain for its members, and that any profits or other accretions to the Corporation shall be used in promoting its objects.

*Given under my hand and Seal of office at the City of Toronto in the said Province of Ontario this eight day of September in the year of Our Lord on thousand nine hundred and forty-four.*

*Provincial Secretary*

## LETTERS PATENT




*Memorandum of Agreement* of The Ontario English Catholic

Teachers Association made and entered into the 20th day of June A.D. 1944

*We*, the undersigned, the subscribers hereto, do hereby severally covenant and agree each with the other to become incorporated under the provisions of The Companies Act as a corporation without share capital for the purposes and objects set forth in the Petition in;

1. The subscribers to the Memorandum of Agreement of the Corporation shall be the first members and the Corporation shall consist of the subscribers and of those who shall hereafter be duly elected as members of the Corporation in accordance with the by-laws and regulations from time to time in force;
2. The interest of a member in the Corporation shall not be transferable, and shall lapse and cease to exist upon the death of such member or when such member shall cease to be a member by resignation or otherwise in accordance with the by-laws and regulations from time to time in force;
3. The directors of the Corporation shall constitute the Committee of Management of the Corporation;
4. The directors may, from time to time, make by-laws and regulations, not contrary to law or any provision of the letters patent, supplementary letters patent, if any, or The Companies Act, and, from time to time, amend, vary or repeal the same, respecting:
  - (a) the admission of members and the election or appointment of directors, trustees and officers;
  - (b) the time and place of holding and the calling of meetings of members, trustees and directors, and the requirements as to proxies and the procedure at and the conduct of such meetings;
  - (c) the payment of officers and employees; and
  - (d) the control, management and conduct of the affairs of the Corporation;
5. Every by-law and regulation and every repeal, amendment, modification or variation thereof, unless in the meantime confirmed at a general meeting duly called for that purpose, shall have force only until the next annual meeting of the Corporation, and in default of confirmation thereat shall from that time cease to have force, and in that case no new by-law or regulation to the same or the like effect or re-enactment thereof shall have any force until confirmed at a general meeting of the Corporation; and
6. Such by-laws, regulations, amendments, modifications and variations shall replace, exclude and modify the regulations set out in Form 4 in the Schedule to The Companies Act, save that in any matters covered by such Form 4 and not provided for in the Corporation's by-laws, regulations or amendments, the regulations and provisions of the said Form 4 shall apply and be in force, but all such matters which, after the passing of the Corporation's first by-laws and regulations, may be left to be governed by such Form 4, may be varied, amended, excluded or modified by any by-laws or regulations.

*In Witness Whereof* we have hereunto set our hands and affixed our seals.

Signature of Subscriber	Seal	Residence (giving street and number)	Signature of Witness
<i>L. K. Poupore</i>		281 Echo Drive, Ottawa, Ontario	<i>Agnes O'Hearn</i>
<i>Pauline Rowan</i>		36 Neapen St., Ottawa, Ontario.	
<i>R. J. Bergin</i>		371 Arlington Ave Ottawa, Ont	

## Articles of Incorporation (AGM 2024)

Whereas the Ontario English Catholic Teachers Association ("Association") was incorporated as a corporation without share capital through Letters Patent dated September 8, 1944;

And whereas all such corporations have since been subject to various legislation, most recently the *Ontario Not-for-Profit Corporations Act* ("ONCA");

And whereas the original Letters Patent are now deemed to be the articles of incorporation under the ONCA;

And whereas the members of the Association now wish to make the following amendments to the Articles of Incorporation to ensure the Corporation remains in compliance;

Now therefore the following amendments to the Articles of Incorporation will have full force and effect from the first day of July 2024:

- There will be between 8 and 15 directors on the board of the Corporation, selected from the voting officers as set out in the by-laws.
- The Association has two (2) classes of members: delegate members and members. The conditions and details of the two (2) classes of membership will be set out in the by-laws, policies and procedures, and may be amended from time to time. For greater certainty, delegate members are entitled to vote at the annual meeting, while other members are not entitled to vote at the annual meeting.

# CONSTITUTION

## 1 CONSTITUTION

- 1.1 The Constitution is the fundamental principles of the Association.
- 1.2 The name of the union shall be the ONTARIO ENGLISH CATHOLIC TEACHERS' ASSOCIATION, hereinafter known as the Association.
- 1.3 The Association is incorporated by Letters Patent dated September 8, 1944.
- 1.4 The objects of the Association shall be:
  - 1.4.1 to promote the principles of Catholic education;
  - 1.4.2 to develop a greater understanding among parents, teachers and students;
  - 1.4.3 to work for the moral, intellectual, religious and professional growth of its members;
  - 1.4.4 to improve the status of the teaching profession in Ontario;
  - 1.4.5 to secure for teachers a leading role in education;
  - 1.4.6 to co-operate with other teacher organizations in improving the standards of education;
  - 1.4.7 to defend and promote the constitutional rights of the Catholic school system in Ontario and the fair and equitable funding for all publicly funded school boards;
  - 1.4.8 to represent members in all matters related to collective bargaining;
  - 1.4.9 to promote full protection of its members under the *Ontario Human Rights Code*.
- 1.5 The Ontario English Catholic Teachers Association is governed by the principles that recognize and respect the contribution of labour to the economic well-being of society, and of the responsibility of democratically elected governments, to positively and proactively ensure that all workers are entitled to the access and benefits of union membership and to a constantly improving standard of living.
- 1.6 The Association shall include the following groups:
  - 1.6.1 teachers in elementary schools;
  - 1.6.2 teachers in secondary schools;
  - 1.6.3 continuing education teachers.
- 1.7 The Association is affiliated with, and is one of the constituent bodies of, the Ontario Teachers' Federation.
- 1.8 The officers of the Association shall be the president, immediate past-president, first vice-president, second vice-president, third vice-president, treasurer, two councillors, general secretary, deputy general secretary and the Association representative on the executive of the Ontario Teachers' Federation.
- 1.9 A general meeting of the Association shall be held annually.
- 1.10 The head office of the Association shall be in the Province of Ontario.
- 1.11 The rules contained in the latest edition of Robert's Rules of Order, where they are not inconsistent with this constitution or any special rules of order the Association may adopt, shall govern the Association.

- 1.12 This constitution may be amended by a nine-tenths vote of the delegates present and voting at the annual general meeting and qualified to vote thereat provided that notice of such proposed amendment shall have been received by the legislation committee not later than 100 days prior to the annual general meeting and shall have been sent to the membership through an Association publication distributed through the regular channels at least 30 days before the annual general meeting.

# BY-LAWS

## 2 BY-LAWS

- 2.1 By-laws are a more detailed statement of the Association regulations deemed to be so necessary that they can only be changed by the annual general meeting.

### **POWERS OF THE ASSOCIATION**

- 2.2 The powers of the Association shall be:
- 2.2.1 to direct, manage, supervise and control the business, property and funds of the Association;
- 2.2.2 to co-operate with other teacher organizations in improving the standards of education by legislative and other means;
- 2.2.3 to represent and communicate with all members in all matters related to collective bargaining.

### **DUTIES OF THE ASSOCIATION**

- 2.3 The duties of the Association shall be to protect the rights of members pursuant to the *Labour Relations Act*, *Occupational Health and Safety Act*, *Ontario Human Rights Code*, *Accessibility for Ontarians with Disabilities Act* and all applicable legislation.

### **MEMBERSHIP**

#### **Statutory Membership**

- 2.4 The statutory members of the Association shall be:
- 2.4.1 teachers employed by a Catholic district school board for the regular school day program;
- 2.4.2 teachers employed by a Catholic district school board seconded to an educational position;
- 2.4.3 teachers employed by a Catholic district school board as an occasional teacher;
- 2.4.4 teachers employed by a Catholic district school board for a continuing education program;
- 2.4.5 teachers in a public school employed by a Catholic district school board.
- 2.5 The duties, responsibilities and privileges of a statutory member shall be those designated by:
- 2.5.1 the *Teaching Profession Act* and its regulations;
- 2.5.2 the by-laws and policies of the Ontario Teachers' Federation;
- 2.5.3 the constitution, by-laws, policies and procedures of this Association.
- 2.5 The duties, responsibilities and privileges of a statutory member shall be those designated by:
- 2.5.1 the *Teaching Profession Act* and its regulations;
- 2.5.2 the by-laws and policies of the Ontario Teachers' Federation;
- 2.5.3 the constitution, by-laws, policies and procedures of this Association.
- 2.6 A statutory teacher who is granted statutory and/or unpaid leave of absence by the employing Catholic district school board shall remain a member of the Association, without payment of fees, for the period of the statutory and/or unpaid leave of absence.
- 2.6.1 Subject to by-law 2.6, where no membership fees are paid to the Association by or on behalf of a statutory member for a period of ten school months, statutory membership in the Association shall be deemed to be suspended with loss of all rights and privileges. Upon payment of the applicable membership fees through deductions from employment in accordance with by-law 2.154, statutory membership shall be reinstated with full rights and privileges.

#### **Voluntary Membership**

- 2.7 On application, the provincial executive may grant voluntary membership in the Association to teachers in Ontario Catholic private schools who are members of the Ontario College of Teachers.



- 2.8 The duties, responsibilities and privileges of a voluntary member shall be the same as those of a statutory member except that the members shall not be bound by those sections of the *Teaching Profession Act* not applicable by virtue of the position and, except in the case of a voluntary member who is a member of a union which has entered into an agreement with the Association, shall not have access to 2.164.2.

### **Associate Membership**

- 2.9 On application, the provincial executive may grant associate membership in the Association:
- 2.9.1 without fees to a retired Catholic school system or Catholic private school teacher drawing pension benefits;
- 2.9.2 with fee to:
- 2.9.2.1 an Ontario Catholic school system teacher or an Ontario private Catholic school teacher or former Association member unemployed as a teacher in Ontario;
- 2.9.2.2 a Catholic school system teacher or an Ontario private Catholic school teacher engaged in an educational capacity in Ontario who is not eligible for statutory membership.
- 2.10 The duties and responsibilities of an associate member shall be those designated under regulations 13 to 18 of the *Teaching Profession Act*.
- 2.11 An associate member may:
- 2.11.1 attend Association meetings, conferences and workshops, on invitation;
- 2.11.2 receive the official publication of the Association and other general communications sent to members of the Association;
- 2.11.3 receive advice on professional matters from the Association, on application and as approved by the provincial executive.
- 2.12 An associate member shall not hold office in the Association nor shall the member vote on any matter affecting its finances or the salaries of its statutory members.

### **Life Membership**

- 2.13 The council of presidents may grant up to four life memberships per year to retired members who are no longer eligible for statutory membership in accordance with 2.4 for distinguished service to the Association at the provincial level.
- 2.14 The duties, responsibilities and privileges of a life member shall be the same as those of a statutory member except that the member shall not hold office in the Association.
- 2.15 Life membership shall be presented at the annual general meeting.

### **Honorary Membership**

- 2.16 The council of presidents may confer up to two honorary memberships on those who have made an outstanding contribution to the Association or to Catholic education.
- 2.17 Honorary membership may be conferred only on those persons who do not qualify for life membership.
- 2.18 The duties, responsibilities and privileges of an honorary member shall be the same as those of a statutory member except that the member shall not vote nor hold office in the Association.
- 2.19 Honorary membership shall be presented at the annual general meeting.

### **Relation to the Ontario Teachers' Federation**

- 2.20 The Association shall have ten representatives on the board of governors of the Ontario Teachers' Federation. These representatives shall be the immediate past-president, the president, the first vice-president, the second vice-president, the general secretary and five representatives who shall be elected biennially at the annual general meeting. The two-year term of office commences after the Ontario Teachers' Federation annual general meeting. Where there is no immediate past-president, the third vice-president shall be a representative on the board of governors of the Ontario Teachers' Federation.

## **PROVINCIAL ORGANIZATION**

### **Annual General Meeting**

- 2.21 The annual general meeting of the Association shall be held on a date designated by the provincial executive in the City of Toronto, Ontario, unless a minimum of two years notice designating a change of location and date has been agreed to at an annual general meeting.
- 2.22 The duties of the annual general meeting shall be:
- 2.22.1 to approve the goals and objectives of the planning and budget cycle;
  - 2.22.2 to instruct the provincial executive to take action on the decisions of the annual general meeting;
  - 2.22.3 to set the Association fee for statutory members;
  - 2.22.4 to determine the membership fee for voluntary members and associate members;
  - 2.22.5 to receive the financial statement of the treasurer;
  - 2.22.6 to appoint the auditor for the Association for the coming fiscal year;
  - 2.22.7 to devote an aggregate of 4.5 hours of the meeting to amending the constitution, by-laws, policies, procedures, with a minimum of 45 minutes per day;
  - 2.22.8 to determine matters of general policy;
  - 2.22.9 to elect the president, first vice-president, vice-president of equity, second vice-president, third vice-president, treasurer and two councillors; and the Association representative on the executive of the Ontario Teachers' Federation; (AGM 2024)
  - 2.22.10 to elect the five representatives to the board of governors of the Ontario Teachers' Federation;
  - 2.22.11 to present life and honorary memberships, the Marion Tyrrell Memorial Award of Merit, the Pearse Shannon Memorial Association Service Award, the Fintan Kilbride Memorial Social Justice Recognition Award and 25 Year Annual General Meeting Recognition Service Award;
  - 2.22.12 to receive reports from the standing committees, networks, work groups, project teams and task forces;
  - 2.22.13 to allocate a minimum of 10 minutes for a question period following every report presented at the annual general meeting; (AGM 2024)
  - 2.22.14 to annually confirm the constitution, by-laws, policies and procedures as contained in the latest edition of the *handbook*;
  - 2.22.15 to transact other business.
- 2.23 The presiding officers at the annual general meeting shall be a speaker and a deputy speaker appointed by the provincial executive. They shall not be members of the assembly nor shall they run for office.
- 2.24 Any member of the Association may attend the annual general meeting.

- 2.25 Those entitled to vote at the annual general meeting shall be:
- 2.25.1 the voting members of the council of presidents;
- 2.25.2 unit delegates.
- 2.26 The number of unit delegates entitled to attend the annual general meeting shall be determined in accordance with the following:
- 2.26.1 in addition to the unit's voting members on the council of presidents, each unit shall have one delegate for every 75 members or major fraction thereof; no unit shall have fewer than two delegates;
- 2.26.2 the number of members in the unit shall be the current membership including regular day school program and continuing education teachers in accordance with 4.98;
- 2.26.2.1 in determining the number of members in the unit, the total number of occasional teacher members shall be determined in accordance with 4.94. Where two units exist in the same school board, the occasional teacher membership numbers shall be prorated based on the elementary and secondary teacher bargaining unit membership numbers;
- 2.26.3 the number of occasional teacher delegates shall be based upon one delegate for every 75 members or major fraction thereof;
- 2.26.3.1 if the calculation under 2.26.3 does not generate a delegate the unit shall be entitled to send an occasional teacher as an alternate to the annual general meeting at Association expense.
- 2.26.4 in addition to the St. Michael's College School Teachers' Association president, St. Michael's College School Teachers' Association shall have one delegate for every 75 members or major fraction thereof;
- 2.26.5 all units must endeavour to designate their delegates at least 30 days prior to an annual general meeting. Voting delegates remain such until the annual general meeting, for which they were designated, is complete; (AGM 2024)
- 2.26.6 five members, one from each of the Indigenous and equity deserving groups, on the diversity advisory board shall be voting delegates. (AGM 2024)
- 2.27 Seventy-five per cent of the registered delegates to the annual general meeting representing 75 per cent of all units shall constitute a quorum.
- 2.28 The business of the annual general meeting shall be transacted by voting according to procedures on the delegate voting card or according to special rules of order as may be adopted from time to time except that the election of any officer shall be by secret ballot for any contested office.
- 2.29 All amendments to the constitution, by-laws, policies and procedures and resolutions with financial implications passed at an annual general meeting become effective on July 1 following the meeting, unless the resolution specifies a different time.

### **Election of Officers**

- 2.30 The president, the first vice-president, vice-president of equity, the second vice-president, the third vice-president, the treasurer and the two councillors shall be elected biennially at the annual general meeting.
- 2.31 The Association representative to serve as table officer on the executive of the Ontario Teachers' Federation shall be elected biennially by the voting delegates at the annual general meeting from among the eligible Association governors of the Ontario Teachers' Federation.
- 2.32 The term of office of the provincial president, the first vice-president, vice-president of equity, the second vice-president, the third vice-president, the treasurer and the two

councillors shall be two years, commencing on July 1 of the year of election to June 30 of the second year following, and until a successor has been elected and taken office.

2.33 The term of office of the Ontario Teachers' Federation table officer on the Association provincial executive shall be from July 1 of the year of election to June 30 of the second year following, and shall begin on the Ontario Teachers' Federation executive at the conclusion of the Ontario Teachers' Federation annual meeting.

2.34 A member elected to the provincial executive who holds an elective office at the unit or serves as an appointed unit officer with executive voting privileges shall resign from such office effective June 30 of the year of election to the provincial executive.

### **Nominations**

2.35 A unit or unit executive may submit nominations in writing for the offices of:  
 2.35.1 president, first vice-president, vice-president of equity, second vice-president, third vice-president, treasurer and councillor;  
 2.35.2 representatives to serve on the board of governors of the Ontario Teachers' Federation;  
 2.35.3 Association representative to serve as table officer on the executive of the Ontario Teachers' Federation. These shall be submitted on or before January 15 to the elections chairperson.

2.36 Additional nominations may be submitted to the elections chairperson at the annual general meeting on forms signed by three delegates representing three units. Such additional nominations shall be submitted before 2:30 p.m. on the first day of the annual general meeting, with the following exception: the nominations for the office of Association representative to serve as table officer on the executive of the Ontario Teachers' Federation shall be submitted before 3:00 p.m. on the second day of the annual general meeting.

2.37 In addition to the regular nominations procedure as described in 2.35 and 2.36:  
 2.37.1 unsuccessful candidates for an office on the provincial executive may declare their candidacy for another office on the provincial executive, with the exception of the vice-president of equity;  
 2.37.2 unsuccessful candidates for the office of vice-president of equity may declare their candidacy for third vice-president, treasurer, or councillor;  
 2.37.3 the past-president and unsuccessful candidates for president, first vice-president and second vice-president may declare their candidacy for governor on the board of governors of the Ontario Teachers' Federation.  
 Such declaration shall be made at least 20 minutes prior to the balloting for the other office and shall be announced as soon as it is made known to the elections chairperson.

2.38 Notice of withdrawal of a candidate named in 2.35.1 and 2.35.2 shall be submitted prior to 12:00 noon on the first day of the annual general meeting and shall be announced as soon as it is made known to the elections chairperson. Notice of withdrawal of a candidate named in 2.35.3 shall be submitted prior to 3:00 p.m. on the second day of the annual general meeting.

### **Eligibility of Candidates**

2.39 To qualify as a candidate for election to the provincial executive or the board of governors of the Ontario Teachers' Federation, the nominee shall be a statutory or voluntary member of the Association.

- 2.40 To qualify as a candidate for the Association representative to serve as a table officer on the executive of the Ontario Teachers' Federation for the forthcoming term, a governor shall have served at least two years as a member of the board of governors of the Ontario Teachers' Federation or at least two full terms as a member of the Association's provincial executive.
- 2.41 In the case of a governor currently serving, the qualifications shall be deemed to be met if the second year is completed at the conclusion of the forthcoming annual meeting of the board of governors of the Ontario Teachers' Federation.
- 2.42 In the case of a member of the provincial executive currently serving, the qualifications shall be deemed to be met if two full terms are completed on the 30<sup>th</sup> of June next.
- 2.43 A member who is a trustee for any district school board or Catholic district school board shall be deemed to have a conflict of interest and be ineligible as a candidate for election to the provincial executive or board of governors of the Ontario Teachers' Federation.

### **Elections Chairperson**

- 2.44 The duties of the elections chairperson shall be:
- 2.44.1 to compile a nominations report which lists the nominees received for the offices of:
- 2.44.1.1 president, first vice-president, vice-president of equity, second vice-president, third vice-president, treasurer and councillor;
- 2.44.1.2 representatives to serve on the board of governors of the Ontario Teachers' Federation;
- 2.44.1.3 the Association representative to serve as table officer on the executive of the Ontario Teachers' Federation.
- This report shall include a résumé of the background and qualifications of the nominees for the positions;
- 2.44.2 to forward the nominations report to the membership through an Association publication issued prior to the annual general meeting;
- 2.44.3 to prepare the nomination report for inclusion in the agenda of the annual general meeting;
- 2.44.4 to inform the delegates at the beginning of the first session of the annual general meeting of the slate of nominees for the various offices and subsequently present the amended slates for each;
- 2.44.5 to conduct the elections at the annual general meeting in accordance with 4.65 to 4.68.

### **Provincial Executive**

- 2.45 The provincial executive shall consist of the president, immediate past-president, first vice-president, vice-president of equity, second vice-president, third vice-president, treasurer, two councillors, general secretary, deputy general secretary and the Association representative on the executive of the Ontario Teachers' Federation.
- 2.46 The general secretary and the deputy general secretary shall be non-voting members whose term of office shall coincide with their employment.
- 2.47 The Association president, or designate, has the right "ex-officio" to attend any unit general meeting.
- 2.48 A member of the provincial executive who fails to perform the duties inherent to the office may be removed from office by a two-thirds vote of the provincial executive, provided at least ten days written notice of such impending action shall be given to the member. Such member may appeal the removal to the council of presidents at its next meeting.

- 2.49 The president and first vice-president shall serve on a full-time basis.
- 2.50 The Association shall endeavour to:
- 2.50.1 arrange the appropriate leave of absence for the president and first vice-president to carry out their duties;
- 2.50.2 secure all rights with respect to tenure, salary, increment, pension and benefits enjoyed by the president and first vice-president with their employers.
- 2.51 Members holding provincial office who suffer a financial loss on return to their employers because of denial of increments for service as a provincial executive member shall be fully compensated for the loss by the Association.

### **Duties of the Provincial Executive**

- 2.52 The duties of the provincial executive shall be to administer the affairs of the Association between annual general meetings in accordance with the constitution, by-laws, policies, procedures and directives of the annual general meeting. The duties include:
- 2.52.1 to employ the general secretary, the deputy general secretary and members of the secretariat, all as selected by the personnel committee, and pursuant to the terms and conditions of employment agreed upon by the personnel committee with such persons, all so as to carry on the work of the Association;
- 2.52.2 to recruit, select and negotiate with employees of the Association, save and except the general secretary, the deputy general secretary and members of the secretariat;
- 2.52.3 to approve all financial settlements given to employees of the Association at the time of resignation, termination or retirement, save and except the general secretary, the deputy general secretary and members of the secretariat;
- 2.52.4 to publish annually sufficient copies of the *handbook* as prepared by the legislation committee and to distribute them at least 120 days prior to the annual general meeting;
- 2.52.5 to furnish to the delegates at an annual general meeting or to the voting members at a council of presidents' meeting a written copy of any consultation with a lawyer or legal opinion which is pertinent to any topic under consideration at such meeting;
- 2.52.6 to prepare and forward resolutions to the Ontario Teachers' Federation in consultation with the Association governors of the Ontario Teachers' Federation;
- 2.52.7 to arrange and direct all communications and interviews with the Ontario Teachers' Federation and the Ministry of Education;
- 2.52.8 in conjunction with the Association governors of the Ontario Teachers' Federation, to consult with the Ontario Teachers' Federation regarding legislation which affects schools, school boards, school authorities, teachers and curriculum;
- 2.52.9 to fill vacancies on the provincial executive and among the representatives on the board of governors of the Ontario Teachers' Federation for the remainder of the term of office. All defeated candidates for the vacant office at the previous annual general meeting shall be given consideration in descending order of votes received;
- 2.52.10 to cause to be bonded all signing officers in an amount recommended by the auditors and approved by the council of presidents;
- 2.52.11 to pay all accounts by cheque signed by any two of the following: the president, the treasurer, the general secretary, a designate by resolution of the provincial executive;
- 2.52.12 to develop or cause to be developed and revise a five-year strategic plan for the Association;

- 2.52.13 to recommend to the annual general meeting the auditor for the coming fiscal year;
- 2.52.14 to administer the reserve fund and all other funds;
- 2.52.15 to create such work groups and task forces as necessary;
- 2.52.16 to appoint the chairpersons and members of all the Association standing committees, networks, work groups, project teams and task forces, save and except the audit, personnel, long term disability and program and structures committees;
- 2.52.17 to appoint the members of the discipline board and approve the appeal officers list;
- 2.52.18 to receive reports and recommendations from the chairpersons of standing committees, networks, work groups, project teams and task forces and to direct action as deemed necessary and receive recommendations from the discipline board;
- 2.52.19 to appoint representatives to outside groups;
- 2.52.20 to call for a referendum;
- 2.52.21 to appoint the speakers who shall preside at the annual general meeting and council of presidents' meetings;
- 2.52.22 to establish the per diems for the council of presidents;
- 2.52.23 to confer the Marion Tyrrell Memorial Award of Merit, the Pearse Shannon Memorial Association Service Award, the Fintan Kilbride Memorial Social Justice Recognition Award and the 25 Year Annual General Meeting Recognition Service Award;
- 2.52.24 to enter into an agreement for the provision of services with a union(s) whose members are voluntary members of the Association;
- 2.52.25 if in the opinion of the provincial executive it is in the best interests of the Association to do so, to direct the personnel committee to reconsider a selection of one or more of the general secretary, deputy general secretary and members of the secretariat, so long as written notice of such direction is transmitted by the provincial president to the chairperson of the personnel committee not later than two business days after receipt by the provincial president of written notice of a selection from the chairperson of the personnel committee. The selection of a given individual for one of the positions of general secretary, deputy general secretary or member of the secretariat shall not be directed to be reconsidered more than once for that person in that position;
- 2.52.26 to appoint the elections chairperson for the annual general meeting;
- 2.52.27 to obtain the approval of the council of presidents in order to enter into any form of provincial bargaining;
- 2.52.28 to approve local unit by-laws. (AGM 2024)

### **Meetings/Quorum**

- 2.53 Meetings of the provincial executive shall be called by the president from time to time. At such meetings two-thirds of the voting members of the executive shall constitute a quorum. The provincial executive may determine the method of voting at its meetings.

### **Duties of Officers**

#### **President**

- 2.54 The president is the representative and spokesperson of the Association. The duties of the president shall be:
  - 2.54.1 by virtue of the office, to be a member of all provincial committees, networks, work groups, project teams and task forces;
  - 2.54.2 to call meetings of the Association, provincial executive and council of presidents and to preside thereat;
  - 2.54.3 to present a report to the annual general meeting and each council of presidents' meeting and to respond to the questions of members on the affairs of the Association.

### **Vice-Presidents, Treasurer and Councillors**

- 2.55 The duties of vice-presidents, treasurer and councillors shall be to assist the president. In the absence of the president, the duties shall be performed by the vice-presidents or, in their absence, by the treasurer or one of the two councillors.

### **Treasurer**

- 2.56 The duties of the treasurer shall be:
- 2.56.1 to keep, or cause to be kept, a proper set of books of accounts of the Association;
  - 2.56.2 to keep the accounts ready for inspection by the council of presidents, the provincial executive, the president and the auditors named by the annual general meeting;
  - 2.56.3 to present a report at the annual general meeting and more often if required to do so by the council of presidents;
  - 2.56.4 to cause to have published the audited financial report in an abridged form during the fall term.

### **General Secretary**

- 2.57 The general secretary shall be in charge of the members of the secretariat with such assistance and definition of duties of the secretariat as may be provided by the provincial executive.

- 2.58 The duties of the general secretary shall be:

- 2.58.1 to carry out the instructions of the provincial executive;
- 2.58.2 to countersign all documents executed by the Association;
- 2.58.3 to present a report to the annual general meeting and to the council of presidents when so requested and to respond to the questions of the members on the affairs of the Association;
- 2.58.4 to report to the annual general meeting regarding the status of the action directives passed at the previous annual general meeting;
- 2.58.5 to submit to the Ontario Teachers' Federation at the end of June each year a written report of the work of the Association;
- 2.58.6 to keep all records;
- 2.58.7 to record all minutes and provide approved minutes to unit presidents on the Association's secure computer network within 30 days of their approval;
- 2.58.8 to have the records open at all times for inspection by the provincial executive, the president and the council of presidents;
- 2.58.9 to keep accurate membership records and to distribute the fees in accordance with procedures 4.91 to 4.104;
- 2.58.10 to receive written complaints of a breach of Association constitution, by-laws, policies or procedures;
- 2.58.11 to receive all money paid to the Association and to deposit it, or cause it to be deposited, in conjunction with the treasurer in a chartered bank chosen by the council of presidents in the name of the Ontario English Catholic Teachers' Association;
- 2.58.12 to direct the publication of the official publication of the Association;
- 2.58.13 to provide to the members of the personnel committee all personal services contracts and collective agreements for which the committee is responsible;
- 2.58.14 to make all relevant employment records available to the personnel committee.

### **VICE-PRESIDENT OF EQUITY**

- 2.59 The duties of the vice-president of equity shall be:
- 2.59.1 to assist the president;
  - 2.59.2 to act as liaison between the provincial executive and Diversity Advisory Board; and



- 2.59.3 to present a report at the provincial executive meetings on issues related to accessibility, inclusion, diversity and equity.

### **COUNCIL OF PRESIDENTS**

- 2.60 The council of presidents shall consist of:
- 2.60.1 all unit presidents or their designates;
- 2.60.2 where the unit includes a combination of elementary and secondary panel members, the representative of the panel opposite to that of the president shall also be a voting member;
- 2.60.3 the elected members of the provincial executive;
- 2.60.4 the elected Association representatives on the board of governors of the Ontario Teachers' Federation;
- 2.60.5 the president of the St. Michael's College School Teachers' Association;
- 2.60.6 one occasional teacher representative for each of the six provincial bargaining regions and they shall be called central, east, northwest, southwest, northeast and Toronto;
- 2.60.6.1 The election of the occasional teacher regional representatives to the council of presidents shall be held prior to October 31.
- 2.60.6.1.1 to qualify as a candidate for the position of occasional teacher regional representative, the member must hold the office of occasional teacher representative on a unit executive;
- 2.60.6.1.2 the occasional teacher representative or designate for a unit shall vote for their respective occasional teacher regional representative;
- 2.60.6.1.3 the occasional teacher representative or designate for a joint unit shall cast two ballots for their respective occasional teacher regional representative; and
- 2.60.6.1.4 in the absence of an occasional teacher representative, the unit president or designate may vote on behalf of the occasional teachers.
- 2.60.7 chairpersons of the standing committees, networks, work groups, project teams, task forces and the Institute for Catholic Education representative, who shall be non-voting members of the council;
- 2.60.8 the members-at-large on the diversity advisory board, who shall be non-voting members of the council of presidents, effective immediately;
- 2.60.9 the general secretary and the deputy general secretary, who shall be non-voting members of the council.
- 2.61 If the unit president or the second voting member as per 2.60.2 is unable to perform their duties on the council of presidents, a designate shall be chosen according to procedures established by the unit.
- 2.62 If a chairperson is unable to perform the duties of the council of presidents, the chairperson shall select a member of the chairperson's committee, network, work group, project team or task force to attend and report to the council of presidents' meeting.

### **Duties of the Council of Presidents**

- 2.63 The duties of the council of presidents shall be:
- 2.63.1 to hold at least three meetings each year, written notice of each meeting having been mailed by the general secretary to every member of the council of presidents at least 20 days in advance thereof;
- 2.63.2 to meet at other times at the call of the president;
- 2.63.3 to strike a balanced budget for each fiscal year;
- 2.63.4 to ensure that new budget items be considered, provided that the request accompanied by rationale is received in writing by the provincial office 60 days before the meeting

- and that the request is then sent to all members of the council of presidents prior to their meeting;
- 2.63.5 to choose a chartered bank or credit union for the deposit of the Association's funds;
  - 2.63.6 to approve the amount of the bond for signing officers;
  - 2.63.7 to establish the per diems for the annual general meetings;
  - 2.63.8 to make such donations, loans or grants not falling within the terms of 2.164.1 on recommendations of the provincial executive and on approval by a two-thirds vote of the council of presidents;
  - 2.63.9 to approve the provincial bargaining goals and objectives as presented by the collective bargaining committee;
  - 2.63.10 to approve the provincial bargaining priorities as presented by the provincial executive;
  - 2.63.11 to consider a recommended disposition at the winter council of presidents meeting on annual general meeting resolutions with financial implications. Voting members of the council of presidents may move a recommended disposition of approval, disapproval or withdrawal. Resolutions for which none of the preceding dispositions is adopted shall be forwarded to the annual general meeting with a disposition of "no recommendation";
  - 2.63.12 to ratify all financial settlements given to employees of the Association prior to payment;
  - 2.63.13 to ratify by secret ballot vote the collective agreement for the secretariat association and the personal services contracts of the general secretary and deputy general secretary;
  - 2.63.13.1 in the event that no agreement is ratified by the council of presidents by June 30 in any year, the council may consider authorizing the provincial executive to ratify an agreement upon recommendation of the personnel committee;
  - 2.63.13.2 if by June 30 in any year, the council of presidents has not ratified all the matters referred to it by the personnel committee pursuant to 2.63.13 and/or 2.63.13.1, the council may consider authorizing the provincial executive to ratify any and all such matters upon the recommendation of the personnel committee;
  - 2.63.14 to assist the provincial executive in administering the affairs of the Association;
  - 2.63.15 to give information, direction and advice to the provincial executive on any matter requiring attention before the next annual general meeting;
  - 2.63.16 to approve, disapprove or change after careful review, programs and projects recommended by the provincial executive;
  - 2.63.17 to establish units, to change their boundaries, and to approve the division or merger of units;
  - 2.63.17.1 any new unit's status shall be effective on July 1 immediately following council approval;
  - 2.63.17.2 the division of a unit shall be initiated upon a majority vote of the members of the teacher bargaining unit seeking to separate;
  - 2.63.17.3 the merger of units shall be subject to the approval of a majority of the members of each of the units affected;
  - 2.63.18 to create such work groups and task forces as necessary;
  - 2.63.19 to receive reports of the provincial executive and chairpersons of committees, networks, work groups, project teams and task forces;
  - 2.63.20 to authorize the number of provincial meetings or conferences to be held each year;
  - 2.63.21 to elect the Institute for Catholic Education representative;
  - 2.63.22 to confer life and honorary memberships.
- 2.64 Two-thirds of the voting members of the council of presidents representing two-thirds of all units shall constitute a quorum.

- 2.65 The business of the council of presidents shall be transacted by a show of voting cards, except in elections which shall be by secret ballot for any contested position.
- 2.66 On financial resolutions and on procedures, any voting member of the council may request a double majority tally vote prior to the vote being taken.
- 2.66.1 the speaker shall grant any such request;
- 2.66.2 the requirement of "double majority" shall mean that, for any motion to pass, it must have the required majority of the votes cast and those on the prevailing side must also represent the required majority of the membership-at-large;
- 2.66.3 the vote cast by each voting member shall represent the member's individual vote and, as well, the vote of each unit president shall also represent the audited membership of that member's unit;
- 2.66.4 members of the provincial executive and the Ontario Teachers' Federation governors and the elected occasional teachers regional representatives shall have their votes count as that of a voting member and as that of one member-at-large.
- 2.67 The council of presidents may transact business by mail, telephone or other electronic forms of communication. In the event that such business calls for a vote by the council of presidents, a copy of the resolution or motion to be voted upon shall be sent to every member of the council of presidents. The vote shall be in writing. A favourable vote of a majority of the council of presidents received within seven days after the forwarding of such a resolution or motion shall be necessary for the adoption thereof. Within a reasonable time the general secretary shall report the result of the vote to every member of the council of presidents and shall preserve the ballots until ordered by the council of presidents to destroy them.
- 2.68 On resolutions that require the election of representatives from small, medium and large units, only members designated by 2.60.1 and 2.60.2 shall vote and the following formula shall apply:
- |         |         |
|---------|---------|
| Small:  | 0-250   |
| Medium: | 251-800 |
| Large:  | 801+    |
- Unit size shall be determined as per 4.97 to 4.100.

### **Provincial Bargaining**

- 2.69 The provincial bargaining team shall be comprised of:
- 2.69.1 the provincial president;
- 2.69.2 the provincial first-vice president;
- 2.69.3 one other member of the provincial executive, as determined by the provincial executive;
- 2.69.4 the general secretary;
- 2.69.5 provincial staff as deemed necessary;
- 2.69.6 three members of the council of presidents, one each from small, medium and large units elected by the council of presidents as per by-law 2.68 and one occasional teacher regional representative elected from and by the occasional teacher regional representatives;
- 2.69.7 three alternate members of the council of presidents, one each from small, medium and large units elected by the council of presidents prior to engaging in provincial bargaining as per by-law 2.68 and one alternate occasional teacher regional representative elected from and by the occasional teacher regional representatives;
- 2.69.8 the voting members of the provincial bargaining team shall select the chair from amongst their members;

- 2.70 The provincial bargaining team shall use a consensus approach for all decision – making. In the event consensus of the entire bargaining team cannot be reached, then a vote may be held. The president, first-vice president, the other member of the provincial executive, and the four members elected by the council of presidents shall be the voting members of the bargaining team.
- 2.71 The provincial bargaining team shall be deemed a subcommittee of the provincial executive.
- 2.72 Prior to entering into provincial bargaining, the provincial bargaining team shall develop and present the initial bargaining priorities to the provincial executive for input and approval. Upon approval, the provincial executive shall then present the initial bargaining priorities to the council of presidents for input and approval.
- 2.73 During the provincial bargaining process, should there be a substantial matter which could lead to a change to the initial bargaining priorities, the provincial bargaining team shall apprise and make recommendations to the provincial executive and seek its direction. The provincial executive shall determine if the matter requires input from the council of presidents. Where input from the council of presidents is required, the provincial executive shall ensure that the members of the council of presidents receive the pertinent information, including relevant legal opinions, in a timely fashion prior to a council of presidents meeting being held.
- 2.74 The provincial bargaining team, through the president or designate, shall keep the provincial executive informed of the progress of negotiations.
- 2.75 As deemed necessary by the provincial executive, the council of presidents shall be kept informed of the progress of negotiations.
- 2.76 The following procedure shall be used for the ratification by the membership of any provincially bargained agreement (hereinafter referred to as the “tentative agreement”) negotiated in whole or in part outside of local collective bargaining:
- 2.76.1 the tentative agreement shall be brought to the provincial executive for recommendation for approval;
- 2.76.2 if the provincial executive gives a recommendation for approval the tentative agreement shall be brought to a special council of presidents for a recommendation of approval;
- 2.76.3 if the council of presidents recommends approval the tentative agreement shall be brought to the membership for a ratification vote in accordance with by-law 2.79;
- 2.76.4 it shall be the responsibility of the provincial executive to communicate directly with the membership to provide information about the tentative agreement/final offer.
- 2.77 Any ratification vote of a tentative agreement/final offer, as determined by the provincial executive, shall use the following procedure:
- 2.77.1 the provincial executive shall have up to two calendar days to review the tentative agreement/final offer prior to making a recommendation, then;
- 2.77.2 the members of the council of presidents shall have at least four calendar days to review the tentative agreement/final offer prior to making a recommendation, then;
- 2.77.3 the membership shall have at least seven calendar days to review the tentative agreement/final offer prior to ratification.
- 2.78 Any final offer must be presented to the membership. The following procedure shall be used for the ratification by the membership of any final offer presented to the Association:
- 2.78.1 the final offer shall be brought to the provincial executive for recommendation, then;
- 2.78.2 the final offer shall be brought to the council of presidents for a recommendation, then;
- 2.78.3 the final offer shall be brought to the membership for a ratification vote in accordance with by-law 2.79;

- 2.78.4 it shall be the responsibility of the provincial executive to communicate directly with the membership to provide information about the tentative agreement/final offer.
- 2.79 The procedure for voting shall be:
- 2.79.1 all members registered in the Association membership database shall be eligible to vote;
- 2.79.2 to ensure the Association membership database is as current as possible all bargaining units shall assist provincial in the collection of required membership voting information;
- 2.79.3 it is a member's responsibility to provide the information required for voting eligibility;
- 2.79.4 voting shall be by electronic/telephonic means;
- 2.79.5 voting shall occur at the same time throughout the province and be on the date and during the time period determined by the provincial executive;
- 2.79.6 the ballot shall allow the determination of those "in favour" and those "not in favour" of the provincially negotiated agreement or of a final offer;
- 2.79.7 the provincial executive shall establish the process to allow for any non-registered persons to vote. These votes shall be sequestered pending verification of their membership.
- 2.80 The vote result calculation process shall be:
- 2.80.1 the Full Time Equivalent (FTE) for every unit and/or bargaining unit shall be determined based on the membership calculation used for 2.155 and 2.158. The calculation is made by dividing the total fee return for the unit or occasional teacher bargaining unit by the membership fee under 2.154.1, excluding the portion of the fee to be placed in the membership protection fund. For every unit and/or bargaining unit the percentage of "in favour" and "not in favour" shall be determined in the following manner:
- 2.80.1.1 the total number of votes cast shall be calculated; then
- 2.80.1.2 the number of votes "in favour" shall be divided by the total number of votes cast. This will be the percentage in favour; then
- 2.80.1.3 the number of votes "not in favour" shall be divided by the total number of votes cast. This will be the percentage not in favour; then
- 2.80.1.4 the FTE shall be multiplied by the percentage "in favour" and the percentage "not in favour" to determine the number of FTE votes "in favour" and number of FTE votes "not in favour" for every unit and/or bargaining unit. This shall be the unit and/or bargaining unit result used for the provincial vote tally;
- 2.80.2 the results for every unit and/or bargaining unit determined under 2.80.1.4, shall be tallied and shall be the official provincial vote tally;
- 2.80.3 the results for the official provincial vote tally shall be reported out as a percentage.

### **PROVINCIAL COMMITTEES, NETWORKS, WORK GROUPS, PROJECT TEAMS AND TASK FORCES**

- 2.81 The following are the standing committees/network(s) of the Association:
- 2.81.1 audit;
- 2.81.2 awards;
- 2.81.3 Catholic education and curriculum;
- 2.81.4 collective bargaining;
- 2.81.5 diversity advisory board;
- 2.81.6 educational aid;
- 2.81.7 finance;
- 2.81.8 health and safety;
- 2.81.9 human rights;
- 2.81.10 legislation;
- 2.81.11 long term disability;
- 2.81.12 member engagement;
- 2.81.13 personnel;
- 2.81.14 political advisory committee;
- 2.81.15 program and structures;

- 2.81.16 status of women;
- 2.81.17 teacher development;
- 2.81.18 teacher education network.
- 2.82 The duties of a committee or network shall be to study and report on such matters as may be:
- 2.82.1 referred to it by the annual general meeting, the council of presidents or the provincial executive;
- 2.82.2 undertaken by it with the approval of the annual general meeting, the council of presidents or the provincial executive;
- 2.82.3 pertinent to it and introduced by one of its members.
- 2.83 The composition, duties, duration and reporting requirements of a work group, project team or task force shall be defined by the body that creates it, at the time of appointment, except as specified by Association by-laws, policies and procedures.
- 2.84 The provincial executive shall appoint members to the standing committees, networks, work groups, project teams and task forces. Provincial standing committees shall be composed of five members-at-large including, where possible, at least one member who is a beginning teacher, with the exception of:
- 2.84.1 the audit committee whose members shall be appointed in accordance with 2.88, and;
- 2.84.2 the collective bargaining committee, whose members shall be appointed in accordance with 2.89;
- 2.84.3 the long term disability committee whose members shall be appointed in accordance with by-law 2.91;
- 2.84.4 the personnel committee whose members shall be appointed in accordance with 2.92;
- 2.84.5 the program and structures committee whose members shall be appointed in accordance with 2.95;
- 2.84.6 the teacher development committee, whose members shall be appointed in accordance with 2.96;
- 2.84.7 the teacher education network whose members shall be appointed in accordance with 2.97.
- 2.85 Applications to the provincial executive for membership on provincial standing committees or networks shall be received until May 1. The standing committees and networks shall assume their duties on July 1.
- 2.86 The members of standing committees, networks, work groups, project teams and task forces shall, except as is provided for in subsections 2.88, 2.89, 2.91, 2.92, 2.95, 2.96 and 2.97 be recruited to give as broad a provincial representation as possible on each committee, network, work group, project team or task force.
- 2.87 For all meetings of provincial committees, work groups, project teams and task forces, the quorum to conduct business will be set at 2/3 of the members of the provincial committee, work group, project team and or task force. With the exception of the audit committee, a staff officer and provincial executive liaison must be present at all meetings. (AGM 2024)

### **Audit Committee**

- 2.87 The audit committee shall be composed of:
- 2.88.1 the chairperson of the finance committee;
- 2.88.2 the provincial treasurer;
- 2.88.3 three members of the council of presidents elected biennially by the council of presidents at its spring meeting as per 2.68;
- 2.88.4 three members of the council of presidents, who shall be elected and serve as alternates on the committee as per 2.68.

### **Collective Bargaining Committee**

- 2.88 The collective bargaining committee shall be composed of:
- 2.89.1 the provincial first vice-president;
- 2.89.2 one member-at-large who teaches in the elementary panel;
- 2.89.3 one member-at-large who teaches in the secondary panel;
- 2.89.4 one member-at-large who is an occasional teacher;
- 2.89.5 one member-at-large who is a beginning teacher, where possible;
- 2.89.6 one member-at-large who is a teacher in a term position, where possible;
- 2.89.7 one member-at-large.

### **Diversity Advisory Board**

- 2.90 The diversity advisory board shall be composed of:
- 2.90.1 ten members-at-large appointed by the provincial executive on a biennial basis, two members representing each of the following groups: (AGM 2024)
- 2.90.1.1 Black members; (AGM 2024)
- 2.90.1.2 Racialized Members;
- 2.90.1.3 Members with Disabilities;
- 2.90.1.4 First Nations, Métis, Inuit members;
- 2.90.1.5 2SLGBTQIA+: Two Spirit, Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual+ Members; (AGM 2024)
- 2.90.2 two voting members of the provincial executive, as determined by the provincial executive, one of which shall be the vice-president of equity; and
- 2.90.3 the general secretary or designate.

### **Long Term Disability Committee**

- 2.91 The long term disability committee shall be composed of:
- 2.91.1 three members of the council of presidents or immediate past members of the council of presidents who are members of the Association's long term disability plan elected by the council of presidents at its spring meeting as per 2.68, and respective alternates for a two year term;
- 2.91.2 two members of the provincial executive who are members of the Association's long term disability plan appointed for a one year term;
- 2.91.3 two members-at-large who are members of the Association's long term disability plan appointed by the provincial executive for a two year term;
- 2.91.4 one of the Association's Ontario Teachers' Insurance Plan Trustees who shall be a non-voting member.

### **Personnel Committee**

- 2.92 The personnel committee shall be composed of:
- 2.92.1 three members of the council of presidents or immediate past members of the council of presidents elected biennially by the council of presidents at its spring meeting as per 2.68;
- 2.92.2 two members of the provincial executive, one of whom shall be the president; and
- 2.92.3 the general secretary who shall be a non-voting member;
- 2.92.4 three alternate members of the council of presidents elected biennially by the council of presidents at its spring meeting as per 2.68.

- 2.93 The committee shall, subject to the constitution, by-laws, policies and procedures of the Association, be governed by processes as approved by a majority of the council of presidents.
- 2.94 The duties of the personnel committee shall be:
- 2.94.1 to recruit, interview and select the general secretary, the deputy general secretary and the members of the secretariat without restriction with respect to academic qualifications, provided that any selection of a general secretary or deputy general secretary shall be conditional on reaching an agreement with the person selected, within two business days, on all terms and conditions of a personal services contract; and such selection shall be promptly and confidentially reported to the provincial executive;
- 2.94.2 to negotiate in good faith and in a manner consistent with fair collective bargaining practices a collective agreement with the members of the secretariat association;
- 2.94.3 to negotiate in good faith personal services contracts with the general secretary and the deputy general secretary;
- 2.94.4 to negotiate in good faith any financial settlements with the general secretary, the deputy general secretary and the members of the secretariat;
- 2.94.5 to engage legal and consultative assistance as necessary within the mandate of the committee;
- 2.94.6 to review at the beginning of each fiscal year all collective agreements and personal services contracts for which the committee is responsible.

#### **Program and Structures Committee**

- 2.95 The program and structures committee shall be composed of:
- 2.95.1 three members of the council of presidents elected biennially by the council of presidents at its spring meeting as per 2.68;
- 2.95.2 two members of the provincial executive; and
- 2.95.3 two representatives from the membership-at-large who shall be appointed by the provincial executive.

#### **Teacher Development Committee**

- 2.96 The teacher development committee shall be composed of:
- 2.96.1 three members-at-large;
- 2.96.2 two members-at-large who are beginning teachers;
- 2.96.3 one provincial executive member.

#### **Teacher Education Network**

- 2.97 The teacher education network shall be composed of one Association representative from each of the local teacher education committees of the Ontario Teachers' Federation. Representatives shall be appointed at the same time as those for other Association standing committees and work groups.

#### **Duties of a Chairperson**

- 2.98 The duties of the committee, network, work group, project team or task force chairperson shall be:
- 2.98.1 to hold a meeting of the committee, network, work group, project team or task force when the chairperson deems it necessary;
- 2.98.2 to send an annual report to the general secretary for inclusion in the agenda of the annual general meeting.



### **Term of Office of Chairperson**

- 2.99 The term of office of a chairperson of a committee, network, work group, project team or task force shall be limited to two consecutive years.

### **Ontario Teachers' Federation Committees**

- 2.100 The Association representatives on the board of governors of the Ontario Teachers' Federation and the provincial executive shall nominate Association members to Ontario Teachers' Federation committees.
- 2.101 Applications for the Ontario Teachers' Federation committees for the following year shall be received by June 1. The committee members shall assume their duties after the Ontario Teachers' Federation annual meeting.
- 2.102 The committee members shall report to the Association representatives on the board of governors of the Ontario Teachers' Federation and the provincial executive.

## **UNIT ORGANIZATION**

### **Units**

- 2.103 An Association unit shall consist of:
- 2.103.1 members working in the elementary panel as determined by 2.104 (elementary unit); or
- 2.103.2 members working in the secondary panel as determined by 2.104 (secondary unit); or
- 2.103.3 a combination of members working in the elementary panel and members working in the secondary panel as determined by 2.104 (joint unit).
- 2.104 For the purposes of unit membership:
- 2.104.1 teachers who work in both panels shall be assigned to a unit as determined by the unit by-laws which have been adopted by both units and approved by the provincial executive;
- 2.104.2 where no by-laws exist, or when the units' by-laws conflict, the following guidelines shall apply:
- 2.104.2.1 teachers whose duties result in the major portion of their assignment being in the elementary panel shall be members of an elementary unit;
- 2.104.2.2 teachers whose duties result in the major portion of their assignment being in the secondary panel shall be members of a secondary unit;
- 2.104.2.3 teachers whose assignment qualifies equally for membership in either the elementary or secondary unit shall choose one or the other and having made the choice, the teacher shall remain within that unit for as long as the teacher is employed in the school board and in the same position.
- 2.105 Bargaining units shall retain their separate bargaining unit status to exercise duties in relation to collective bargaining as set out in 2.142.2 and in Policies, Collective Bargaining, Process.
- 2.106 A combined bargaining unit, a teacher bargaining unit or a combination of teacher bargaining units as per 2.136 to 2.139 may, upon application to the council of presidents, be granted unit status.

- 2.107 Each unit may enact by-laws that are consistent with the constitution, by-laws, policies and procedures of the Association. The unit by-laws shall be submitted to the provincial executive for approval.
- 2.108 Notwithstanding 2.107, a unit may enact a by-law, with the approval of the provincial executive and subject to 2.223 to 2.266, to have an executive structure with duties and responsibilities assigned to officers and terms of office as deemed appropriate.
- 2.109 A quorum at any meeting of an elected or appointed unit body shall be two-thirds of the voting members of that body.

### **Unit Executive**

- 2.110 The unit executive shall be composed of the president, immediate past-president, first vice-president, vice-president of equity or another title as determined by unit by-laws, second vice-president, occasional teacher representative, treasurer, recording secretary and councillors.
- 2.111 The unit executive may appoint as advisors one or two councillors who have had unit executive experience.
- 2.112 Unit executive members appointed under 2.111 or to fill vacancies in the membership of the unit executive under 2.113.9 may be accorded, by unit by-law, full voting privileges.
- 2.113 The duties of the unit executive shall be:
- 2.113.1 to promote the interests of the Association;
- 2.113.2 to conduct all meetings and activities in compliance with the constitution, by-laws, policies, and procedures of the Association to promote accessibility, inclusion, diversity and equity, including but not limited to, by providing a land acknowledgement, accommodations, human rights statement, and sexual harassment statement;
- 2.113.3 to report in writing to the general secretary any case of alleged breach of Association constitution, by-laws, policies or procedures by a member of the unit and, at the same time, to provide the member with a copy of the report;
- 2.113.4 to report to the provincial office, as the unit executive becomes aware, any investigation of a member by the College of Teachers;
- 2.113.5 to receive and consider reports of alleged unfairness on the part of any school board within the unit and reports of professional difficulties between members of a school staff and, if necessary, to work with the general secretary in the resolution of these matters;
- 2.113.6 to refer to the general secretary all matters requiring legal advice;
- 2.113.7 to encourage each school to be represented by an experienced, responsible member;
- 2.113.8 to conduct a workshop for Association representatives when deemed necessary;
- 2.113.9 to fill vacancies in the membership of the unit executive;
- 2.113.10 to choose the delegates and alternate delegates to the annual general meeting and other provincial conferences;
- 2.113.11 to hold general meetings in each school year when required by the Association by-laws and procedures to elect officers and to approve a budget and whenever else deemed necessary for the welfare of the unit. At unit meetings all members shall be entitled to vote;
- 2.113.12 to appoint an elections chairperson and, where applicable, a nominating committee, prior to the opening of nominations for unit elections;

- 2.113.13 all members of a unit are eligible to seek office and vote for all unit executive positions except when otherwise designated by local unit by-laws:
  - 2.113.13.1 where there is a designated position on the unit executive, all members of the unit belonging to the designated group are eligible to seek office and vote for the position, unless otherwise specified by local unit by-laws;
  - 2.113.13.2 where separate units exist within the same school board, the criteria for eligibility to run and vote in a unit must be mutually agreed to prior to the opening of nominations in both units; and
  - 2.113.13.3 where no agreement exists, 2.104 shall apply.
- 2.113.14 to supervise the compilation of a balanced unit budget, to authorize and approve unit expenses and to levy, with the approval of the unit membership, any necessary additional local fee;
  - 2.113.14.1 effective July 1, 2019, to receive and then allocate bargaining unit levy funds for the same purpose(s) as at June 30, 2018.
- 2.113.15 if a grant is required to supplement fee income, to submit in writing to the provincial executive a grant application along with the proposed annual budget as per 2.159, 2.160 and 2.161;
- 2.113.16 to borrow funds on behalf of the unit if such action is authorized by the provincial executive;
- 2.113.17 to appoint a communication officer to promote and publicize the activities of the Association;
- 2.113.18 to provide for beginning teachers' in-service/orientation annually;
- 2.113.19 to appoint a teacher worker representative to the joint health and safety committee at the site-based or central committee level;
- 2.113.20 to appoint the lead negotiator(s) and bargaining unit collective bargaining committee(s);
  - 2.113.20.1 to cooperate in the appointment of the occasional teacher lead negotiator and collective bargaining committee, where required;
    - 2.113.20.1.1 should the unit executives be unable to reach agreement on the chair of the collective bargaining committee the position shall be co-chaired;
- 2.113.21 to appoint the grievance officer(s) and the joint health and safety appointee(s); and
- 2.113.22 to make their members aware of health and safety rights, responsibilities and issues.

### **Unit Equipment and Records**

- 2.114 All members of the unit executive and any member acting in the capacity of a unit release officer shall surrender to their successor all equipment and records of the unit, in good order, upon completion of their respective term of office or at any other time upon written request of the Association, through the general secretary.
  - 2.114.1 Failure to surrender all equipment and records of the unit shall result in a complaint under the Discipline Process or civil action should the individual cease to be a member of the Association.
- 2.115 All members of the unit executive and any member acting in the capacity of a unit release officer shall execute two copies of a statutory declaration upon assuming office. One copy of the statutory declaration shall be retained by the unit and the other shall be forwarded to the general secretary within thirty (30) days of execution.
- 2.116 Every unit shall ensure that officers acting in a release capacity shall maintain all records on unit authorized systems and/or services.

### **Nominating Committee/Elections Chairperson**

- 2.117 The nominating committee/elections chairperson shall:
  - 2.117.1 hold a meeting of all candidates as soon as possible, but no later than ten days after the close of nominations to review the elections guidelines and, through the chair of the committee, answer candidates' questions;

- 2.117.2 ensure that the elections chairperson is the primary liaison between the unit, the candidates and the general secretary with respect to unit elections and any rulings thereto;
- 2.117.3 refer any appeal of a ruling of the elections chairperson to the general secretary;
- 2.117.4 not be involved in any campaign as a candidate or on behalf of a candidate.

### **Elections**

- 2.118 Unit by-laws must include the rules and procedures for unit elections.
- 2.119 To be eligible for election to the unit executive a nominee shall be a member of that unit.
- 2.119.1 To be eligible for election to the bargaining unit executive committee, a nominee shall be a member of that bargaining unit.
- 2.120 To continue to hold office on the unit executive, a member shall continue to be a member of that unit.
- 2.120.1 To continue to hold office on the bargaining unit executive committee, a member shall continue to be a member of that bargaining unit.
- 2.121 The term of office of the president and the treasurer shall be two years and until each of their successors is elected. The officers of the unit executive shall assume office on July 1 of each year for the appropriate term.
- 2.122 The unit executive shall be elected in accordance with the unit by-laws.
- 2.123 In the absence of a unit by-law, the unit executive shall be elected at the annual general meeting of the unit;
- 2.123.1 this election shall take place before June 30 of each year;
- 2.123.2 after the nominating committee has presented its nominations to the unit annual general meeting, additional nominations for each office may be made from the floor of the meeting, provided the consent of the nominee has been obtained.
- 2.124 The term of office of the president and the treasurer shall be two years and until each of their successors is elected. All other offices may be for either one-year or two-year terms as specified in the unit by-laws. In the absence of a local by-law setting out the term of office for positions other than president and treasurer, the term of office shall be one year.
- 2.125 A member of the unit executive who fails to perform the duties inherent in the office may be removed from office by a two-thirds vote of the unit executive, provided at least ten days' written notice of such proposed action shall be given to the member. Such member, if removed, may appeal to the unit membership at its next general meeting.
- 2.125.1 A member of the bargaining unit executive committee who fails to perform the duties inherent in the office may be removed from office by recommendation of the bargaining unit executive committee to the unit executive for determination as per 2.125 above.

### **Duties of Officers**

#### **Unit President**

- 2.126 The duties of the unit president shall be:
- 2.126.1 to promote the interests of the Association;

- 2.126.2 to be the official spokesperson for the unit. The unit president may designate an alternate spokesperson on any matter;
- 2.126.3 to call unit meetings, preside thereat and plan the program thereof;
- 2.126.4 to be responsible for preparing the delegation to the annual general meeting to discharge its duties and responsibilities. It is essential that the delegation consider the majority opinion of the members in the unit;
- 2.126.5 to serve on the council of presidents. When unable to perform this duty, the unit president shall ensure a designate is chosen according to procedure established by the unit membership;
- 2.126.6 to give a detailed report to the unit executive following each meeting of the council of presidents;
- 2.126.7 to keep the membership informed of unit business through the Association representatives;
- 2.126.8 to attend to all correspondence;
- 2.126.9 to file and keep in good order all unit records;
- 2.126.10 to keep on file a record of all members;
- 2.126.11 to forward by the prescribed date to the general secretary the names and addresses of the members of the unit executive immediately following their election;
- 2.126.12 to forward the names of unit delegates and alternate delegates to the annual general meeting and other provincial conferences;
- 2.126.13 to notify the provincial office of all unit meetings.

### **Unit Vice-Presidents**

- 2.127 The duties of the unit vice-presidents shall be:
- 2.127.1 to assist the president in their duties. In the absence of the president, duties shall be performed by the vice-presidents, as determined by unit by-laws, or, in their absence, by the treasurer or one of the councillors;
- 2.127.2 if the president fails to call a mandatory meeting of the unit, the vice-presidents, as determined by unit by-laws, shall call the meeting and notify the president and general secretary of this action.

### **Vice-President of Equity**

- 2.127.3 The duties of the vice-president of equity shall be:
- 2.127.3.1 to assist the president in their duties;
- 2.127.3.2 to advance human rights, accessibility, inclusion, equity, and diversity needs and priorities.

### **Occasional Teacher Representative**

- 2.128 The duties of the occasional teacher representative shall be:
  - 2.128.1 to chair the occasional teacher bargaining unit executive committee or, in the case of a combined bargaining unit, to represent occasional teachers on the combined bargaining unit executive committee;
  - 2.128.2 to assist the unit executive in its duties;
  - 2.128.3 to advise the unit executive on matters pertaining to occasional teachers.
- 2.129 In the absence of an occasional teacher representative on the unit executive, the duties shall be assumed by the unit president or designate until such time an occasional teacher member is appointed to the position of occasional teacher representative to fill the vacancy in accordance with unit by-laws and procedures. (AGM 2024)

### **Unit Treasurer**

- 2.130 The duties of the unit treasurer shall be:
- 2.130.1 to receive and acknowledge all money from the Association;

- 2.130.2 to deposit all funds in the name of the unit in a financial institution that is a member of the Canada Deposit Insurance Corporation or in an accredited teachers' credit union chosen by the unit executive;
- 2.130.3 to keep an account of all money received and spent;
- 2.130.4 to pay all authorized accounts and expenses incurred by the unit;
- 2.130.5 to present a balanced unit budget for approval to the membership at the first general meeting;
- 2.130.6 to give a detailed annual report to the membership at the last general meeting of the year;
- 2.130.7 to submit a detailed annual financial report covering operations for the entire fiscal year, including bargaining units. This report, audited by a licensed public accountant, is to be presented to the membership at the first general meeting following the completion of such audit and a copy sent to the provincial office.

### **Unit Recording Secretary**

- 2.131 The duties of the unit recording secretary shall be:
  - 2.131.1 to record and keep on file the minutes of the executive and general meetings;
  - 2.131.2 to forward copies of such minutes to the general secretary when requested.

### **Unit Councillors**

- 2.132 The duties of unit councillors shall be to assist the unit executive in its duties.

### **Grievance Officer**

- 2.133 The duties of the grievance officer shall be:
  - 2.133.1 to maintain up-to-date records;
  - 2.133.2 to keep the unit executive and provincial office fully informed throughout all stages of the grievance and arbitration process;
  - 2.133.3 to process grievances;
  - 2.133.4 to work with the Association and counsel in the preparation for arbitration.

### **Joint Health and Safety Appointee**

- 2.134 The duties of the joint health and safety appointee shall be:
  - 2.134.1 to maintain up-to-date records;
  - 2.134.2 to maintain the minutes of the joint health and safety committee;
  - 2.134.3 to keep the unit executive fully informed of all issues related to health and safety and workplace environment;
  - 2.134.4 to work with the Association and counsel in the preparation of appeals or violations of the *Occupational Health and Safety Act*; and
  - 2.134.5 to submit regular reports and/or recommendations to the unit executive and act as an advisor on health and safety issues.

### **Association Representatives**

- 2.135 The duties of Association representatives shall be:
  - 2.135.1 to act as the direct liaison between the unit executive and the members of the unit by:
    - 2.135.1.1 retaining on a yearly basis minutes of unit meetings;
    - 2.135.1.2 distributing unit information items to the members;
    - 2.135.1.3 actively promoting unit activities and available services;
  - 2.135.2 to act as a liaison between the provincial executive and the members of the unit by:
    - 2.135.2.1 distributing the Association and Ontario Teachers' Federation publications and correspondence to the members;
    - 2.135.2.2 notifying the appropriate authority regarding shortages therein;
    - 2.135.2.3 actively promoting the Association and its services among members.

## **BARGAINING UNITS**

### **Definitions**

- 2.136 A teacher bargaining unit is an organization composed of the members of either an elementary teacher bargaining unit or a secondary teacher bargaining unit as defined in the *School Boards Collective Bargaining Act* or both combined, pursuant to Section 6 of the Act.
- 2.137 A combined bargaining unit is an organization composed of:
- 2.137.1 an elementary teacher, secondary teacher, and occasional teacher bargaining units that have been combined pursuant to section 6 of the *School Boards Collective Bargaining Act* and its membership shall consist of all the elementary, secondary and occasional teachers employed by a Catholic district school board; or
- 2.137.2 an elementary teacher bargaining unit and an elementary occasional teacher bargaining unit that have been combined pursuant to section 6 of the *School Boards Collective Bargaining Act* and its membership shall consist of all the elementary teachers employed by a Catholic district school board; or
- 2.137.3 a secondary teacher bargaining unit and a secondary occasional teacher bargaining unit that have been combined pursuant to section 6 of the *School Boards Collective Bargaining Act* and its membership shall consist of all the secondary teachers employed by a Catholic district school board.
- 2.138 An occasional teacher bargaining unit is an organization composed of both the elementary and secondary occasional teacher bargaining units that have been combined pursuant to section 6 of the *School Boards Collective Bargaining Act* and its membership shall consist of all the occasional teachers employed by a Catholic district school board.
- 2.139 Unless otherwise specified, the term “bargaining unit” refers equally to teacher bargaining unit, occasional teacher bargaining unit, and combined bargaining unit.

### **Bargaining Unit Executive Committee**

- 2.140 A bargaining unit executive committee shall be composed of a minimum of a chair and other members as defined by unit by-laws. In the case of a combined bargaining unit, the constituent membership groups shall each have representation on the bargaining unit executive committee.
- 2.140.1 For the occasional teacher bargaining unit executive committee, the occasional teacher representative of the unit executive shall be the chair. In the absence of an occasional teacher representative, the duties shall be assumed by the unit president or designate, until such time an occasional teacher member is appointed to the position of occasional teacher representative to fill the vacancy, in accordance with unit by-laws and procedures. (AGM 2024)
- 2.141 Unit by-laws shall determine the process by which the bargaining unit executive committee is elected and/or appointed, subject to requirements under the *handbook*.

### **Bargaining Unit Executive Committee Duties**

- 2.142 The duties of the bargaining unit executive committee shall be:
- 2.142.1 to promote the interests of the Association;
- 2.142.2 to exercise the following duties in relation to collective bargaining in a manner consistent with Policies, Collective Bargaining, Process;

- 2.142.2.1 to represent its members in collective bargaining negotiations with their employing board subject to Policies, Local Collective Bargaining, Process and the applicable law;
  - 2.142.3 to recommend to the unit executive the members of the bargaining unit who shall compose the collective bargaining committee and a member who shall act as lead negotiator to negotiate with its respective Catholic district school board, no later than 90 days prior to the last day on which notice to negotiate with the school board is required;
  - 2.142.3.1 to establish collective bargaining proposals.
- 2.143 The occasional teacher bargaining unit executive committee, where one exists, shall forward to the unit executive(s) a list of occasional teacher members for selection as occasional teacher delegates to the annual general meeting.

## **FINANCE**

### **Fiscal Year**

- 2.144 The fiscal year of the provincial Association shall be from July 1 to June 30.
- 2.145 The fiscal year of the units shall be from July 1 to June 30.
- 2.146 Resolutions with financial implications passed by the annual general meeting or the council of presidents shall take effect in the following fiscal year unless the resolution specifies differently.

### **Funds**

- 2.147 The treasurer shall deposit, or cause to be deposited, in conjunction with the general secretary all funds in a chartered bank chosen by the council of presidents in the name of the Association.
- 2.148 All accounts over the threshold paid by cheque shall be signed by any two of the authorized signing officers: the president, the treasurer, the general secretary, the deputy general secretary, a designate or designates by resolution of the provincial executive. The threshold will be \$5,000.00 but may be changed by resolution of the provincial executive. (AGM 2024)
- 2.149 All accounts paid by an electronic transfer of funds shall be subject to an appropriate process, approved by one of the authorized signing officers noted above, and reviewed by the general secretary and the deputy general secretary. (AGM 2024)

### **Investments**

- 2.150 Investments in bonds and other securities held for the general fund, the reserve fund, and any other funds belonging to the Association, shall be held in an appropriate investment account or accounts, the aggregate of which will be reflected in the annual financial statements. (AGM 2024)
- 2.151 Any two of the authorized signing officers are authorized and empowered to acquire by purchases, exchange or otherwise and to sell, assign and transfer at any time, all or any, stock, shares, bonds, debentures, debenture stock or other securities of incorporated companies on behalf of the Association, including, without in any way limiting the generality of the foregoing, shares in the capital stock of any chartered bank, Bank of Canada, and to make, execute and sign all necessary acts of assignment and transfer of said stocks, shares, bonds, debenture, debenture stock or other securities



which may be necessary for that purpose, and to appoint in their place and stead an attorney, or attorneys, the Association agreeing to ratify and confirm all and whatsoever said attorney or attorneys or substitute(s) may lawfully do or cause to be done by virtue thereof.

- 2.152 All investments in bonds and other securities must be compatible with the mandates as stated in the Association's Constitution and Policies.

### **Expenses**

- 2.153 Payment shall be made to members for necessary expenditures so authorized and incurred while conducting Association business at the provincial level.

### **Fees**

- 2.154 The membership fee shall be:
- 2.154.1 for members teaching in a regular day school program, a base fee of \$1,100.00; effective July 1, 2017 and at July 1 of each subsequent year, the base fee shall be increased by the same percentage rate as any increase(s) applied in the previous school year to local salary grids as determined in provincial bargaining; plus a variable fee composed of the following:
- the amount generated by 0.13 per cent of grid salary that is to be placed in the reserve fund. This amount will be deducted only when the reserve fund is less than three times the gross annual fees revenue of the Association;
  - the amount generated by 0.12 per cent of grid salary that is to be placed in the member protection fund;
- the variable fee is not subject to the membership calculations of procedures 4.91 to 4.96 and 4.97 to 4.100 nor their applications;
- 2.154.2 for members teaching half time or less in a regular day school program, the fee shall be prorated to the percentage of the school year during which they work;
- 2.154.3 for both 2.154.1 and 2.154.2, \$15.00 per member will be placed in the political action fund;
- 2.154.4 for both 2.154.1 and 2.154.2, \$5.00 per member will be placed in the Catholic education defence fund;
- 2.154.5 for members who are occasional teachers, a base fee of 1.63 per cent of salary plus a variable fee composed of the following:
- the amount generated by 0.13 per cent of grid salary that is to be placed in the reserve fund. This amount will be deducted only when the reserve fund is less than three times the gross annual fees revenue of the Association;
  - the amount generated by 0.12 per cent of grid salary that is to be placed in the member protection fund;
- the variable fee is not subject to the membership calculations of procedures 4.91 to 4.96 and 4.97 to 4.100 nor their applications;
- the fee paid by an occasional teacher shall not exceed the annual maximum base fee in 2.154.1;
- 2.154.6 for members who are continuing education teachers not paid according to the regular day school program teacher salary scale, a base fee of 1.25 per cent of salary plus a variable fee composed of the following:
- the amount generated by 0.13 per cent of grid salary that is to be placed in the reserve fund. This amount will be deducted only when the reserve fund is less than three times the gross annual fees revenue of the Association;
  - the amount generated by 0.12 per cent of grid salary that is to be placed in the member protection fund;
- variable fee is not subject to the membership calculations of procedures 4.91 to 4.96 and 4.97 to 4.100 nor their applications;
- the fee paid by a continuing education teacher shall not exceed the annual maximum base fee in 2.154.1.
- 2.154.7 for voluntary members who are members of a union which has entered into an agreement with the Association, the Association regular day school membership fee

- minus the Ontario Teachers' Federation contribution plus any further amount established by the union;
- 2.154.8 for associate members as designated by:
- 2.9.2.1 \$50.00
  - 2.9.2.2 \$150.00.
- 2.155 The Association shall forward to each unit treasurer 20 per cent of the monies resulting from the itemized application of 2.154.1, 2.154.2, 2.154.5 and 2.154.6.
- 2.156 The Association shall forward an additional \$20.00 per member as determined by procedure 4.91 to 4.104 to each unit treasurer for members referred to in 2.154.1, 2.154.2, 2.154.5 and 2.154.6.
- 2.157 The forwarding of fee returns to units shall be contingent upon the receipt of the previous year's financial statement audited by a licensed public accountant.
- 2.158 The Association shall forward the proportional amount of occasional teacher membership fee return referred to in 2.155 and 2.156 and release time for occasional teacher representation to the respective unit(s), subject to procedure 4.96.
- Grants**
- 2.159 A unit may submit to the provincial executive an application for a grant to supplement fee income.
- 2.160 Application for a grant shall be made prior to incurring the expense.
- 2.161 Payment of grants shall be subject to approval of the council of presidents.
- Special Assessments**
- 2.162 Provided that such action is approved by a two-thirds vote of the annual general meeting, special assessments may be levied.
- Reserve Fund**
- 2.163 The Association shall maintain a reserve fund, administered by the provincial executive for the benefit of members and former members retired on pension.
- 2.164 The objects of the reserve fund shall be:
- 2.164.1 to make grants, up to a maximum of \$10,000.00 for each beneficiary, to members of the Association, including members seeking reinstatement and supported in a grievance arbitration by the Association, or to former members who are in dire distress; such grants to be made to all new applicants;
  - 2.164.2 to pay for ordinary operating expenses incurred during a proceeding initiated under the *Ontario Labour Relations Act* including a strike or lock-out or for costs for which there are insufficient funds in the member protection fund, or to pay for the costs of a provincial election campaign for which there are insufficient funds in the political action fund, or in respect of legislative changes affecting the membership for which insufficient provision is made in the budget or for all costs incurred during any form of provincial bargaining, including membership ratification votes;
  - 2.164.3 to lend cash to the general fund or hypothecate some of its securities for a bank loan for the general fund if the general fund becomes temporarily unable to meet its obligations; and

- 2.164.4 to underwrite any wind-up shortfall of the Occasional Teacher Benefit Plan, excluding any liability attributable to a board required to provide benefit funding under the occasional teacher collective agreement.
- 2.165 The provincial executive shall have full power to dispense the fund according to the provisions of this section, including the power to refuse a grant.
- 2.166 The reserve fund shall be maintained by providing in the annual budget for an amount equivalent to a minimum of 5 per cent of the fee, except as defined in 2.154.2, 2.154.4, and 2.154.8 for each member of the Association in June of the previous school year and such other amounts not needed for the normal operations of the Association as the council of presidents may from time to time decide.
- 2.167 All funds shall be deposited in a financial institution that is a member of the Canada Deposit Insurance Corporation.
- 2.168 Surplus funds shall be invested at the discretion of the provincial executive in such investments as allowed insurers under the *Insurance Act* or as authorized from time to time by resolutions of the council of presidents; no funds shall be invested in mortgages on real estate.
- 2.169 Income from surplus funds together with such capital accretions from time to time shall be added to and form part of the reserve fund. Capital losses in the realization or sale of investments shall be charged to the fund.
- 2.170 The treasurer shall render to the council of presidents of the Association regular financial reports on the fund. The names of grant recipients shall not be made known.
- 2.171 A member or former member seeking benefit from the fund as noted in 2.164.1 shall apply to the provincial executive, in writing, stating the full particulars and circumstances pertaining to the application.

### **Building Fund**

- 2.172 The Association shall maintain a building fund administered by the provincial executive.
- 2.173 The objects of the building fund shall be:
- 2.173.1 to receive revenue and deposit all funds in a financial institution that is a member of the Canada Deposit Insurance Corporation;
- 2.173.2 to pay expenses related to the management and maintenance of 65 St. Clair Avenue East;
- 2.173.3 to invest surplus dollars in a manner consistent with reserve fund requirements;
- 2.173.4 to empower the provincial executive to obtain a mortgage on the property.
- 2.174 The treasurer shall provide the council of presidents and the annual general meeting of the Association with financial reports on the fund.

### **Contingency Fund**

- 2.175 The Association shall maintain a contingency fund to meet the costs of activities for which no budget provision has been made.
- 2.176 The amount placed in the contingency fund shall be determined by the council of presidents on the recommendation of the finance committee.

- 2.177 The provincial executive shall be empowered to make allocations from the contingency fund.
- 2.178 The provincial executive shall seek ratification of the allocations from the contingency fund at the council of presidents' meeting following such allocation.

#### **Political Action Fund**

- 2.179 The Association shall maintain a political action fund administered by the provincial executive.
- 2.180 The objects of the political action fund shall be:
- 2.180.1 to support the objectives of the Association during provincial election and by-election campaigns;
- 2.180.2 to provide financial support for election related activities including advertising and release time for teachers at the unit level;
- 2.180.3 to undertake political action and/or election related activities approved by the council of presidents or annual general meeting.
- 2.181 The treasurer shall provide the council of presidents and the annual general meeting with financial reports on the fund.

#### **Catholic Education Defence Fund**

- 2.182 The Association shall maintain a Catholic education defence fund administered by the provincial executive.
- 2.183 The object of the Catholic education defence fund shall be to support the Association in protecting the future of publicly funded Catholic education in Ontario.
- 2.184 The treasurer shall provide the council of presidents and the annual general meeting with financial reports on the fund.

#### **Member Protection Fund**

- 2.185 The Association shall maintain a member protection fund administered by the provincial executive.
- 2.186 The object of the member protection fund shall be to pay for costs in a proceeding initiated under the *Ontario Labour Relations Act* including conciliation, mediation and arbitration costs in contract services matters or in counselling and member services cases or in legal representation of the Association.
- 2.187 The provincial executive shall have full power to dispense the fund according to the provisions of this section.
- 2.188 The treasurer shall render to the council of presidents of the Association regular financial reports on the fund.

#### **Legal Assistance to Members**

- 2.189 Where an official of the Association is in difficulty with a school board arising out of the performance of duties as an official, the Association upon receiving a report of these difficulties shall immediately investigate the matter and provide the member with legal advice and support.

- 2.190 Where it is alleged that a member is guilty of unprofessional conduct or where a member is in a difficulty arising out of the performance of duties as a teacher, the Association shall investigate the matter and shall provide the member with legal advice where appropriate.
- 2.191 Legal counsel may be provided when the provincial executive deems it appropriate.
- 2.192 Legal advice and support shall be provided to a member whose status as a member in good standing of the Ontario College of Teachers and/or whose employment by a publicly funded Catholic district school board is jeopardized as a result of the member acting according to advice/direction of the Association.

### **Scholarships, Fellowships and Bursaries**

- 2.193 Post-graduate scholarships: the Rose M. Cassin Memorial Scholarship, the Reverend J.H. Conway Memorial Scholarship, the Doreen Brady Memorial Scholarship, the Michael Ennett Memorial Scholarship, and the Shannon Hogan Memorial Scholarship each to the maximum amount of \$10,000.00, may be awarded annually. Each of these five scholarships may be shared by more than one member. (AGM 2024)
- 2.194 Fellowships: the Margaret Lynch Memorial Fellowship, the Cecilia Rowan Memorial Fellowship and the Mary C. Babcock Memorial Fellowship, each to the maximum amount of \$10,000.00, may be awarded annually. Each of these three fellowships may be shared by more than one member.
- 2.195 A minimum of \$10,000.00 shall be provided annually for the Joan Kamps Memorial Bursaries.
- 2.196 Any and all funds not awarded in a given year by way of fellowships or scholarships shall be used to provide further funding for the Joan Kamps Memorial Bursaries.

### **DISCIPLINE PROCESS**

- 2.197 Without limiting the jurisdiction of the discipline panel to act accordingly and to provide appropriate relief and to make findings, the "Safe Workplace and Member Conduct" policy (3.157) applies to all conduct by the parties, including but not limited to, conduct with respect to other parties, potential and/or actual witnesses and the discipline panel during the pre-hearing and hearing processes.

Note: Complaints that claim discrimination or harassment in violation of the *handbook* or the *Ontario Human Rights Code* may be offered an alternate discipline process found in sections 2.267 to 2.282.

### **Association Discipline Representatives**

- 2.198 There shall be a roster of Association discipline representatives comprised of a minimum of six members who shall be appointed for a term of no less than three years.
- 2.199 The roster of Association discipline representatives shall consist of persons who are retired former secretariat members appointed by the general secretary.
- 2.200 Following the initial appointment to the roster, there shall be, at all times, at least two appointees with a minimum of one year's experience on the roster.
- 2.201 The roster of Association discipline representatives shall be funded from the general fund.
- 2.202 The general secretary shall be responsible for the assignment of the Association discipline representatives to act as agents on behalf of complainants and respondents to a discipline complaint, as required.

- 2.203 When assigned by the general secretary, Association discipline representatives shall act as agents representing complainants and respondents during the discipline hearing process.

### **Discipline Board**

- 2.204 There shall be a discipline board comprised of a minimum of six members who shall be appointed for a term of no less than three years.
- 2.204.1 In order to ensure continuity, there shall be, at all times, at least one board member with a minimum of one year's experience on the board.
- 2.204.2 The chairperson of the discipline board shall be selected by the members of the board for a term of no less than three years.
- 2.205 The discipline board shall be funded from the general fund.
- 2.206 The disciplinary measures imposed through this discipline procedure are the sole prerogative of the discipline panel.

### **Discipline Board Selection Process**

- 2.207 To be eligible for appointment to the discipline board, a person shall:
- 2.207.1 be a retired former member of the Association who has extensive local and provincial leadership experience; or
- 2.207.2 be a retired former secretariat member.
- 2.208 Names are to be solicited by the general secretary based on the above criteria.
- 2.209 The executive shall select an appropriate number of candidates from the list supplied by the general secretary.
- 2.210 Should the provincial executive be unable to fulfill its duties in the selection process, the council of presidents shall assume the responsibilities of the provincial executive in the selection process.
- 2.211 No member of the provincial executive, or the council of presidents, who is involved as a respondent, complainant, appellant, witness or in any other capacity in an action before the discipline board or the appeal process shall participate in the selection process for the discipline board.
- 2.212 In addition, the Association's conflict of interest policy applies for the selection process.

### **Duties of the Discipline Board**

- 2.213 The duties of the discipline board shall be:
- 2.213.1 to serve as members on discipline panels when called upon by the chairperson of the discipline board;
- 2.213.2 to participate in annual training provided by the Association;
- 2.213.3 to attend meetings as called by the chairperson of the discipline board;
- 2.213.4 to establish a discipline board manual and review and revise as necessary;
- 2.213.5 to establish, review and revise, as necessary, procedures and rules to be followed throughout the hearing process.

### **Duties of the Discipline Board Chairperson**

- 2.214 The duties of the discipline board chairperson shall be:
- 2.214.1 to hold a meeting annually of the discipline board and other meetings as they deem necessary;
- 2.214.2 to submit to the general secretary an annual report for presentation to the annual general meeting;
- 2.214.3 to receive complaints forwarded by the general secretary and deal with them as required by the discipline procedure;
- 2.214.4 to appoint a three-member panel from among the members of the board and designate one of them as the panel chair.

### **Duties of the Discipline Panel**

- 2.215 The duties of a discipline panel shall be:
- 2.215.1 to receive complaints of a breach of Association constitution, by-laws, policies or procedures referred to it by the general secretary and to convene and conduct hearings into those complaints in accordance with the discipline procedure;
- 2.215.2 to determine whether an oral hearing or a hearing based solely on written submissions by the parties should take place, subject to the following provisions:
- 2.215.2.1 the facts of the complaint are not in dispute, or matters in dispute are deemed to be of minor importance by the discipline panel;
- 2.215.2.2 the parties are made aware of all allegations and given the opportunity to review all evidence with adequate time to respond with written submissions in accordance with the deadlines set by the discipline panel.
- 2.215.3 to advise the general secretary of a hearing date, time and place determined by the panel;
- 2.215.4 to determine whether a breach of Association constitution, by-laws, policies or procedures exists and, if so found, to determine the appropriate penalty; and
- 2.215.5 to provide a copy of its decision and the penalty, if any, including a statement of the reasons for the decision and the penalty to the respondent(s), the complainant(s) and the general secretary.

### **Duties of the Provincial Executive**

- 2.216 The provincial executive shall:
- 2.216.1 appoint the members of the discipline board from a list of candidates provided by the general secretary;
- 2.216.2 approve a list of investigators from a list of candidates provided by the general secretary;
- 2.216.3 approve a list of appeal officers from a list of candidates provided by the general secretary;
- 2.216.4 receive reports and recommendations from the chairperson of the discipline board, as deemed necessary by the chairperson of the discipline board;
- 2.216.5 cause to have published, on an annual basis, the names of the members and chairperson of the discipline board, and the names of the appeal officers.

### **Selection Process for the Appeal Officers List**

- 2.217 The provincial executive shall approve the list of candidates willing to serve as appeal officers in the appeal process.
- 2.218 To be eligible for appointment to the appeal officers list, individuals shall have:
- 2.218.1 a background in the practice of law with particular experience in labour and employment issues;
- 2.218.2 no affiliation to the Association. (Affiliation is defined as being solely engaged by the Association in any other capacity).
- 2.219 Appeal officers shall be appointed for a minimum of three years.
- 2.220 Should the provincial executive be unable to fulfill its duties in the selection process, the council of presidents shall assume the responsibilities of the provincial executive in the selection process.
- 2.221 No member of the provincial executive or council of presidents who is involved as a respondent, complainant, appellant, witness or in any other capacity in an action before the discipline board or the appeal process shall participate in the selection process for the appeal officers list.
- 2.222 In addition, the Association's conflict of interest policy applies for the selection process.

### **Complaints**

- 2.223 Any member of the Association is liable to a complaint under the discipline procedure who:
- 2.223.1 violates the constitution, by-laws, policies or procedures of the Association; or

2.223.2 advocates the contravention of established policy before seeking to change such policy through established Association channels.

2.224 Any unit executive is liable to a complaint under the discipline procedure which;  
 2.224.1 is in breach of the constitution, by-laws, policies or procedures of the Association; or  
 2.224.2 advocates the contravention of established policy before seeking to change such policy through established Association channels.

### **Exceptions**

2.225 No representative of the Association may be held liable or responsible for any activities conducted on behalf of the Association, so long as they do not act in a manner that is arbitrary, discriminatory or in bad faith.

2.226 Complaints arising under the Association's Safe Workplace and Member Conduct policy shall be dealt with under the procedures set out in that policy.

2.227 No complaint that involves a breach of the provisions of the regulations under the *Teaching Profession Act* shall be subject to the Association's discipline procedure. The decision of the general secretary with respect to this issue shall be final.

### **Statement of Complaint**

2.228 Three or more members of the Association, or the executive of the unit of which the accused is a member, or the provincial executive:

2.228.1 may file a written statement of complaint to the general secretary that a member is in breach of the constitution, by-laws, policies or procedures of the Association. The written statement of complaint shall detail the exact nature of the complaint and shall include copies of any documentation or evidence to be relied upon;

2.228.2 shall provide to the accused member a copy of the written statement of complaint.

2.229 Three or more members of the Association, or the executive of a unit or the provincial executive or one member if the complaint alleges a breach of by-law 2.3

2.229.1 may file a written statement of complaint to the general secretary that a unit executive or member(s) of the unit executive are in breach of the constitution, by-laws, policies or procedures of the Association under by-law 2.229. The written statement of complaint shall detail the exact nature of the complaint and shall include copies of any documentation or evidence to be relied upon; and

2.229.2 shall provide to each member of the accused executive a copy of the written statement of complaint.

2.230 Should the general secretary declare a conflict of interest, the deputy general secretary shall assume the responsibilities of the general secretary throughout this process.

### **Pre-Hearing Process**

2.231 Upon receipt of a written statement of complaint, the general secretary shall conduct or cause to be conducted an investigation into the complaint.

2.231.1 Where the general secretary finds the complaint is vexatious, frivolous or insubstantial, the complaint shall be dismissed.

2.231.2 Where the complaint is not dismissed, the general secretary shall attempt to mediate a settlement between the affected parties.

2.231.3 Failing a mediated settlement, the general secretary shall forward the complaint to the chairperson of the discipline board and inform both the complainant(s) and respondent(s) of such.

2.231.4 All information arising from the mediation process is confidential and shall not be provided to nor relied upon by the discipline board, the discipline panel, the appeal officer and/or the parties during the hearing and/or appeal process.



- 2.232 Upon receipt of a complaint, the discipline board chairperson shall appoint a three-member panel from among the members of the board and designate one of them as the panel chair.
- 2.233 The panel chair shall advise the general secretary of a hearing date, time and place determined by the panel.
- 2.234 Upon receipt of this information, the general secretary shall serve the complainant(s) and the respondent(s) with a notice of hearing containing:
- 2.234.1 the date, time and place of the hearing;
- 2.234.2 the names of the members of the discipline panel and the name of the chair of the panel;
- 2.234.3 a statement specifying the alleged *handbook* violations which are to be decided upon by the panel;
- 2.234.4 a statement that the parties are entitled to be represented by an Association discipline representative or an agent, who is not legal counsel. If the agent is a member of the Association, the member must be in good standing;
- 2.234.5 a statement that the parties must inform the panel chair, within seven days, of the name and contact information of their agent, if one is to be used;
- 2.234.6 a statement that if the parties do not appear at the time scheduled for the hearing, the discipline panel may consider the matter in their absence without any further notice; and
- 2.234.7 a statement that the Association will pay reasonable travel and accommodation costs incurred by the parties and their agent at the hearing.
- 2.235 The panel chair shall provide the complainant(s) and the respondent(s), or their agent, with a copy of the procedures and rules to be followed throughout the hearing process within a reasonable period of time.

### **Hearing Process**

- 2.236 The complainant(s) and the respondent(s) shall be the parties to the hearing and shall be represented by the Association discipline representative assigned to each party or their agent, who is not legal counsel.
- 2.237 The parties shall be responsible for the presentation of evidence and making submissions according to the procedures and rules to be followed throughout the hearing process. Submissions may also address:
- 2.237.1 the penalty to be imposed, if any;
- 2.237.2 publication, in whole or in part; and
- 2.237.3 any other rulings to be made by the panel.
- 2.238 The panel chair shall conduct the hearing in accordance with the procedures and rules to be followed throughout the hearing process, as provided to the parties.
- 2.239 Should a party abandon the hearing process, the discipline panel may continue with the hearing to its conclusion and render its decision.
- 2.240 After the conclusion of the hearing, the panel shall determine whether the respondent is in breach of the constitution, by-laws, policies or procedures of the Association.

### **Decision**

- 2.241 The panel shall provide a copy of its decision to the general secretary within ten calendar days of the conclusion of the hearing. The decision shall include reasons for the finding on:
- 2.241.1 whether a breach of the constitution, by-laws, policies or procedures of the Association occurred;
- 2.241.2 the penalty to be imposed, if any; and
- 2.241.3 publication, where applicable.
- 2.242 The general secretary shall then provide copies of the decision to the respondent(s), the complainant(s), and their agent.

### **Penalties**

- 2.243 Where the panel finds that the accused member is in breach of the constitution, by-laws, policies or procedures of the Association, the panel may decide to take no action or it may decide to take some or all of the following actions:
- 2.243.1 reprimand the member;
  - 2.243.2 impose a fine not to exceed \$2,500.00;
  - 2.243.3 suspend the member's membership privileges;
  - 2.243.4 publish the decision of the panel, in whole or in part.
- 2.244 Where the panel finds that the accused unit executive is in breach of the constitution, by- laws, policies or procedures of the Association, the panel may decide to take no action or it may decide to take some or all of the following actions:
- 2.244.1 reprimand the respondent;
  - 2.244.2 impose a fine not to exceed \$10,000.00;
  - 2.244.3 withhold the fee return as established under Association by-laws to the unit;
  - 2.244.4 withhold any and all grants, supplemental funding and other additional funding as established under Association by-laws and/or procedures;
  - 2.244.5 publish the decision of the panel, in whole or in part.
- 2.245 Where it so decides, the discipline panel shall provide to the general secretary direction to publish some or all of the decision in the official publication of the Association, subject to the outcome of the appeal process.
- 2.246 The general secretary shall be responsible for the imposition and enforcement of the penalty and shall use whatever means or agencies necessary to achieve this end.
- 2.247 Any penalty, save publication, shall take effect immediately.

### **Appeal Process**

- 2.248 Either the complainant or the respondent may file with the general secretary a written notice of appeal of the decision of the discipline panel within seven calendar days from the date of the decision.
- 2.249 The respondent party to the appeal shall be the Association.
- 2.250 The other party to the discipline hearing, who is not the appellant, may choose to be a party to the appeal.
- 2.251 Grounds for an appeal, upon which the appeal officer will rule, are restricted to the following issues:
- 2.251.1 whether the discipline panel conducted a fair oral or written hearing;
  - 2.251.2 whether there was a complete absence of evidence to support the finding(s) of the discipline panel that a breach of the constitution, by-laws, policies or procedures of the Association occurred.
- 2.252 Where a party abandons the hearing process and the discipline panel continues the hearing process and renders its decision, the abandonment of the hearing process by that party may be a ground for dismissing any appeal that has been initiated by that party.
- 2.253 The notice of appeal must include a copy of the decision.
- 2.254 Upon receipt of the notice of appeal, the general secretary shall choose an individual from the appeal officers list who will conduct the appeal.
- 2.255 Within fourteen calendar days from the date that the notice of appeal was filed, the party requesting the appeal (the appellant) must submit to the general secretary:
- 2.255.1 written submissions in support of the appeal; and
  - 2.255.2 any documentation presented at the hearing upon which the appellant intends to rely.

- 2.256 The general secretary will notify and provide to the party responding to the appeal (the respondent) a copy of the appeal documents.
- 2.257 Within fourteen calendar days from the receipt of the appellant's appeal documents, if the respondent chooses to participate in the appeal, the respondent shall submit to the general secretary:
- 2.257.1 written submissions for opposing the appeal; and
- 2.257.2 any documentation presented at the hearing upon which the respondent intends to rely.
- 2.258 The general secretary will provide to the appellant a copy of the respondent's appeal documents.
- 2.259 The general secretary shall provide a copy of the appellant's and respondent's submissions and documentation to the appeal officer.
- 2.260 The appeal officer may extend any of the following time limits they deem reasonable in the circumstances.
- 2.261 Within thirty calendar days of receipt of all submissions and documentation the appeal officer shall:
- 2.261.1 render a decision based upon the written submissions of the parties; or
- 2.261.2 before rendering a decision, seek clarification from the parties in any manner the appeal officer deems appropriate.
- 2.262 Within fourteen calendar days of seeking clarification, the appeal officer shall render a decision by:
- 2.262.1 denying the appeal; or
- 2.262.2 allowing the appeal and referring the matter back to the discipline board for a new hearing by a new discipline panel constituted from three different members of the discipline board; or
- 2.262.3 amending the penalty where the appeal officer determines that it is not reasonable and appropriate in all circumstances.
- 2.263 The decision of the appeal officer to deny or allow the appeal is final with no further avenue for appeal within the Association.
- 2.264 Within five calendar days of rendering a decision, the appeal officer shall forward to the general secretary the written decision with reasons.
- 2.265 Within three calendar days, the general secretary shall forward the written decision with reasons to the appellant and the respondent and, where applicable, the new discipline panel.
- 2.266 The decision of a new discipline panel shall be final with no further avenue for appeal within the Association.
- Alternate Discipline Hearing Process**
- 2.267 A member of the Association, unit executive or provincial executive who makes a complaint, pursuant to by-laws 2.228 and 2.229, that claims discrimination or harassment in violation of the *handbook* and/or the *Ontario Human Rights Code* may be offered an alternate process.
- 2.268 The general secretary or designate shall, within three business days of giving notice of the complaint to the respondent, designate an external mediator/adjudicator responsible for conducting a fact finding, a mediation and, if necessary, an expedited adjudication.

- 2.269 Upon request by any of the parties, a member of the Protocol Committee may be assigned for support by the general secretary or designate.

### **Confidentiality**

- 2.270 All proceedings under this policy, and the results of those proceedings, shall be dealt with in the strictest of confidence, subject to the Association's ability to conduct a full and thorough investigation. The Association will not disclose any information about a complaint except as is necessary, and only to the extent that is necessary, in order to investigate the complaint, to take disciplinary action or as may be required by law, by subpoena or by reasons of danger, health and safety. All complaints, responses, settlements or other documents relating to the complaint shall be kept in a sealed envelope in the office of the general secretary for a period of five years.

### **Complaints Process**

- 2.271 The mediator/adjudicator shall investigate and address the complaint in a fair, impartial, accessible, and trauma-informed manner within a reasonable period of time.
- 2.272 The mediator/adjudicator will attempt to effect an informal resolution to the complaint, including, subject to mutual consent, mediation.
- 2.273 Where practical, the mediator/adjudicator shall issue a report of their investigation to the general secretary within two weeks. Where, due to the nature of the allegations raised in the complaint, a lengthier investigation is required, the investigator shall inform the general secretary and the parties, and the general secretary shall establish a reasonable time frame within which the investigator shall issue their report.
- 2.274 Where the mediator/adjudicator deems the complaint vexatious, frivolous or insubstantial, the complaint shall be dismissed with no further avenue for appeal within the Association.
- 2.275 If the complaint is resolved informally, including at mediation, the resolution of a complaint, without details, is reported to the general secretary.
- 2.276 If an informal process doesn't resolve the issue(s), the mediator/adjudicator proceeds to an expedited adjudication of the allegations and decides whether the respondent is in breach of the constitution, by-laws, policies or procedures of the Association and the appropriate penalty(ies), including but not limited to the penalties in the discipline procedure.
- 2.277 The mediator/adjudicator's decision is final and not subject to appeal. The decision is reported with reasons to the general secretary, complainant and respondent. The general secretary then reports the decision to the local president.

### **Selection Process for the Mediator/Adjudicator List**

- 2.278 The general secretary shall approve the list of candidates willing to serve as a mediator/adjudicator in the alternate discipline hearing process.
- 2.279 To be eligible for appointment to the mediator/adjudicator list, individuals shall have:
- 2.279.1 a professional background in human rights, accessibility, inclusion, diversity, equity, and/or experience in trauma-informed investigations;
- 2.279.2 no affiliation to the Association (affiliation is defined as being solely engaged by the Association in any other capacity).
- 2.280 Mediators/adjudicators shall be appointed for a minimum of three years that may be reviewed.

2.281 The general secretary may delegate their duties in the selection process to the deputy general secretary.

2.282 The Association's conflict of interest policy applies for the selection process.

### **PUBLICATIONS**

2.283 The official publication of the Association shall be made available to all members.

### **AMENDING FORMULAS FOR BY-LAWS, POLICIES AND PROCEDURES**

2.284 The by-laws may be established, amended, rescinded or suspended by:

2.284.1 a two-thirds vote of the delegates present and voting at the annual general meeting and qualified to vote thereat provided that notice shall have been submitted to the legislation committee not later than 100 days prior to the annual general meeting and shall have been sent to the membership through an Association publication distributed through the regular channels at least 30 days before the annual general meeting;

2.284.2 a unanimous vote of the delegates present at the annual general meeting and qualified to vote thereat if previous notice has not been given.

2.285 Any notice of suspension of by-laws shall clearly state the time during which the suspension applies.

### **Temporary Measures During Prohibited Period**

2.286 Notwithstanding any provision in the letters patent, constitution, by-laws, procedures or unit by-laws, the following provisions apply during any period when in person Association or unit meetings are prohibited or restricted by any law, regulation, order, rule, direction or decision of any government authority ("Prohibited Period"):

2.286.1 All meetings for Association or unit business, including but not limited to the annual general meeting, unit general meetings, provincial executive, council of presidents and unit executive meetings, may be held by telephonic or electronic means and all voting at such meetings may take place telephonically or electronically;

2.286.2 With respect to unit and other elections during the Prohibited Period, all nominations, elections and voting processes may take place electronically as per any guidelines which may be issued by the provincial executive; and

2.286.3 While the Prohibited Period continues, the annual general meeting, unit annual meetings, and elections shall be deemed valid so long as the membership is provided with reasonable notice of the time and method for participating in the meeting and/or election.

2.287 Policies may be established, amended, rescinded or suspended by a two-thirds vote of the delegates present and voting at the annual general meeting and qualified to vote thereat provided that notice shall have been submitted to the legislation committee not later than 100 days prior to the annual general meeting and shall have been sent to the membership through an Association publication distributed through the regular channels at least 30 days before the annual general meeting;

2.288 Any notice of suspension of policies shall clearly state the time during which the suspension applies.

2.289 Procedures may be established, amended, rescinded or suspended by:

2.289.1 a two-thirds majority vote of the registered delegates present and voting at the annual general meeting and qualified to vote thereat provided that notice shall have been submitted to the legislation committee not later than 100 days prior to the annual general meeting and shall have been sent to the membership through an Association publication distributed through the regular channels at least 30 days before the annual general meeting;

- 2.289.2 a nine-tenths majority of the council of presidents or the provincial executive. Any such action by the council of presidents or provincial executive shall be subject to ratification at the next annual general meeting;
- 2.289.3 any notice of suspension of procedures shall clearly state the time during which the suspension applies.

**POLICIES**

POLICIES

## 3 POLICIES

- 3.1 Policies are statements reflecting the principles and objects of the Association constitution that guide the actions of officers, staff and members.
- 3.2 The purposes of policy statements are:
- 3.2.1 to guide the officers of the Association in their public statements and in their planning of action and the conduct of Association activities;
- 3.2.2 to provide guidance to the annual general meeting when specific proposals for action for activities are placed before it;
- 3.2.3 to provide guidance to representatives of the Association in regard to the negotiation and administration of agreements.

### ADMINISTRATION

- 3.3 That local units be encouraged to join local labour councils and to participate in their activities.
- 3.4 That unit policies may allow for payment of expenses not covered by the Association.
- 3.5 That appointments to the secretariat of the Association be made, where possible, from among the statutory, associate or voluntary membership of the Association throughout the province.
- 3.6 That the Association representatives to the Canadian Teachers' Federation annual meeting shall be the president, first vice-president and the general secretary.
- 3.7 That the application for donations from outside agencies include the most recent audited financial statement, constitution and by-laws;
- 3.7.1 applications of \$5,000.00 or less shall be submitted to the provincial executive for final approval;
- 3.7.2 applications for more than \$5,000.00 shall be submitted to the provincial executive for a recommendation and then to the council of presidents or the annual general meeting for final approval.
- 3.8 That in any fiscal year, two per cent of the Association's net revenue, as of the council of presidents' budget-setting session, be allocated to the educational aid fund and that any monies so allocated, but not spent in the current budgetary year, to a maximum of one-half of the current year's apportionment from the general fund be automatically transferred to the educational aid fund for the following year. This fund shall not exceed three per cent of net revenue.
- 3.9 That in any fiscal year, one per cent of the Association's net revenue, as of the council of presidents' budget-setting session, be allocated to the teacher development fund and that any monies so allocated, but not spent in the current budgetary year, to a maximum of one-half of the current year's apportionment from the general fund, be automatically transferred to the teacher development fund for the following year. This fund shall not exceed two per cent of net revenue.
- 3.10 That the Association at all levels shall, when possible, contract, tender or seek materials and services from union shops, giving priority to Canadian producers and suppliers.
- 3.11 That the Association refrain from providing bottled water at all provincially sponsored events.



## **BEGINNING TEACHERS**

- 3.12 That beginning teachers be defined as members in their first ten years of teaching.
- 3.13 That units promote the involvement of beginning teachers in the Association.

## **PROVINCIAL COLLECTIVE BARGAINING**

### **Provincial Collective Bargaining Goals**

#### **Working Conditions**

- 3.14 That collective agreements provide for:
  - 3.14.1 that the length of the school day, the length of the school year and the number of professional activity days in a school year be maintained;
  - 3.14.2 that the number of assigned supervision duties minutes be eliminated or reduced;
  - 3.14.3 the elimination of supervision, which includes inclement weather supervision;
  - 3.14.4 that there be a free and uninterrupted lunch period of no less than 40 consecutive minutes;
  - 3.14.5 that all teachers have a lunch break free from supervision of pupils;
  - 3.14.6 that planning, preparation and evaluation time be provided within every instructional day;
  - 3.14.7 that staffing ratios and class sizes take into consideration exceptional children;
  - 3.14.8 that there be priority for qualified internal applicants over external applicants for any vacant position;
  - 3.14.9 that collective agreements provide for component staffing;
  - 3.14.10 that there be at least one full-time qualified teacher-librarian in each school;
  - 3.14.11 that school chaplains/chaplaincy team leaders and chaplaincy team members be qualified teachers and bargaining unit members;
  - 3.14.12 that guidance and career counsellors be qualified teachers, and that student teacher ratios be established for these members;
  - 3.14.13 that the working conditions, benefits and rights of part-time teachers be provided for;
  - 3.14.14 that the working conditions, benefits and rights of continuing education teachers be provided for;
  - 3.14.15 that funding and job-embedded training be provided for adequate worksite technology required for the fulfillment of teaching duties;
  - 3.14.16 that all teachers who are absent be replaced by supernumerary or redundant teachers where they exist, or then by occasional teachers on the occasional teacher list;
  - 3.14.17 that release time for unit presidents and other unit officers be paid by the employing school boards;
  - 3.14.18 that release time for bargaining unit negotiators be paid for by the board when requested by the unit executive;
  - 3.14.19 that the current sick leave/short term leave disability plans be protected and maintained for all teachers;
  - 3.14.20 that there be an early retirement incentive plan;
  - 3.14.21 that pregnancy and parental leaves be enhanced;
  - 3.14.22 that employee assistance programs be paid by the school board;
  - 3.14.23 that school boards hire a qualified occasional teacher on the occasional teacher roster over an external candidate for any available regular day school program teaching position; and
  - 3.14.24 that seniority rights for occasional teachers be enhanced for hiring practices.

#### **Rights**

- 3.15 That protection be provided for all teachers from dismissal, promotion denials and harassment in respect of their sexual orientation and gender identity.

#### **Health and Safety**

- 3.16 That Association Health and Safety bargaining objectives reflect the following:
  - 3.16.1 That the Association ensure that the health and safety of all members be of paramount importance.

- 3.17 That collective agreements provide for:
- 3.17.1 maintaining the existing Multi-Workplace Joint Health and Safety Committee structure in all Catholic district school boards where one exists or, where a Multi-Workplace Joint Health and Safety Committee does not currently exist, that the school board agree to support a local unit's request to seek Ministry of Labour, Immigration, Training and Skills Development approval for the establishment of a Multi-Workplace Joint Health and Safety Committee in that board.
- 3.18 That every jurisdiction have a fully operational joint health and safety committee funded by the employer.
- 3.19 That no members suffer any reprisal or recriminations as a result of their exercise of their rights, including the right to refuse work, under the health and safety provisions of all applicable legislation and their collective agreement.
- 3.20 That employer paid release time be provided to all members of the joint health and safety committee for the completion of their duties.
- 3.21 That no member be required to enter or search a school or other worksite during a bomb threat or other potentially life-threatening situations.
- 3.22 That the Association support the right of all workers to work in an environment that does not store, handle or use any chemical classified as or suspected of being a carcinogen, teratogen, mutagen, explosive, or containing a National Fire Protection Association hazard rating of 4.
- 3.23 That the Association support the right of all workers to work in an environment where the control of heat stress complies with the *Occupational Health and Safety Act*, Ministry of Labour Guidelines and the Occupational Health Clinic for Ontario Workers.
- 3.24 That the Association support the right of all joint health and safety committees to be consulted about, and to receive copies of all correspondence between their school board and the Ministry of Labour related to accident rates, injuries, orders and complaints through the Ministry of Labour.
- 3.25 That the Association support the right of all workers to work in an environment where the sound exposure complies with the *Occupational Health and Safety Act*.
- 3.26 That the Association support the right of all workers to work in an environment that is adequately ventilated, as required by the *Occupational Health and Safety Act* and the Ontario Building Code.
- 3.27 That the Association support the right of all workers to work in an environment where the control of wood dust complies with the *Occupational Health and Safety Act*, the Ontario Building Code and National Fire Protection Association NFPA 664: Standard for the Prevention of Fires and Explosions in Wood Processing and Woodworking Facilities.
- 3.28 That no member be required to conduct or participate in safety inspections or any related activity at a site without proper health and safety training by the employing board.

- 3.29 That all workplace health and safety inspections, being conducted in workplaces under the *Occupational Health and Safety Act*, on behalf of Association members, include a member of the Association who is trained as per the *Occupational Health and Safety Act* on the inspection team.
- 3.30 That the Association support the principle that joint health and safety committees, which represent teachers, be a multi-workplace joint health and safety committee.
- 3.31 That the Association support the principle that all teachers, including occasional and itinerant teachers, be provided with a key/swipe-card in order to perform their required duties and to protect themselves and students in emergency situations such as lock down and/or hold and secure situations.
- 3.32 That critical injury to any person at a work site be reported to the joint health and safety committee and the local unit and that an investigation occur which complies with the *Occupational Health and Safety Act*.
- 3.33 That the Association support the rights of all workers to work in an environment that ensures building safety, as required by the *Occupational Health and Safety Act*, the Ontario Building Code and the Ontario Fire Code.
- 3.34 That the Association support the principle that the *Occupational Health and Safety Act* definitions of workplace violence and harassment, including sexual harassment, as well as PART III.0.1 of the *Occupational Health and Safety Act*, violence and harassment, including sexual harassment, are applicable to all persons in a workplace including students, students with special needs and members of the community at large.
- 3.35 That any report of violence and/or harassment, inclusive of sexual harassment, where the respondent is a management employee or an administrator employed by the board, be investigated by a neutral third party independent investigator with no affiliation to the school board.
- 3.36 That the Association support the principle that the *Occupational Health and Safety Act* requires that an employer inform Association members when they may have been exposed to a communicable disease.
- 3.37 That where the actions of administration have put a member in jeopardy the provincial executive, in coordination with and on the advice of the applicable unit executive, file before the Ontario College of Teachers formal complaints of professional misconduct against administrators of the applicable school board, both serving and retired, with a noted history of harassment of teachers.
- Health and Safety: Workplace Violence**
- 3.38 That the Association support members who have been subjected to workplace violence while performing their professional duties. Workplace violence is an assault, an attempted assault or the threat of an assault.
- 3.39 That the Association support the right of all workers to work in healthy and safe workplaces including psychologically healthy and safe workplaces.
- 3.40 That the Association support that “a person with a history of violent behavior” is defined as any person that has been identified as having perpetrated an act of violence as it is defined by the *Occupational Health and Safety Act*.

- The definition:
- applies regardless of it being the initial occurrence of violence for an individual;
  - applies to violence committed anywhere, at any time, by any person including student on student violence or violence by a special needs student; and
  - applies without the application of mitigating circumstances (mitigating circumstances are only used in determining the appropriate course of action after applying the definition).
- 3.41 That where a member has suffered workplace violence the following steps should be followed:
- 3.41.1 the assailant is removed from the presence of the member immediately;
- 3.41.2 the member receives immediate medical attention, where warranted, and medical verification (as per Workplace Safety and Insurance Board reporting protocol) of the incident of workplace violence;
- 3.41.3 the member, or if necessary a colleague, informs the principal at the earliest opportunity, and the principal, in turn, informs the central board office that an incident of workplace violence has taken place and requests that the board's legal counsel be so advised;
- 3.41.4 the principal immediately establishes that an incident of workplace violence has occurred, conducts an investigation, and completes a written risk reassessment as per the *Occupational Health and Safety Act*;
- 3.41.5 where the alleged assailant is a student in that school, the principal immediately reassigns the student out of the classes of the assaulted member and, where it is possible, this reassignment is permanent;
- 3.41.6 where the investigation establishes that an incident of workplace violence has taken place and that the assailant is a student in that school, the student is considered for suspension from school and the parent or guardian is so informed; that student is not subsequently assigned to the member's classes;
- 3.41.7 where the investigation establishes that the assailant is a person other than a student in that school, or where, in any event, the incident of workplace violence is of a serious nature, in terms of bodily harm, the principal calls the police service to investigate;
- 3.41.8 subject to consultation with the assaulted member, and the member taking legal advice through the Association and/or the board, the principal calls the police service to investigate, regardless of the source or gravity of the incident of workplace violence;
- 3.41.9 the principal makes a written account of the events, times and witnesses and furnishes the member with a copy of this account and any other reports pertaining to the incident of workplace violence, as per the *Occupational Health and Safety Act*;
- 3.41.10 the member, or, if necessary, a colleague or the principal, informs the Association representative and the unit president of the incident of workplace violence; and
- 3.41.11 the unit president informs the Association's provincial office of the incident of workplace violence.
- 3.42 That the Association support, in principle, that support staff put in place to address incidents of workplace violence be adequately trained prior to being assigned to a classroom.
- 3.43 That the Association support the principle that incidents of workplace violence, as described in policies 3.38-3.41, by definition are acts of workplace violence under the *Occupational Health and Safety Act* (PART III .0.1) and therefore must be reported, investigated, reassessed as to risk and the subject of hazard controls as per the *Occupational Health and Safety Act* workplace violence legislation in addition to being subject to these provincial *handbook* policies on workplace violence.
- Benefits**
- 3.44 That collective agreements provide for, at minimum, health insurance, group life insurance, extended health care, long term disability and dental care insurance.
- 3.45 That collective agreements provide for increases in funding to reflect real benefits costs.

- 3.46 That the collective agreements provide for access to the OECTA Employee Life and Health Trust benefits for daily occasional teachers, at their own expense, as an alternative to any other daily occasional teacher benefits plan that may be offered.

### **Compensation**

- 3.47 that the annual remuneration of each teacher reflect:
- 3.47.1 increases in real income based upon the principles of comparability, increases in consumer prices and productivity growth;
- 3.47.2 that the increment within a category be paid in recognition of years of experience;
- 3.47.3 that maximum salary levels be based on an equal number of years of experience for each and every category;
- 3.47.4 that the yearly increment not be considered as part of a negotiated salary increase;
- 3.47.5 that there be compensation for increased workload for positions of additional responsibility; and
- 3.47.6 that the Ontario College of Teachers fee be paid by the employer.

## **LOCAL COLLECTIVE BARGAINING**

### **General**

- 3.48 That the Association oppose the removal by school boards of those provisions in collective agreements which guarantee the rights, salaries, benefits and working conditions of the members.
- 3.49 That free and unfettered collective bargaining be a fundamental right of teachers in the province of Ontario.
- 3.50 That collective agreements exclude provisions requiring members to be Ontario Catholic school electors.

### **Process**

- 3.51 That, subject to the Association's primary responsibility as the bargaining agent, the Association appoint the bargaining unit executive committee(s) to act as agent(s).
- 3.52 That negotiations be carried on at the bargaining unit level in a manner consistent with Association by-laws and policies.
- 3.53 That all initial bargaining proposals for a renewal of an agreement with a Catholic district school board include the local bargaining goals and objectives.
- 3.54 That all initial bargaining proposals for a renewal of an agreement with a Catholic district school board be submitted to the general secretary for approval.
- 3.55 That the general secretary notify the employing board or employer, of the Association's intention to negotiate the renewal of the collective agreement.
- 3.56 That the bargaining unit executive committee(s) provide to the general secretary, through the appropriate staff officer, a copy of:
- 3.56.1 the bargaining unit's initial proposal offer prior to being tabled with the Catholic district school board;
- 3.56.2 the Catholic district school board's initial offer within three days of receipt; and
- 3.56.3 within one day, a copy of the tentative settlement.
- 3.57 That, since the bargaining agent is the Association, secretariat members have access to bargaining sessions with a Catholic district school board.

- 3.58 That the role of the secretariat member be determined in consultation with the bargaining unit executive committee.
- 3.59 That it is a responsibility of the bargaining unit executive committee to familiarize the bargaining unit bargaining team with the terms of the *Ontario Labour Relations Act*, the *Education Act*, the *School Boards Collective Bargaining Act*, and its regulations and the by-laws and policies of the Ontario Teachers' Federation and the Association and the central terms of the collective agreement as negotiated through provincial bargaining, including the memorandum of settlement of central bargaining.
- 3.60 That the bargaining unit executive committee keep the provincial office informed of progress of negotiations.
- 3.61 That the bargaining unit executive committee secure approval from the provincial executive before proceeding to any of the following actions: mediation, arbitration, conciliation, strike; and before formally communicating with any provincial or federal government agency on any matter concerning negotiations.
- 3.62 That where by due process, the provincial executive determines that a bargaining unit executive committee is not conducting negotiations in accordance with Association policy, the provincial executive notify the bargaining unit executive committee in writing of such a determination, and afford the bargaining unit executive committee an opportunity to re-establish negotiations consistent with Association policy.
- 3.63 That at impasse, a bargaining unit executive committee may request the Association to negotiate on its behalf and the request shall be in writing. The Association at its option may appoint a secretariat member to negotiate the matter to resolution.
- 3.64 That when the Association assumes direct responsibility, the following shall occur:
- 3.64.1 the president of the Association shall inform the Catholic district school board in writing of its action;
- 3.64.2 the Association negotiation team shall include one member of the provincial executive, a secretariat person, the unit president and the bargaining unit lead negotiator;
- 3.64.3 the lead negotiator of the Association negotiation team shall be the appointed secretariat person;
- 3.64.4 the Association negotiation team shall continue until a collective agreement has been ratified by the members of the bargaining unit.
- 3.65 That the Association favours collective agreements being arrived at by negotiations rather than by arbitration.
- 3.66 That the Association recognizes the rights under the *School Boards Collective Bargaining Act* with respect to separate collective bargaining.
- 3.67 That when two or more bargaining units whose members work for the same employer decide to bargain jointly for one collective agreement, the following practice is recommended:
- 3.67.1 the negotiating team shall be representative of the bargaining units;
- 3.67.2 the package of initial proposals made to the board should be balanced and representative of the needs of the bargaining units;

- 3.67.3 votes related to the package (i.e. endorsement or ratification) or strike shall be conducted by secret ballot at a general meeting or by electronic voting.
- 3.68 Where local bargaining units, including occasional teacher bargaining units, wish to combine collective agreements, the following shall occur:
- 3.68.1 all bargaining units shall first vote separately to conduct combined collective bargaining for combined collective agreements during the next round of negotiations;
- 3.68.2 the bargaining units shall advise the school board of their decision;
- 3.68.3 negotiations shall be conducted with the school board for combined collective agreements during the next round of negotiations according to 3.67.
- 3.69 That when there are two or more bargaining units whose members work for the same employer and each bargaining unit decides to bargain separately, the following practice is recommended:
- 3.69.1 communication should be maintained between all executives and negotiating teams; this is to be achieved by regular meetings, sharing resources and ideas for initial proposals, and the exchange of initial proposals. Throughout the negotiating process, communication should continue through regularly scheduled formal meetings and frequent informal discussions;
- 3.69.2 the separate collective bargaining situation should be utilized to ensure that all bargaining units achieve optimal agreements, rather than one bargaining unit making gains at the expense of another;
- 3.69.3 the bargaining units are encouraged to avail themselves of provincial assistance in dealing with any difficulties that may arise with communication during the collective bargaining process;
- 3.69.4 a newly divided bargaining unit is able to establish a separate collective agreement at the time of separation, including separate seniority rights, where either bargaining unit so desires, based on a majority vote of the members of the newly divided bargaining unit;
- 3.69.5 notwithstanding, 3.69.4, members' existing seniority rights at the time of division shall be protected.
- 3.70 That the Association disapproves of a teacher bargaining unit entering into any form of collective agreement that would have the effect of having any part of its collective agreement dependent upon the collective agreement of another teacher bargaining unit.
- 3.71 That teacher bargaining unit and occasional teacher bargaining unit collective agreements complement each other through ongoing consultation of the collective bargaining committees.
- 3.72 That all members of the Association support the implementation and maintenance of the collective agreement.

### **Strikes**

- 3.73 That the Association advocate the right to strike for all members.
- 3.74 That members exercise their legal right to strike after all other avenues to a negotiated settlement have been explored.
- 3.75 That strike action may be taken when a school board unilaterally amends a collective agreement following a no-board report.

- 3.76 That when members are on strike or when the school board has imposed a lockout, the school board shall be pink-listed only after consultation with the unit executive committee(s) affected.
- 3.77 That during a strike, all members of the bargaining unit(s) on strike be governed by the policies of the Ontario Teachers' Federation and the Association.
- 3.78 That during a strike, all members of the bargaining unit(s) on strike join in the strike approved by the majority or be subject to a complaint under 2.226 to 2.285 for failing to do so.
- 3.79 That during a strike, no member participate in banned activities as determined by the bargaining unit executive committee(s).
- 3.80 That a member participating in a banned activity be subject to a complaint under 2.226 to 2.285.
- 3.81 That upon receiving a report of one or more members not participating in legal strike actions, a unit executive investigate the report and file a complaint under 2.226 to 2.285 if the report is verified.
- 3.82 That no member participating in a strike return to work until all members are reinstated to the positions they held prior to the strike.
- 3.83 That subject to the approval of the provincial executive, the Association support a member disciplined by a school board for participating in a strike.
- 3.84 That members lawfully on strike not be employed by the Association, provided that service credit for the duration of the strike is given by the Ontario Teachers' Pension Plan Board.
- 3.85 That for members in their last best years, the Association make any payments to the Ontario Teachers' Pension Plan necessary to protect the members' salary credits that are permitted by the plan's regulations.
- 3.86 That maintenance payments for those members who are involved in approved activity continue for the duration of the strike, including Christmas holidays, the March break and statutory holidays provided that the strike began three weeks before the respective holidays.
- 3.87 That a bargaining unit exercise fiscal responsibility when running a strike headquarters;
- 3.87.1 that in any jurisdiction where bargaining units are negotiating separately but on strike simultaneously, they are encouraged to co-operate in the sharing of a strike headquarters and equipment where it is practical and the needs of each bargaining unit can be met, notwithstanding that each bargaining unit is entitled to its own strike headquarters;
- 3.87.2 that the basic equipment needed for the efficient business operation of a strike headquarters be rented.
- 3.88 That any ratification vote held after the commencement of a strike be conducted in accordance with the policies of the Ontario Labour Relations Board; and
- 3.88.1 that such ratification vote be held at a time and place that will enable the members of the bargaining unit to cast a secret ballot.
- 3.89 That the Association disapprove of the reassignment of student teachers from a school board during a strike and of any teachers accepting student teachers reassigned from such a school board.



## Local Bargaining Goals

### Working Conditions

- 3.90 That collective agreements provide for:
- 3.90.1 the definition of the length of the school year and length of school day;
  - 3.90.2 virtual schools to follow the same instructional schedule as in-person learning in the event of a school closure;
  - 3.90.3 no hybrid learning, including during any period of emergency measures;
  - 3.90.4 abolishing the use of synchronous instruction, in the event of a school closure in cases such as snow days, strike/job actions, or any other emergency closures;
  - 3.90.5 all teachers, including occasional teachers and itinerant teachers, be provided with classroom keys and/or access cards to lock their doors in the event of a lockdown;
  - 3.90.6 the posting of all vacant positions including, but not limited to, those generated by expansion, transfer and attrition;
  - 3.90.7 the prevention of hiring a person without a valid teacher certificate when a teacher with a valid teacher certificate is available;
  - 3.90.8 the working conditions, benefits and rights of part-time teachers;
  - 3.90.9 the working conditions, benefits, and rights of continuing education teachers;
  - 3.90.10 grade and assignment placements based on the seniority, preferences, and qualifications of the teacher;
  - 3.90.11 limitations on the number of classes itinerant teachers teach during the instructional day;
  - 3.90.12 the delivery of all preparation time by itinerant preparation teachers who would deliver a reportable subject that they would plan, deliver, assess and report on.

### Rights

- 3.91 That collective agreements provide for:
- 3.91.1 the recognition that the Association is the sole representative and exclusive bargaining agent;
  - 3.91.2 just cause for members who are disciplined, demoted, dismissed or terminated;
  - 3.91.3 reasons in writing of termination or dismissal prior to such termination or dismissal;
  - 3.91.4 the development of clear criteria with measurable indicators for all positions of additional responsibility, which shall be published and made available to all applicants;
  - 3.91.5 free and open competition by all members for all positions of additional responsibility;
  - 3.91.6 tenure, seniority and recall rights for members holding positions of additional responsibility;
  - 3.91.7 comprehensive transfer policies based on seniority, including for continuing education day school teachers;
  - 3.91.8 a leave plan which allows unit presidents release time in which to carry out unit duties;
  - 3.91.9 protection from discrimination arising from a teacher's participation in Association business;
  - 3.91.10 the unit's right to select and appoint members to board committees;
  - 3.91.11 seniority as the prime determinant in the event of redundancy and lay-off;
  - 3.91.12 school boards to provide retraining of teachers in their employ should declining enrolment or discontinuance of particular courses necessitate staff relocation;
  - 3.91.13 a sabbatical leave plan;
  - 3.91.14 a deferred salary leave plan;
  - 3.91.15 teacher exchange programs;
  - 3.91.16 leaves of absence for family care;
  - 3.91.17 release time for members seeking public office and leaves of absence for successful candidates;
  - 3.91.18 child care in the workplace;
  - 3.91.19 voluntary job-sharing;

- 3.91.20 affirmative action programs as a means of achieving equal opportunity;
- 3.91.21 equal opportunity and fair promotion practices including freedom from workplace harassment or discrimination based on age, race, ethnicity, gender, gender identity, creed, sexual orientation or mental or physical ability;
- 3.91.22 access to personnel files;
- 3.91.23 protection from the requirement to perform home visits;
- 3.91.24 the protection from dismissal, promotion denials and harassment in exercising their leadership roles of all teachers with regard to sexual orientation and sexual identity.

### **Transfer**

- 3.92 That all collective agreements contain surplus and redundancy provisions based upon seniority.
- 3.93 That when consultation between the employer and the teacher bargaining unit confirms that transfers as a result of redundancy or surplus are necessary, those teachers who are to be transferred be identified through the application of the principle of seniority.

### **Grievance**

- 3.94 That collective agreements provide for a definition of grievance as part of a grievance procedure:
  - 3.94.1 That the grievance procedure provide for the grievance of issues pertaining to, but not limited to, any of the following:
    - 3.94.1.1 an existing collective agreement;
    - 3.94.1.2 a board rule, policy or practice;
    - 3.94.1.3 inequitable treatment of an employee;
    - 3.94.1.4 working conditions that threaten health and/or safety;
- 3.95 That the grievance procedure provide for:
  - 3.95.1 access to arbitration;
  - 3.95.2 individual and group grievances and for expedited grievances under section 49 of the *Ontario Labour Relations Act*.

## **CONTRACT MAINTENANCE**

### **Arbitration**

- 3.96 That the provincial office be informed of the necessity to proceed to arbitration.
- 3.97 That arbitration presentations be formulated by the grievance officer, the bargaining and contract services department staff officer and the Association's legal advisors.
- 3.98 That the cost of the approved arbitration be met from the reserve fund where requested of, and approved by, the provincial executive.
- 3.99 That a member who requests and is granted assistance from the Association in an arbitration against dismissal and who subsequently unilaterally withdraws from the arbitration undertaken on the member's behalf be responsible for the legal costs incurred.

### **CONFLICT OF INTEREST**

- 3.100 That the Association require each member of the provincial executive and unit executives to promote the interests of the Association in carrying out their duties.
- 3.101 That the duties and responsibilities of the provincial executive and unit executives include representing members in the collective bargaining process, protecting members' rights under the collective agreement and administering the affairs of the unit and the Association.

- 3.102 That in the context of administering the affairs of the Association, the concept of promoting the interests of the Association implicitly includes a requirement for members of the provincial executive and unit executives to avoid a conflict of interest.
- 3.103 That a conflict of interest occurs when the interest of a member of the provincial executive or the unit executive is placed in a position where their interests might conflict with the interests of the Association's membership.
- 3.104 That in order to avoid a conflict of interest, members of the provincial executive and unit executive shall:
- 3.104.1 on learning that they have a conflict of interest, immediately declare their conflict and disclose the nature of the conflict. In the case of the Association, a member of the provincial executive shall have the conflict recorded in the Association's minutes. In the case of a unit executive, a member of the unit shall have the conflict recorded in the executive's minutes, and these minutes shall be forwarded to the provincial office of the Association;
- 3.104.2 a provincial executive or unit executive member who has disclosed a conflict of interest shall refrain from participating in any decision relating to the matter in which they have a conflict. This means that the provincial executive or unit executive member, as the case may be, who has a conflict shall not participate in deliberations on the matter and shall not vote on the matter.
- 3.105 That the rules established under 2.223 to 2.266 determine the question of whether or not a member of the provincial executive or unit executive has contravened the Association's conflict of interest policy.

## **COUNSELLING AND MEMBER SERVICES**

### **Legal Costs**

- 3.106 That a member who requests and is granted assistance from the Association in a legal action and who subsequently unilaterally withdraws from the legal action taken on the member's behalf be responsible for the legal costs incurred.

### **Sexual Harassment**

- 3.107 That members be supported by the Association in situations arising out of alleged acts of sexual harassment sustained in the course of their professional duties.

### **Student Confidentiality**

- 3.108 That teachers be protected under the law from having to divulge in the courts privileged information pertaining to the character and ability of their students.

## **GOVERNMENT RELATIONS**

- 3.109 That the Association oppose all forms of privatization of public education.
- 3.110 That the Association oppose the privatization and deregulation of public sector services, including the treatment, testing and distribution of water.
- 3.111 That the Association oppose the concept of charter schools.
- 3.112 That the Association support the right of all public sector employees to collectively bargain in an environment free from government manipulation.

- 3.113 That the Association support the Rand formula for union organization and the automatic dues check-off.
- 3.114 That the Association advocate the right of all working people to organize themselves into unions; to engage in free collective bargaining; and, when they decide it is necessary, to impose sanctions, including strike action, upon their employer.
- 3.115 That the Association endorse the strengthening of ties and solidarity with other workers' organizations and collectives.
- 3.116 That the Association encourage its members to join coalitions working for common goals of social justice and equality of opportunity for all citizens of Ontario.
- 3.117 That the Association support the position that all junior and senior kindergarten programs be full day, every day.
- 3.118 That the Association promote efficient, transparent and effective financial expenditures on education.
- 3.119 That the Association be actively involved in the establishment of educational priorities at all levels.
- 3.120 That subdivision planning include the provision of sites for Catholic high schools.
- 3.121 That publicly funded Catholic elementary and secondary education have full equality in all respects to their public system counterparts.
- 3.122 That the Association monitor and assess corporate involvement in schools.
- 3.123 That the Association denounce attacks on publicly-funded pensions.

### **HUMAN RIGHTS**

- 3.124 That the Association recognize that all people, regardless of age, race, creed, ethnicity, gender, gender identity, sexual orientation, mental or physical ability, ancestry, place of origin, colour, citizenship, sex, gender expression, marital status, and family status, are created in the image of God, have the right to equal treatment without discrimination and should be treated with respect, dignity and fairness.
- 3.125 That the Association support equal opportunity for all members as a foremost goal of the organization.
- 3.126 That the Association oppose application processes for promotion that include any reference to an applicant's spirituality or that would enable an employer to deny a promotion to non-Catholic members.
- 3.127 That the Association recognize that, as part of their human rights, all workers, including teachers, have the right to dignity and the right to be free of the psychological harm caused by all forms of harassment within and outside the workplace.
- 3.128 That more members of visible minorities be encouraged to enter the teaching profession.

- 3.129 That the Association oppose sex-role stereotyping.
- 3.130 That the Association encourage the revision of all curriculum materials and classroom practices to:
  - 3.130.1 eliminate stereotyping based on age, race, creed, ethnicity, gender, gender identity, sexual orientation, mental or physical ability, ancestry, place of origin, colour, citizenship, sex, gender expression, marital status, and family status;
  - 3.130.2 illustrate the contributions of all peoples to Canadian society;
  - 3.130.3 honour the history and culture of all peoples.
- 3.131 That the Association support equal opportunity and treatment of all members of the Roman Catholic church, all diverse gender identities, in matters pertaining to service as a member of the clergy. (AGM 2024)
- 3.132 That the Association encourage all members to recognize with appropriate activities: the National Day of Remembrance and Action on Violence Against Women (December 6), Eating Disorders Awareness Week (Feb 1-7), International Women’s Day (March 8), the International Day for the Elimination of Racial Discrimination (March 21) and National Indigenous Peoples Day (June 21) National AccessAbility Week, (May - June) and the National Day for Truth and Reconciliation (September 30). (AGM 2024)
- 3.133 That the Association encourage all members to use inclusive language, and that the Association model this use in all Association business.
- 3.134 That the Association affirm that a universally accessible public health system is a basic right.
- 3.135 That the Association denounce the purchase of clothing made in sweatshops/maquilladoras.
- 3.136 That the Association support the principle that all Catholic school uniforms be manufactured by producers that have fair and just labour practices.
- 3.137 That the Association endorse and encourage the formation of support groups in keeping with the philosophy and objectives of Gay-Straight Alliances.
- 3.138 That the Association support an inclusive learning and working environment for 2SLGBTQIA+: Two Spirit, Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual+ Members.
- 3.139 That the Association support, where possible, the purchase of fair trade products for refreshments at all Association-sponsored events.

**PROFESSIONAL DEVELOPMENT**

- 3.140 That the Association adhere to the following philosophy of Christian education:
  - 3.140.1 The uniqueness of the Catholic school system is founded upon the conviction that the truly ideal educational program for Catholic students flourishes best in a Christian environment. This environment should reflect a collective Christian effort at discovering how contemporary Christians are to direct themselves towards the service of humanity and of the whole community. In such an atmosphere, Christian children can discover the deepest meaning of life by developing and integrating into their lives an appreciation of the greatness and possibility of humanity as revealed in the person of Christ and made possible by the Holy Spirit and the sacraments of the Church. Catholic teachers are formally committed to the philosophy of Catholic education, and attempt, to the best of their ability and with the support of the community, to

communicate by their very words and actions the value of that philosophy. The only tenable position from which teachers may validly perform their function is one of personal integrity. The Catholic teachers' integrity evolves from their growth in a love relationship and deepening commitment to the person of Christ.

Teachers must feel in the community that liberty of spirit that ensures private liberty of action. As a result, they then shall witness to that liberty which, in their lives and contact with the students, is nurtured by their faith in Christ and rendered visible by the Spirit. As evidence of their growing faith, Catholic teachers have the inherent responsibility to be genuinely searching Christians. Such a search involves responsiveness to opportunities for Christian growth in the sacramental, especially Eucharistic, community.

- 3.141 That the Association adhere to the following statements of principles and directions regarding professional development:
- 3.141.1 professional development is an integral and ongoing aspect of teacher formation;
  - 3.141.2 professional development is an agent of social transformation;
  - 3.141.3 professional development programs and services must respond to a wide range of member needs;
  - 3.141.4 access to professional development must be equitable;
  - 3.141.5 the Association is only one of several agencies responsible for teacher professional development;
  - 3.141.6 professional development requires advocacy;
  - 3.141.7 the Association recognizes the need to promote an integrated approach between professional development and other Association departments such as collective bargaining, government relations and counselling and member services;
  - 3.141.8 that built upon these principles are the direction statements that provide practical focus regarding the direction of professional development and the Association's involvement in program provision;
    - 3.141.8.1 central to the statement of directions is an acknowledgement of our Association's Mission Statement and the objects which govern our Association;
    - 3.141.8.2 the Association is committed to providing service in the area of professional development to meet the needs of our members throughout the province;
    - 3.141.8.3 professional development is recognized as a vehicle for continuous learning. The Association must provide a wide range of programs and opportunities to assist in meeting the diversity of teachers' needs and encompass both ongoing professional/ pedagogical needs of teachers as well as fostering adaptability and ability to meet change;
    - 3.141.8.4 the Association must serve as an advocate with other agencies to ensure more resources, financial and otherwise, are attributed to the area of professional development. Some of these agencies include but are not limited to the Ministry of Education, post-secondary institutions, school boards, Ontario Teachers' Federation, Institute for Catholic Education;
    - 3.141.8.5 the Association recognizes the need to foster and promote partnerships with others to provide professional development programs to meet the diverse needs of our members;
    - 3.141.8.6 the Association must remain cognizant of and strive to eliminate restrictions or barriers limiting teacher access to professional development opportunities. These barriers may include resource limitations such as budget, geographic considerations and availability of programs;

- 3.141.8.7 the Association must promote to its members that professional development be self-directed and used to promote the member's own personal professional growth.
- 3.142 That when the implementation of policy changes mandated by the Ministry of Education or a school board involves compulsory in-service:
  - 3.142.1 the cost of the compulsory in-service be borne by the body making the policy change;
  - 3.142.2 the compulsory in-service be provided during instructional time.
- 3.143 That the Association oppose mandatory teacher testing, mandatory re-certification and mandatory professional development.

### **Teacher Education**

- 3.144 That the Certificate of Qualification be the only certificate earned during the pre-service teacher training period.
- 3.145 That all faculties of education provide an approved and accredited course in religious education at the pre-service level to meet the needs of Catholic students who intend to teach in Catholic schools. The Association is opposed to the use of these courses as prerequisites of employment by a Catholic district school board.
- 3.146 That all faculties of education provide an approved and accredited foundations course for students intending to teach in Catholic schools.
- 3.147 That the Association oppose the retroactive application of the requirement of a professional qualification in religious education for Catholic school teachers.
- 3.148 That all faculties of education provide an approved and accredited elective for religion as a teachable subject.

### **THE ONTARIO TEACHERS' PENSION PLAN**

- 3.149 That the Ontario English Catholic Teachers' Association calls upon the Ontario Teachers' Pension Plan Board of Directors through the Ontario Teachers' Federation to ensure wherever possible and reasonable that the plan does not invest in corporations or their subsidiaries, domestic or foreign, that produce munitions, armaments, or technologies of war, and to divest itself of any current holdings in said corporations. As a matter of principle, the Ontario English Catholic Teachers' Association objects to the Teachers' Pension Plan investing in said corporations.

### **MISCELLANEOUS**

- 3.150 That the Association affirm the sacredness of all life: of human life created in God's image and all other forms of life with which we share this planet. Therefore:
  - 3.150.1 the Association reaffirms Catholic teaching on the sanctity of human life from conception to natural death;
  - 3.150.2 the Association denounces all threats to life such as euthanasia, abortion, capital punishment, genocide, racism, sexism and homophobia;
  - 3.150.3 the Association is committed to supporting programs and actions which defend and promote the dignity of life.
- 3.151 That the Association endorse the principle of worldwide disarmament by:
  - 3.151.1 joining with the Canadian Teachers' Federation in encouraging Ontario teachers to teach about peace and disarmament;

- 3.151.2 developing and promoting development of programs which work for peace and disarmament; and
- 3.151.3 supporting programs and actions which promote peace and disarmament.
- 3.152 That the Association affirm its membership in the Canadian Labour Congress by annually contributing the per capita fee to the Labour College of Canada.
- 3.153 That the Association support a gradual reduction of Ontario College and university fees with the goal of their complete elimination.
- 3.154 That the Association oppose the production of genetically modified organisms.
- 3.155 That the Association oppose the patenting/ownership of seed technology allowing the manipulation of the basic right to food.
- 3.156 That the Association support the 2015 Education International Statement on Israel/Palestine.

### **SAFE WORKPLACE AND MEMBER CONDUCT**

- 3.157 That Association employees and members adhere to the following policy.

#### **Statement of Principle**

- 3.158 The Association is committed to:
- 3.158.1 providing a safe, secure and respectful environment that is free from harassment which, on a protected ground, is a form of discrimination, at Association premises and at all provincially sponsored events. Association premises are considered as the provincial office and such other premises as may be used for provincially sponsored events. Provincially sponsored events are considered to include all conferences, seminars, workshops, meetings or activities;
- 3.158.2 fostering the goodwill and trust necessary to protect the rights of all individuals;
- 3.158.3 neither tolerating nor condoning behaviour that undermines the dignity or self-esteem of individuals or the integrity of relationships; and
- 3.158.4 promoting mutual respect, understanding and co-operation as the basis of interaction among all who are employed by the Association, and who are members of the Association.
- 3.159 The Association will not tolerate any discrimination, violence, threats, harassment, or intimidation at Association premises or at provincially sponsored events.
- 3.160 This policy shall not abrogate the rights of any employee or member under the statutes of the province of Ontario and shall not abrogate the rights of any Association employee under the collective agreement between the Association and the employee's union.

#### **Application of the Policy**

- 3.161 This policy applies to all members of the Association and all employees of the Association. It applies to interactions between and among Association employees and all Association members at Association premises and provincially sponsored events.
- 3.162 This policy applies in respect of personal harassment that is not covered by the Association's existing policies in respect of discrimination and harassment under the *Ontario Human Rights Code*.



### **Definitions of Harassment**

- 3.163 Harassment is defined as engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome.
- 3.164 Personal harassment includes objectionable conduct, comment, action or gestures directed towards a specific person or persons, which has the effect of creating an intimidating, humiliating, hostile or poisoned environment.
- 3.165 While harassment often involves repeated conduct or communication, or persistent patterns of behaviour, in some circumstances a single act or incident, which has a harmful effect, may also constitute harassment.
- 3.166 Harassment includes but is not limited to:
- 3.166.1 unwelcome remarks, slurs, taunts or derogatory comments about a person;
  - 3.166.2 written or verbal abuse or threats;
  - 3.166.3 physical assault;
  - 3.166.4 bullying;
  - 3.166.5 intimidation;
  - 3.166.6 physical or mental maltreatment;
  - 3.166.7 practical jokes that embarrass or insult a person;
  - 3.166.8 humiliating a person in front of their co-workers or peers;
  - 3.166.9 abuse of authority that undermines a person's work performance; or
  - 3.166.10 a departure from reasonable conduct.
- 3.167 The normal exercise of supervisory responsibilities which includes: training, direction, instruction, appropriate performance reviews, counselling and/or discipline does not constitute harassment.
- 3.168 To the extent that conduct alleged to be harassment may also attract liability and/or responsibilities under other statutes, including the *Ontario Human Rights Code*, the *Occupational Health and Safety Act* or the *Criminal Code of Canada*, the existence of this policy does not preclude the enforcement or exercise of rights under those statutes.
- 3.169 Protocol officer(s) are those persons appointed at all and any provincially sponsored events to deal with issues that arise at those events, including the receipt and investigation of complaints arising from this policy.

### **No Reprisals**

- 3.170 All complaints received will be taken seriously and will be handled promptly according to the process outlined below.
- 3.171 No adverse action, including retaliation, shall be taken or tolerated against anyone who, in good faith and on the basis of reasonable belief, makes a complaint or participates as a witness during an investigation of a complaint.

### **Complaints Process**

- 3.172 In this policy, the term "complainant" refers to a person who makes a complaint under this policy. The term "respondent" refers to a person who, in a complaint, is alleged to have engaged in conduct in breach of this policy.
- 3.173 Any employee or member of the Association, who believes they have experienced harassment as defined in this policy, may make a complaint under this policy.

- 3.174 If the general secretary is alleged to be the respondent, then the role of the general secretary throughout the policy shall be designated to the provincial president.
- 3.175 Where a complaint arises in the context of a provincially sponsored event that is being held off Association premises, the complainant shall follow the process set out in section A below. All other complaints shall be made in accordance with section B.
- 3.176 A complaint shall be made in writing to the protocol officer and shall specify the particulars of the incident(s), and the name(s) of the persons alleged to be involved.
- 3.177 Where allegations of actual violence or threats of violence, including intimidation and/or bullying are made, or where it is otherwise necessary to ensure a complainant's safety, the general secretary may direct that a respondent be removed from Association premises or from a provincially sponsored event pending the outcome of the investigation.

### **Section A: Expedited Process for Complaints at Association-Sponsored Events**

- 3.178 The objective of the expedited process in this section is, to the extent that is possible, to attempt to resolve complaints quickly and fairly at the provincially sponsored event at which they arise.
- 3.179 Where a complaint arises at a provincially sponsored event that is taking place off Association premises, the complaint shall be made to the protocol officer who has been designated for that event. The complaint shall be placed in writing immediately after the verbal complaint or as soon as possible thereafter.
- 3.180 The protocol officer shall promptly notify the respondent that a complaint has been made.
- 3.181 The protocol officer shall conduct an investigation, which includes interviewing the complainant, the respondent and any witnesses. The protocol officer will attempt to effect an informal resolution to the complaint.
- 3.182 If the complaint cannot be resolved informally, the protocol officer shall forthwith refer the complaint to the general secretary or designate and provide a verbal report of their investigation.
- 3.183 The general secretary or designate shall meet with the complainant and respondent, shall notify the complainant and respondent of their right to union or Association representation at the meeting, and shall give the complainant and respondent an opportunity to make representations.
- 3.184 The general secretary or designate shall endeavour to effect a mutually acceptable settlement to the complaint. If a settlement cannot be agreed upon, the general secretary or designate shall determine whether a breach of the policy has occurred and shall take such disciplinary action as is deemed appropriate.

### **Appeals**

- 3.185 Appeals under the expedited process shall proceed as follows:
- 3.185.1 either the complainant or the respondent may appeal the decision of the general secretary to the protocol committee appointed for the event or may appeal the decision of the protocol committee to the general secretary. No discipline, which has been imposed, will take effect until after the appeal is determined; and

3.185.2 where the general secretary finds the complaint is vexatious, frivolous or insubstantial, the complaint shall be dismissed with no further avenue for appeal within the Association.

### **Section B: Regular Complaints Process**

3.186 Where a complaint arises other than at an Association-sponsored event under section A, the complaint shall be made in writing to the general secretary.

3.187 A copy of the written complaint shall be given to the respondent within three business days of its receipt.

3.188 The general secretary shall, within three business days of giving notice of the complaint to the respondent, designate a person to investigate the complaint.

3.189 An investigator designated under 3.188 shall conduct an investigation promptly and, where practical, shall issue a report of their investigation to the general secretary within two weeks. Where, due to the nature of the allegations raised in the complaint, a lengthier investigation is required, the investigator shall inform the general secretary and the parties, and the general secretary shall establish a reasonable time frame within which the investigator shall issue their report.

3.190 A copy of the investigator's report shall be provided to both the complainant and the respondent.

3.191 If at any point during the complaint process, the parties agree that the complaint may be resolved by informal mediation, a mediator may be appointed.

3.192 Upon receipt of the investigator's report, the general secretary shall meet with the complainant and respondent to determine if a settlement of the complaint can be effected. The complainant and respondent have the right to bring an Association or union representative of their choice to the meeting.

3.193 If a settlement is agreed upon by the complainant and respondent, a written report of settlement shall be signed by both parties and the complaint process will proceed no further.

3.194 If a settlement is not agreed upon, the general secretary shall determine whether there has been a breach of the policy.

3.195 If it is determined that the complaint does not establish a breach of the policy, the general secretary shall dismiss the complaint.

3.196 If it is determined that there has been a breach of the policy, the general secretary shall take such disciplinary action as is deemed appropriate.

### **Appeals**

3.197 Appeals under the regular process shall proceed as follows:

3.197.1 either the complainant or the respondent has the right to appeal the decision of the general secretary and/or the discipline imposed. No discipline, which has been imposed, will take effect until after the appeal is determined.

- 3.198 Appeals by Association employees shall proceed as follows:
- 3.198.1 if a complainant or respondent is an Association employee, they may appeal the decision of the general secretary and/or discipline imposed by filing a grievance under the appropriate collective agreement.
- 3.199 Appeals by Association members shall proceed as follows:
- 3.199.1 if a complainant or respondent is an Association member, they may appeal the decision of the general secretary and/or the discipline imposed to the discipline board according to the process in 3.200 to 3.203.3 below.
- 3.200 Upon receipt of an appeal, the chair of the discipline board shall:
- 3.200.1 appoint a three-member panel from among the members of the board;
- 3.200.2 notify the parties of the hearing date, time and place determined by the panel; and
- 3.200.3 notify the parties of their right to be represented by an Association or union representative of their choosing.
- 3.201 The complainant and respondent shall be the parties to the hearing. They shall be entitled to appear before the discipline panel in person and may present evidence and make representations at the hearing.
- 3.202 The chair of the discipline panel shall conduct the hearing and, at the conclusion of the hearing, the panel shall determine whether there has been a breach of the policy.

### **Penalties**

- 3.203 Where the discipline panel finds that a member has been in breach of the policy, the panel may take such disciplinary action as is appropriate in light of the nature of the complaint, including:
- 3.203.1 take no action;
- 3.203.2 reprimand the member;
- 3.203.3 suspend or restrict the member's membership privileges.
- 3.204 The decision of the discipline panel is final with no further avenue for appeal within the Association.
- 3.205 Where an employee of the Association has been found to be in breach of the policy, the employee may be subject to a range of sanctions, which may include but is not limited to a reassignment of job duties, suspension or termination of employment.

### **Confidentiality**

- 3.206 All proceedings under this policy, and the results of those proceedings, shall be dealt with in the strictest of confidence, subject to the Association's ability to conduct a full and thorough investigation. The Association will not disclose any information about a complaint except as is necessary, and only to the extent that is necessary, in order to investigate the complaint, to take disciplinary action or as may be required by law, by subpoena or by reasons of danger, health and safety. All complaints, responses, settlements or other documents relating to the complaint shall be kept in a sealed envelope in the office of the general secretary for a period of five years.

## **SEXUAL HARASSMENT POLICY**

### **Application of the Policy**

- 3.207 This policy applies to all members of the Association and all employees of the Association. It applies to interactions between and among Association employees and all Association members at Association premises and provincially sponsored events.

### **Definition of Sexual Harassment**

- 3.208 Comments or conduct of a sexual nature and/or abusive conduct based on gender, gender identity, sex (including pregnancy and breast feeding) or sexual orientation, directed at an individual or group of individuals by any person or persons, who knows, or ought reasonably to know, that such comments or conduct is unwelcome and/or unwanted and/or creates an intimidating, hostile or offensive environment.

- 3.209 Sexual harassment may occur during a single incident, or a series of single incidents. Whether or not a single incident constitutes sexual harassment will depend on the nature and type of incident(s).

- 3.210 Sexual Harassment includes, but is not limited to:

- 3.210.1 unwelcome sexual invitations or requests;
- 3.210.2 demands for sexual favours;
- 3.210.3 unnecessary touching or patting of a person's body;
- 3.210.4 leering at a person's body;
- 3.210.5 unwelcome and repeated innuendos or taunting about a person's gender, gender identity, sex (including pregnancy and breast feeding) or sexual orientation;
- 3.210.6 unwelcome remarks or verbal abuse of a sexual nature;
- 3.210.7 visual displays of sexual images perceived to be degrading or offensive;
- 3.210.8 unwelcome remarks or verbal abuse based on gender, gender identity, sex (including pregnancy and breast feeding) or sexual orientation which are demeaning or degrading;
- 3.210.9 threats of a sexual nature;
- 3.210.10 sexual assault and;
- 3.210.11 any other unwanted verbal or physical conduct of a sexual nature.

- 3.211 To the extent that conduct alleged to be harassment may also attract liability and/or responsibilities under other statutes, including the *Ontario Human Rights Code*, the *Occupational Health and Safety Act* or the *Criminal Code of Canada*, the existence of this policy does not preclude the enforcement or exercise of rights under those statutes.

### **No reprisals**

- 3.212 All complaints received will be taken seriously and will be handled promptly according to the procedures outlined below.

- 3.213 No adverse action, including retaliation, shall be taken or tolerated against anyone who, in good faith and on the basis of reasonable belief, makes a complaint or participates as a witness during an investigation of a complaint.

### **Confidentiality**

- 3.214 All proceedings under this policy, and the results of those proceedings, shall be dealt with in the strictest of confidence, subject to the Association's ability to conduct a full and thorough investigation. The Association will not disclose any information about a complaint except as is necessary, and only to the extent that is necessary, in order to investigate the complaint, to take disciplinary action or as may be required by law, by subpoena or by reasons of danger, health and safety. All complaints, responses, settlements or other documents relating to the complaint shall be kept in a sealed envelope in the office of the general secretary for a period of five years.

### **Complaints Process**

- 3.215 The complaint shall be made in writing to the general secretary within six months from the date the alleged harassment occurred.
- 3.216 If the general secretary is alleged to be the respondent, the role of the general secretary throughout the policy shall be designated to the provincial president.
- 3.217 A copy of the written complaint shall be given to the respondent within three business days of its receipt.
- 3.218 The general secretary shall, within three business days of giving notice of the complaint to the respondent, appoint an investigator from the investigator's list to investigate the complaint (see 3.236).
- 3.219 An investigator appointed under 3.218 shall conduct an investigation promptly and, where practical, shall issue a report of their investigation to the general secretary within two weeks. Where, due to the nature of the allegations raised in the complaint, a lengthier investigation is required, the investigator shall inform the general secretary and the parties, and the general secretary shall establish a reasonable time frame within which the investigator shall issue their report.
- 3.220 A copy of the investigator's report shall be provided to both the complainant and the respondent.
- 3.221 If at any point during the complaint process, the parties agree that the complaint may be resolved by informal mediation, a mediator may be appointed.
- 3.222 Upon receipt of the investigator's report, the general secretary shall meet with the complainant and respondent to determine if a settlement of the complaint can be effected. The complainant and respondent have the right to bring an Association or union representative of their choice to the meeting.
- 3.223 If a settlement is agreed upon by the complainant and respondent, a written report of settlement shall be signed by both parties and the issue will proceed no further.
- 3.224 If a settlement is not agreed upon, the general secretary shall determine whether there has been a breach of the policy.
- 3.225 If it is determined that the complaint does not establish a breach of the policy, the general secretary shall dismiss the complaint.
- 3.226 If it is determined that there has been a breach of the policy, the general secretary shall take such disciplinary action as is deemed appropriate.

### **Appeals**

- 3.227 Appeals shall proceed as follows:
- 3.227.1 Either the complainant or the respondent has the right to appeal the decision of the general secretary and/or the discipline imposed.
- 3.227.2 No discipline, which has been imposed, will take effect until after the appeal is determined.
- 3.228 Appeals by Association members shall proceed as follows:
- 3.228.1 if a complainant or respondent is an Association employee, they may appeal the decision of the general secretary and/or discipline imposed by filing a grievance under the appropriate collective agreement.

- 3.229 Appeals by Association members shall proceed as follows:
- 3.229.1 if a complainant or respondent is an Association member, they may appeal the decision of the general secretary and/or the discipline imposed to the discipline board according to the procedure in 3.230 to 3.234 below.
- 3.230 Upon receipt of an appeal, the Chair of the discipline board shall:
- 3.230.1 appoint a three-member panel from among the members of the board;
- 3.230.2 notify the parties of the hearing date, time and place determined by the panel; and
- 3.230.3 notify the parties of their right to be represented by an Association or union representative of their choosing.
- 3.231 The complainant and respondent shall be the parties to the hearing. They shall be entitled to appear before the discipline panel in person and may present evidence and make representations at the hearing.
- 3.232 The Chair of the discipline panel shall conduct the hearing and, at the conclusion of the hearing, the panel shall determine whether there has been a breach of the policy.

### **Penalties**

- 3.233 Where the discipline panel finds that a member of the Association has been in breach of the policy, the panel may take such disciplinary action as is appropriate in light of the nature of the complaint, including:
- 3.233.1 take no action;
- 3.233.2 reprimand the member;
- 3.233.3 suspend or restrict the member's membership privileges.
- 3.234 The decision of the discipline panel is final with no further avenue for appeal within the Association.
- 3.235 Where the general secretary finds that an employee of the Association has been found to be in breach of the policy, the general secretary may take such disciplinary action as is appropriate in light of the nature of the complaint, which may include but is not limited to a reassignment of job duties, suspension or termination of employment.

### **Selection Process for the Investigators List**

- 3.236 The provincial executive shall approve the list of candidates willing to serve as investigator in the sexual harassment complaint process.
- 3.237 To be eligible for appointment to the investigators list, individuals shall have:
- 3.237.1 a professional background in harassment investigation work;
- 3.237.2 no affiliation to the Association (affiliation is defined as being solely engaged by the Association in any other capacity).
- 3.238 Investigators shall be appointed for a minimum of three years.
- 3.239 Should the provincial executive be unable to fulfill its duties in the selection process, the council of presidents shall assume the responsibilities of the provincial executive in the selection process.
- 3.240 No member of the provincial executive or council of presidents who is involved as a respondent, complainant, appellant, witness or in any other capacity in an action before the discipline board or under the appeal process shall participate in the selection process for the investigator's list.
- 3.241 In addition, the Association's conflict of interest policy applies for the selection process.

NOTE: Refer to 2.284 for the amending formulas for policies.

# PROCEDURES



## 4 PROCEDURES

- 4.1 Procedures are statements of how selected by-laws and policies are to be implemented and of how some other activities of the Association will be conducted.

### **Life Membership**

- 4.2 The awards committee shall consider all nominees for life membership and recommend up to four candidates to the fall meeting of the council of presidents.
- 4.3 The nomination of a candidate shall be made:
- 4.3.1 by a unit after approval by its members at a general meeting;
- 4.3.2 by the provincial executive after approval by its members at a provincial executive meeting;
- 4.3.3 by the council of presidents after approval by its members at a meeting of the council of presidents;
- 4.3.4 by a unit executive after unanimous approval of its members at a unit executive meeting. Any member may forward a name of a nominee to any one of the aforementioned bodies.
- 4.4 The nomination shall be received by the general secretary by October 15. Nomination forms are obtainable from the provincial office and the Association website.
- 4.5 The nomination shall be accompanied by a statement detailing the distinguished service of the member to the Association.

### **Honorary Membership**

- 4.6 The awards committee shall consider all nominees for honorary membership and recommend up to two candidates to the fall meeting of the council of presidents.
- 4.7 The nomination of a candidate shall be made:
- 4.7.1 by a unit after approval by its members at a general meeting;
- 4.7.2 by the provincial executive after approval by its members at a provincial executive meeting;
- 4.7.3 by the council of presidents after approval by its members at a meeting of the council of presidents;
- 4.7.4 by a unit executive after unanimous approval of its members at a unit executive meeting. Any member may forward a name of a nominee to any one of the aforementioned bodies.
- 4.8 Eligibility for a candidate employed by a school board shall be contingent upon the retirement of the candidate prior to the presentation of the award.
- 4.9 The nominations shall be received by the general secretary by October 15. Nomination forms are obtainable from the provincial office and the Association website.
- 4.10 The nomination shall be accompanied by a statement detailing the contribution made to the Association or to education in Catholic schools.

## **ANNUAL PROVINCIAL EXECUTIVE AWARDS**

### **Marion Tyrrell Memorial Award of Merit**

- 4.11 The nomination of candidates shall be made:
- 4.11.1 by a unit after approval by its members at a general meeting;

- 4.11.2 by the provincial executive after approval by its members at an executive meeting;
- 4.11.3 by the fall council of presidents after approval by its members;
- 4.11.4 by a unit executive after approval by its members at an executive meeting.
  
- 4.12 Any member may forward a name of a nominee to any one of the aforementioned bodies.
  
- 4.13 A member who has made an outstanding contribution to the Association or to education in Catholic schools shall be eligible for the award.
  
- 4.14 The nomination shall be accompanied by a statement detailing the contribution made to the Association or to education in Catholic schools.
  
- 4.15 The nomination shall be received by the general secretary by October 15.
  
- 4.16 Nomination forms are obtainable from the provincial office and the Association website.

**Pearse Shannon Memorial Association Service Award**

- 4.17 The awards committee shall consider all nominees for the Pearse Shannon Memorial Association Service Award and make a recommendation to the November meeting of the provincial executive.
  
- 4.18 The nomination of candidates shall be made:
  - 4.18.1 by a unit after approval by its members at a general meeting;
  - 4.18.2 by the provincial executive after approval by its members at an executive meeting;
  - 4.18.3 by the fall council of presidents after approval by its members;
  - 4.18.4 by a unit executive after approval by its members at an executive meeting.
  
- 4.19 Any member may forward a name of a nominee to any one of the aforementioned bodies.
  
- 4.20 A current or past unit president or bargaining unit president who has made an outstanding contribution to the Association shall be eligible for the award.
  
- 4.21 The nomination shall be accompanied by a statement detailing the contribution made to the Association.
  
- 4.22 The nomination shall be received by the general secretary by October 15. Nomination forms are available from the provincial office and the Association website.

**Fintan Kilbride Memorial Social Justice Recognition Award**

- 4.23 The awards committee shall consider all nominees for the Fintan Kilbride Memorial Social Justice Recognition Award and make a recommendation to the November meeting of the provincial executive.
  
- 4.24 The nomination of candidates shall be made:
  - 4.24.1 by a unit after approval by its members at a general meeting;
  - 4.24.2 by the provincial executive after approval by its members at an executive meeting;
  - 4.24.3 by the fall council of presidents after approval by its members;
  - 4.24.4 by a unit executive after approval by its members at an executive meeting.

- 4.25 Any member may forward a name of a nominee to any one of the aforementioned bodies.
- 4.26 A member or former member who has demonstrated significant personal commitment to the achievement of social justice and has inspired students to engage in activities focused on social justice objectives shall be eligible for the award.
- 4.27 The nomination shall be accompanied by a statement detailing the contribution made by the individual to the pursuit of social justice and how they have supported and/or inspired students in this task.
- 4.28 The nomination shall be received by the general secretary by October 15.
- 4.29 Nomination forms are available from the provincial office and the Association website.

### **25 Year Annual General Meeting Recognition Service Award**

- 4.30 The awards committee shall consider all members' names submitted for the 25 Year Annual General Meeting Recognition Service Award.
- 4.31 The members' names shall be forwarded by the local unit executive to the awards committee, no later than October 15 of each year.
- 4.32 Each individual member named shall receive a certificate that acknowledges their 25 years of participation and contribution to the Association's annual general meeting and their names are to be published in the AGENDA following the annual general meeting.

## **SCHOLARSHIPS, FELLOWSHIPS AND BURSARIES**

### **Post - Graduate Scholarships**

- 4.33 Five scholarships, each of \$10,000.00, may be awarded each year. The scholarships are named the Rose M. Cassin Memorial Scholarship, the Reverend J.H. Conway Memorial Scholarship, the Doreen Brady Memorial Scholarship, the Michael Ennett Memorial Scholarship, and the Shannon Hogan Memorial Scholarship. Applicants may, under the proper circumstances of need, be awarded an amount in excess of one scholarship but not in excess of two. (AGM 2024)
- 4.34 An applicant shall:
- 4.34.1 hold a university degree acceptable to the Ontario Ministry of Education for either a Certificate of Qualification from the Ontario College of Teachers or for entrance to a faculty of education;
- 4.34.2 be a statutory or voluntary member in good standing in the Association;
- 4.34.3 submit a statement of acceptability as a full-time student or equivalent status (student enrolled in a full-time post-graduate degree program over an extended period of time) at the university of choice;
- 4.34.3.1 for the Michael Ennett Memorial Scholarship, an applicant must be enrolled in a post-graduate degree program in language studies; (AGM 2024)
- 4.34.3.2 for the Shannon Hogan Memorial Scholarship, an applicant must be enrolled in a post-graduate degree program in religion, philosophy, or social justice; (AGM 2024)
- 4.34.4 submit a résumé of the proposed studies;
- 4.34.5 submit the application by April 1. Application forms are obtainable from the provincial office and the Association website;
- 4.34.6 submit a report of accomplishment on completion of the year's study;

- 4.34.7 agree to serve for a period of one year as a resource person on request for seminars, workshops, etc. conducted by the Association, with due allowance for travel expenses;
- 4.34.8 attend an interview at Association expense if so requested by the awards committee.
- 4.35 If there are not enough qualified applicants for full-time post-graduate scholarships, the money may be apportioned to applicants registered for part-time post-graduate studies. Applicants must meet the same qualifications as for full-time studies with the exception of 4.34.3.
- 4.36 Priority consideration shall be given to those applicants whose leaves have been approved by their employing boards and who have demonstrated local and/or provincial involvement in the Association.

### **Fellowships for Religious Studies**

- 4.37 Two fellowships, each of \$10,000.00, may be awarded each year. The fellowships are named the Margaret Lynch Memorial Fellowship and the Cecilia Rowan Memorial Fellowship.
- 4.38 An applicant shall:
- 4.38.1 be a statutory or voluntary member in good standing in the Association;
- 4.38.2 present a résumé of the proposed studies which must be centred in the field of catechetics (theology, religious studies, etc.);
- 4.38.3 agree that all these articles, courses, papers, etc. be made available, on demand, to the Association for the use of its members;
- 4.38.4 agree to serve for a period of one year as resource person on request, for seminars, workshops, etc. conducted by the Association with due allowance for travel expenses;
- 4.38.5 submit the application by April 1. Application forms are obtainable from the provincial office and the Association website;
- 4.38.6 attend an interview at Association expense if so requested by the awards committee.
- 4.39 If there are not enough qualified applicants for full-time studies, the money may be apportioned for part-time studies.
- 4.40 Priority consideration shall be given to those applicants whose leaves have been approved by their employing boards and who have demonstrated local and/or provincial involvement in the Association.
- 4.41 The nature of the study shall be such as to be of direct benefit to Catholic schools, elementary and secondary, in Ontario.

### **Fellowship for Labour Studies**

- 4.42 A fellowship of \$10,000.00 may be awarded each year. The fellowship is named the Mary C. Babcock Memorial Fellowship.
- 4.43 An applicant shall:
- 4.43.1 be a statutory or voluntary member in good standing in the Association;
- 4.43.2 present a résumé of the proposed studies which must be centred in labour studies;
- 4.43.3 agree that all these articles, courses, papers, etc. be made available, on demand, to the Association for the use of its members;
- 4.43.4 agree to serve for a period of one year as resource person on request for seminars, workshops, etc. conducted by the Association with due allowance for travel expenses;

- 4.43.5 submit the application by April 1. Application forms are obtainable from the provincial office and the Association website.
- 4.44 If there are not enough qualified applicants for full-time studies, the money may be apportioned for part-time studies.
- 4.45 Priority consideration shall be given to those applicants whose leaves have been approved by their employing boards and who have demonstrated local and/or provincial involvement in the Association.
- 4.46 The nature of the study shall be such as to be of direct benefit to the Association and its members.

### **Bursaries**

- 4.47 A maximum bursary of \$1,000.00 to an individual member may be awarded. These bursaries are named the Joan Kamps Memorial Bursaries.
- 4.48 An applicant shall:
- 4.48.1 be a statutory or voluntary member in good standing in the Association;
- 4.48.2 submit the application by May 1 providing details of the proposed courses and costs. Application forms are obtainable from the provincial office and the Association website.
- 4.49 Members currently in the pre-degree categories who are taking undergraduate courses shall be given priority as applicants.
- 4.50 Members who wish to pursue post-graduate studies or professional development activities as lifelong learning shall also be eligible for a bursary.

### **ANNUAL GENERAL MEETING**

- 4.51 The names of voting delegates and alternate delegates to the annual general meeting from each unit shall be in the hands of the general secretary at a date designated by the provincial executive.
- 4.52 Alternate delegates who are required to take the place of voting delegates at the annual general meeting shall assume their duties at the beginning of either the morning or afternoon session of the annual general meeting and retain these duties until the close of that same session of the annual general meeting.
- 4.53 In the event of unforeseen circumstances preventing any delegate from attending or requiring a voting delegate to leave the annual general meeting, the head of delegation shall present in writing to the provincial president or the general secretary a statement noting such replacement. The alternate delegate shall retain duties until the close of the annual general meeting or until the close of the session for which the voting delegate is absent.
- 4.54 A voting card or electronic voting device shall be used for voting. When a voting card is used, it shall be held aloft when a vote is called. Voting delegates who leave the assembly while it is in session shall surrender their voting cards and/or electronic voting devices to the head of their delegation and reclaim them upon their return.

- 4.55 For roll call votes:
- 4.55.1 the head of delegation shall complete a tally card and bring it to the front of the assembly hall for tabulation;
- 4.55.2 when electronic voting devices are used for voting, 4.55.1 is not operational.
- 4.56 New motions and amendments shall be presented in writing to the steering committee which shall classify them according to the department and topic, number them, reproduce them for projection and bring them forward for debate at the time deemed appropriate by the steering committee.
- 4.57 A circuit pattern shall be followed by the speaker in recognizing delegates at the microphones.
- 4.58 Media representatives and other non-members shall be allowed to attend the annual general meeting at all times except when the assembly moves in camera.
- 4.59 The Association will provide on-site childcare over the course of the annual general meeting for the dependants of delegates.

### **Resolutions to the Annual General Meeting**

- 4.60 Resolutions may be submitted by a unit, the St. Michael's College School Teachers' Association, a provincial committee, a work group, a network, a task force, the diversity advisory board, the Association representatives on the Ontario Teachers' Federation board of governors, the council of presidents, the occasional teacher regional representatives to the council of presidents, or the provincial executive. Resolutions may also be submitted jointly, by two or more of the preceding, acting as co-sponsors. (AGM 2024)
- 4.61 Any resolution submitted by a unit shall have been approved by the general membership of the unit prior to being submitted to the legislation committee. If the unit membership fails to approve the resolution, it shall be submitted by the unit executive as a minority report at the request of the sponsors.
- 4.62 The resolutions approved by a general meeting of a unit shall be submitted by the unit secretary or president, stating the date of the general meeting. Resolutions approved by any other sponsoring body shall be submitted by the chair or staff officer assigned to it. (AGM 2024)
- 4.63 To be eligible for consideration by the annual general meeting all resolutions and supporting rationale shall be submitted to the legislation committee, on the legislation committee form, not later than 100 days prior to the annual general meeting.
- 4.64 Resolutions received after the deadline may be considered by the annual general meeting only at the discretion of the council of presidents. Any late resolution accepted by the council of presidents shall be deemed to have met all publication and distribution requirements.

### **PROVINCIAL ELECTIONS**

#### **General Procedures**

- 4.65 The elections chairperson shall present the nominations report to the assembled delegates at the beginning of the first session of the annual general meeting and subsequently present the amended slates for each office when appropriate.

- 4.66 The elections chairperson shall ensure:
- 4.66.1 a timed item on the agenda in the afternoon of the first day to allow candidates for the provincial executive, the board of governors of the Ontario Teachers' Federation, and the position of the Association representative to serve as table officer on the executive of the Ontario Teachers' Federation to address the assembly with a reasonable time for a question period to follow. Candidates for the position of president, first vice-president and the Association representative to serve as table officer on the executive of the Ontario Teachers' Federation shall be given five minutes to address the assembly. The remainder of the candidates shall be given three minutes to address the assembly. In the event of an acclamation of a candidate (or candidates in an election with more than one winning candidate), if the candidate or candidates waive their right to address the assembly, the elections chairperson will recommend to the steering committee to remove the timed item for the speeches from the agenda. Announcement of the acclamation can be made prior to the next break;
- 4.66.2 The elections chairperson shall conduct the elections on the second day of the annual general meeting according to the following schedule:

Second Day

9:10	President
10:15	First Vice-President
11:30	Second Vice-President
1:30	Third Vice-President
2:30	Treasurer /Governors
3:30	Two Councillors and the Ontario Teachers' Federation Table Officer

When necessary, the elections chairperson shall recommend to the steering committee a change in the elections schedule to deal with appeals, recounts and other unforeseen circumstances. No change shall occur if a candidate is acclaimed for a position or when the president is in the middle of a two-year term. In addition, the elections chairperson may recommend to the steering committee a change in the election schedule to enable elections to be completed as early as possible.

- 4.67 The elections chairperson shall ensure appointment of a team of tellers who shall assist in the conduct of the elections.
- 4.68 The elections chairperson shall conduct the elections according to the following procedures:
- 4.68.1 at the beginning of each elections period the elections chairperson shall announce those eligible for the position and have the slate posted;
- 4.68.2 the vice-president of equity shall self-identify with one or more of the equity deserving groups and be elected by voting delegates who self-identify with one or more of the equity deserving groups on the first day of the annual general meeting;
- 4.68.2.1 for the election of the vice-president of equity, the elections chairperson shall conduct the election with a member of the Diversity Advisory Board, or designate, who shall not be a candidate for any position on the provincial executive or Ontario Teachers' Federation governors-at-large, according to the following:
- 4.68.2.2 a candidate for vice-president of equity shall not conduct the election with the elections chairperson;
- 4.68.2.3 at the beginning of the election period the representative of the Diversity Advisory Board and the elections chairperson shall announce those eligible for the position of vice-president of equity;
- 4.68.2.4 the tellers shall distribute one ballot to each eligible voting delegate present;

- 4.68.2.5 after an appropriate passage of time as determined and announced, the tellers shall collect the ballots and count them;
- 4.68.2.6 the candidate with the most votes shall be elected;
- 4.68.2.7 a successful candidate need not receive a majority of the votes cast; and
- 4.68.2.8 when a ballot results in a tie vote that fails to elect a candidate, the names of the tied candidates for that office shall appear on a subsequent ballot.
- 4.68.3 the tellers shall distribute to the unit presidents one ballot for each contested position for each unit voting delegate present at the unit designated place in the assembly at the time of distribution;
- 4.68.4 the unit presidents shall sign for the appropriate number of ballots at each election time and distribute them to the delegates from their units;
- 4.68.5 after an appropriate passage of time as determined and announced, the tellers shall collect the ballots and count them;
- 4.68.6 for an office with one candidate to be elected,
- 4.68.7 the candidate with the most votes shall be elected; a successful candidate need not receive a majority of the votes cast;
- 4.68.8 when a ballot results in a tie vote that fails to elect a candidate, the names of the tied candidates for that office shall appear on a subsequent ballot;
- 4.68.9 for an office with more than one candidate to be elected,
- 4.68.10 the candidates with the most votes shall be elected; a successful candidate need not receive a majority of the votes cast;
- 4.68.11 when a ballot results in a tie vote that fails to elect the required number of candidates for an office;
- 4.68.12 any candidate receiving more votes than the tied candidates shall be declared elected; and
- 4.68.13 the names of the tied candidates for that office shall appear on a subsequent ballot until the required number of candidates has been declared elected;
- 4.68.14 following each election period and prior to the commencement of the next period, the elections chairperson shall announce the number of votes cast for those contesting the particular office;
- 4.68.15 if the difference in the number of votes between two candidates is 25 or less, there shall be a recount on appeal;
- 4.68.16 notwithstanding the above, when electronic voting devices are used for elections, the election procedures under 4.67 and 4.68.3 – 4.68.5 are not operational.

### **Election Materials**

- 4.69 Election materials shall not be distributed on the delegates' tables inside the meeting room.
- 4.70 Election materials shall be exhibited only in areas designated for candidates' displays:
  - 4.70.1 walls of the convention hall, excluding the full wall behind the speakers' table;
  - 4.70.2 candidates' rooms;
  - 4.70.3 table displays in the foyer.

### **Campaign Expenses**

- 4.71 A unit which nominates or sponsors a candidate should form an election committee.
- 4.72 The campaign expenditures, including refreshments for a candidate, shall not exceed \$1,000.00.
- 4.73 Units may contribute up to a maximum of \$400.00 towards a candidate's campaign.



- 4.74 Each candidate shall submit a statement of revenue and expenditures to the general secretary within 30 days of the annual general meeting for inclusion as an addendum to the minutes.

## **SALARY, BENEFITS AND ACCOMMODATION FOR FULL-TIME EXECUTIVE MEMBERS**

### **President Salary and Benefits**

- 4.75 The annual salary shall be the greater of 166 per cent of the salary of a Toronto Catholic district school board elementary teacher at A4 maximum or 166 per cent of the salary the individual would earn with the employing board.
- 4.76 Such benefits as are available under the collective agreement of the president's employing board shall continue.

#### *Accommodation Allowance*

For the purposes of this section the following definitions are in effect:

- Principal Residence: A residence maintained at another location which is a self-contained domestic establishment, in accordance with the *Income Tax Act*.
- Secondary Residence: A residence maintained during the period of elected office within the Toronto region, which is additional to the principal residence, in accordance with the *Income Tax Act*.

- 4.77 To be eligible for the accommodation allowance the president must meet the requirements of the *Income Tax Act*:
- 4.77.1 maintain a principal residence and provide proof thereof by completing Form TD4: Declaration of Exemption – Employment at a Special Work Site;
- 4.77.2 the principal residence must remain available for immediate occupancy to the president and not be rented to any other person;
- 4.77.3 that the distance from the principal residence to the Association's provincial office is more than 80 kilometres, unless the president can meet the exemption requirements of the *Income Tax Act* for a distance differential of less than 80 kilometres;
- 4.77.4 provide the Association with a copy of the lease and any other documentation, as requested.
- 4.78 The Association shall provide an accommodation allowance of up to 25 per cent of the gross salary under 4.75 for costs of rent, utilities and maintenance for a secondary residence.
- 4.79 The Association shall provide relocation costs for the move from the principal residence to the secondary residence.
- 4.80 The Association shall provide travel expenses, subject to executive approval for travel from the secondary residence to the principle residence.

#### *Automobile Allowance*

- 4.81 The Association shall provide the president with an automobile allowance. The amount is to be determined annually by the council of presidents.

#### *Expense Reimbursement*

- 4.82 The Association shall pay all reasonable expenses incurred by the president as a representative of the Association and as approved by the provincial executive.

### **First Vice-President Salary and Benefits**

- 4.83 The annual salary shall be the greater of 133 per cent of the salary of a Toronto Catholic district school board elementary teacher at A4 maximum or 133 per cent of the salary the individual would earn with the employing board.
- 4.84 Such benefits as are available under the collective agreement of the first vice-president's employing board shall continue.

#### *Accommodation Allowance*

For the purposes of this section the following definitions are in effect:

- Principal Residence: A residence maintained at another location which is a self-contained domestic establishment, in accordance with the *Income Tax Act*.
- Secondary Residence: A residence maintained during the period of elected office within the Toronto region, which is additional to the principal residence, in accordance with the *Income Tax Act*.

- 4.85 To be eligible for the accommodation allowance the first vice-president must meet the requirements of the *Income Tax Act*:
- 4.85.1 maintain a principal residence and provide proof thereof by completing Form TD4: Declaration of Exemption – Employment at a Special Work Site;
- 4.85.2 the principal residence must remain available for immediate occupancy to the first vice-president and not be rented to any other person;
- 4.85.3 that the distance from the principal residence to the Association's provincial office is more than 80 kilometres, unless the first vice-president can meet the exemption requirements of the *Income Tax Act* for a distance differential of less than 80 kilometres;
- 4.85.4 provide the Association with a copy of the lease and any other documentation, as requested.
- 4.86 The Association shall provide an accommodation allowance of up to 25 per cent of the gross salary under 4.75 for costs of rent, utilities and maintenance for a secondary residence.
- 4.87 The Association shall provide relocation costs for the move from the principal residence to the secondary residence.
- 4.88 The Association shall provide travel expenses, subject to executive approval for travel from the secondary residence to the principle residence.

#### *Automobile Allowance*

- 4.89 The Association shall provide the first vice-president with an automobile allowance. The amount is to be determined annually by the council of presidents.

#### *Expense Reimbursement*

- 4.90 The Association shall pay all reasonable expenses incurred by the first vice-president as a representative of the Association and as approved by the provincial executive.

### **AUDITED MEMBERSHIP, CURRENT MEMBERSHIP AND PAYMENT OF EXPENSES**

#### **Audited Membership**

- 4.91 The audited membership of the Association shall be determined by using the total amount of fees received by the Association from all teacher bargaining unit members by the month of June in any school year and dividing it by the individual membership fee.

- 4.92 The audited membership of each teacher bargaining unit shall be determined by using the total amount of fees received by the Association from all teacher bargaining unit members in the bargaining unit by the month of June in any school year and dividing it by the individual membership fee.
- 4.93 Voluntary members shall be added to the audited membership of the Association and to the audited membership of the unit to which such members belong.
- 4.94 The audited occasional teacher bargaining unit membership of each occasional teacher bargaining unit shall be determined by using the total amount of fees received by the Association from all occasional teacher bargaining unit members by the month of June in any school year and dividing it by the regular day school program fee, as specified in 2.154.1 and then applying the ratio of the provincial average of occasional teacher salaries in relation to the provincial average of teacher salaries.
- 4.95 The audited occasional teacher bargaining unit membership shall be added to the audited membership of the Association and to the audited membership of the unit.
- 4.96 Where two units exist in the same school board, the occasional teacher membership numbers shall be prorated based on the elementary and secondary teacher bargaining unit membership numbers.

### **Current Membership**

- 4.97 The current regular day school membership of the Association shall be determined by using the total amount of fees received by the Association from all teacher bargaining unit members equivalent to one school month at the beginning of any school year and dividing it by one tenth of the individual fee.
- 4.98 The current regular day school membership of each unit shall be determined by using the total amount of fees received by the Association from all teacher bargaining unit members in the unit equivalent to one school month at the beginning of any school year and dividing it by one tenth of the individual membership fee.
- 4.99 Current regular day school and continuing education membership of each teacher bargaining unit as of October 31 shall be used to recalculate, when applicable, annual general meeting delegates, fee returns, release time and small/medium/large unit votes. If the number is unavailable, the audited membership shall be utilized in the interim. When the current regular day school and continuing education membership number becomes known, the appropriate adjustment shall be made. At the end of each fiscal year, when the current regular day school membership has been reviewed and audited for the full 10 months, any necessary adjustments shall be made to ensure the correct return to the unit.
- 4.100 Units shall receive their fee return as calculated according to 2.155 from the Association according to the following schedule:
- 4.100.1 twenty per cent on or before August 1 based upon the previous year's membership;
  - 4.100.2 upon receipt of their audited statement by the provincial office, and with adjustments made according to 4.99:
    - 4.100.2.1 30 per cent on or before November 15;
    - 4.100.2.2 30 per cent on or before February 1;
    - 4.100.2.3 10 per cent on or before April 1;
    - 4.100.2.4 10 per cent on or before June 1.

### **Payment of Expenses**

- 4.101 Members should not be out of pocket for necessary expenditures incurred while conducting Association business at the provincial level nor shall the Association be liable for undue charges.
- 4.102 Members, when so authorized, shall receive payment for actual expenses incurred for transportation, hotel and other related expenses and any set meal per diem rate.
- 4.103 Any Association member who participates at any provincially funded conference, workshop, seminar or meeting and who has dependants requiring paid care in the absence of the member shall be entitled to claim a sum determined by the council of presidents at the cost of the care for each day and for each night the member is away from home, provided a receipt is submitted in accordance with the Association procedures. The rate for more than one dependant shall be double the rate for a single dependant.
- 4.104 Expenses for return transportation from place of employment shall be paid for:
- 4.104.1 travel by train, including sleeping accommodation if warranted;
- 4.104.2 travel by bus;
- 4.104.3 travel by air at economy rate;
- 4.104.4 travel by car at the CRA rate per kilometer, provided that:
- 4.104.4.1 two or more authorized members travel in the car;
- 4.104.4.2 the number of kilometres driven is as shown on Ministry of Transportation roadmaps, with a leeway of 24 kilometres each way; and
- 4.104.4.3 the amount of this travel claim does not exceed the economy air fare(s) of the member(s) in the car; the requirement that two or more members travel together in the car may be waived by the proper authority;
- 4.104.5 transportation to and from rail, bus or air terminals; members are urged to use the most economical means of transportation;
- 4.104.6 parking;
- 4.104.7 meals in transit up to the maximum allowable cost;
- 4.104.8 gratuities up to the maximum allowable cost;
- 4.104.9 expenses for hotel accommodation and meals shall be paid for:
- 4.104.9.1 hotel room at single occupancy rate; (AGM 2024)
- 4.104.9.2 meals up to the maximum allowable cost;
- 4.104.9.3 gratuities up to the maximum allowable cost;
- 4.104.9.4 a resident or non-resident per diem allowance may be established and given in lieu of, 4.104.9.1, 4.104.9.2, and 4.104.9.3;
- 4.104.9.5 expenses shall be paid, when an employer invoices the Association for a member absent on authorized Association business, for salary and related costs, or the cost of the occasional teacher employed to replace the member. If a daily occasional teacher is a provincially-sponsored delegate at an Association authorized event, for which the Association is paying for release time, the local unit shall notify the school board that the member is conducting union business and request that the occasional teacher be paid at the daily occasional rate. Once invoiced from the school board, the Association shall reimburse the local unit from the event budget.
- 4.104.10 expenses for attendance at the following shall be paid in accordance with the foregoing further provisos:
- 4.104.10.1 annual general meeting: a resident or non-resident per diem allowance established at the fall council of presidents shall be paid;

- 4.104.10.2 council of presidents: a resident or non-resident per diem allowance established by the provincial executive on the recommendation of the finance committee shall be paid;
- 4.104.10.3 provincial conferences, workshops and seminars: the expenses for one delegate from each unit and occasional teacher bargaining unit. In the case of units composed of more than one teacher bargaining unit, all expenses shall be paid for one delegate from each teacher bargaining unit in the unit for attendance where applicable and defined by the provincial executive;
- 4.104.10.4 collective bargaining regional seminar: travel, accommodation and meal expenses for a delegate who must travel a minimum of 300 kilometres;
- 4.104.11 payment of expenses is contingent upon full attendance at the authorized meeting, the submission of official receipts and the ratification of the expense incurred by the proper authority;
- 4.104.12 expense statements shall be submitted within three months after the event or no reimbursement will be made;
- 4.104.13 expenses not specifically mentioned in this procedure may be authorized by the proper authority after explanation and documentation have been provided for consideration.

### **SUPPLEMENTAL FUNDING**

- 4.105 Receipt of the previous year's audited statement is a condition for payment of any supplemental funding.

### **Release Time – Unit President/Release Officer(s)**

#### **Eligibility**

- 4.106 For purposes of calculation of supplemental funding re unit president's/release officer's release time, the amount of release time eligible for supplemental funding from the Association shall be according to the following scale:

<u>Unit size</u>	<u>Percentage of release time eligible for supplemental funding</u>
0-49	25
50-476	75
477-762	100
763-1000	125
1001-2000	175
2001-3000	200
3001-4000	300
4001+	400

Units that combine teacher bargaining units shall be eligible for supplemental funding equivalent to what those bargaining units would have received if they had been separate units. Notwithstanding the above, no unit which represents members from a publicly-funded Catholic school board, shall have less than 100 per cent release time eligible for supplemental funding.

- 4.107 When the unit size falls below either 50, 477, 763, 1001, 2001, 3001, or 4001, a unit shall be accorded a "year of grace" for the first year in which this happens. There shall be no change in the status of the unit with respect to 4.106 during that year of grace.
- 4.108 Unit size shall be determined by the regular day school and continuing education membership as of October 31 of the school year for which application is made, plus 50 per cent of the June 30 audited occasional teacher bargaining unit membership. Where two units exist in the same school board, the occasional teacher membership numbers

shall be prorated based on the elementary and secondary teacher bargaining unit membership numbers.

- 4.109 The unit shall ensure that any member(s) released to the unit for Association service will not have their experience, benefits or sick days adversely affected.

**Procedures for Application**

- 4.110 The unit shall send a letter to the employer requesting the appropriate release time, with a copy sent to the provincial executive through the general secretary.
- 4.111 A copy of the significant clause in the collective agreement shall be included, if applicable. A letter from the employer confirming the release time, salary and benefits is also required.
- 4.112 A copy of the unit budget shall be included. It shall include an accounting of all revenue including the levy account and the appropriations for the salary and benefits of the member(s) released to the unit for Association service.
- 4.113 Arrangements for release time and the method of payment of the approved amount from the Association shall be worked out to the mutual satisfaction of the board, unit executive, provincial office and each member so affected.

**Release Time – Teacher Bargaining Unit Lead Negotiator**

- 4.114 The Association shall pay the lesser of 50 per cent of the cost of the individual’s release time including benefits or the equivalent of ten full teaching days. A day for salary purposes is deemed to be the number of days divided by the number of school days as defined by the Ministry of Education for the given year.
- 4.115 In teacher bargaining units where the lead negotiator is released full-time, no additional release time shall be provided unless approved by the provincial executive.

**Release Time Based On Occasional Teacher Unit Membership**

- 4.116 For the purposes of calculation of supplemental funding to account for unit representation for occasional teacher members, the amount of release time for supplemental funding payment from the Association shall be according to the scale below. Occasional teacher full-time equivalent shall be based on the June 30 audited occasional teacher bargaining unit membership, determined by 4.94. Payment shall be based on the local casual daily rate.

<u>Occasional teacher full-time equivalent</u>	<u>Annual days of release time</u>
0-10	10
11-49	30
50-99	40
100-149	50
150-249	70
250-399	100
400-599	120
600-749	140
750-899	160
900+	180

- 4.116.1 The use of release time under 4.116 is for the representation of occasional teacher members. The unit executive shall provide this release time to a member of the occasional teacher bargaining unit, where possible.

- 4.116.2 When the occasional teacher full-time equivalent falls below the current release time threshold, a unit shall be accorded a "year of grace" for the first year in which this happens. There shall be no change in the status of the unit with respect to 4.116 during that year of grace.

### **Small Unit**

- 4.117 Units where the fee return to the unit is less than \$5,000.00 shall receive an additional \$5,000.00 to facilitate exposure to and participation in provincial meetings, conferences, workshops and meetings for a greater number of unit members.

### **Travel Distance Within the Unit**

- 4.118 Units whose schools are widely separated shall receive supplemental funding to help compensate unit members travelling long distances on unit business.
- 4.119 The formula for calculating the supplemental funding shall be as follows: distance x rate x 60;
- 4.119.1 "distance" shall be: return trip distance - 80 kilometres. The return trip distance is calculated from the school where or nearest where the unit executive meets to the farthest school in the unit where Association members are employed;
- 4.119.2 "rate" shall be the current Association rate for payment of expenses for travel by car;
- 4.119.3 "60" is based on the assumption that there are 18 unit executive/committee members attending ten unit executive/committee meetings, but that only three unit executive/committee members have to travel from the farthest school (18 x 10/3). This assumption shall be applied to all units eligible for this supplemental funding, regardless of the actual number of executive members travelling the distance in the formula.

### **Unit Membership Size**

- 4.120 The Association shall make a payment according to the following scale:
- |                      |            |
|----------------------|------------|
| 0-99 members         | \$8,000.00 |
| 100-199 members      | 6,000.00   |
| 200-299 members      | 4,000.00   |
| 300 and over members | 0.00       |

### **Isolation**

- 4.121 The Association shall make an isolation payment to units whose central location is more than 480 kilometres from Toronto. The central location shall be the place in the town, city/municipality in which unit executive and general meetings are most often held. The formula for calculating this supplemental funding shall be (distance minus 480 kilometres) x \$0.82 per kilometres.

### **Unit Office Purchase**

- 4.122 The unit executive shall request assistance of the provincial executive following a decision being taken by the unit to begin searching for a potential office/building/site. Supporting minutes of the unit executive meeting and the unit general meeting shall accompany the request.
- 4.123 The unit shall be informed of the decision taken by the provincial executive.
- 4.124 Where the reply is in the affirmative, a document, signed by the appropriate provincial representatives, indicating the unit's ability to submit an offer of purchase shall be included, as well as a copy of the expected legal document pertaining to beneficial ownership and trusteeship.

### **New Supplemental Funding**

- 4.125 All new supplemental funding shall be for a specific time period.
- 4.126 New supplemental funding shall be determined by the council of presidents or the annual general meeting.
- 4.127 Terms of reference and timelines for each supplemental funding shall be set by a committee consisting of three representatives elected at-large from the council of presidents and three appointees from the provincial executive. A secretariat member shall be assigned as support for each committee.

### **Unit President Responsibility Allowance**

- 4.128 The Association shall make a payment to each unit for each of the following:
  - 4.128.1 the annual salary of a unit president based on 100 per cent of the salary an individual teacher with the same experience and qualifications would earn with the employing board;
  - 4.128.2 the cost of such benefits included in the collective agreement with the employer;
  - 4.128.3 an additional allowance equivalent to ten per cent of the maximum salary of a teacher at A4 maximum of the Toronto Catholic district school board. In units comprised of elementary and secondary teacher bargaining units, a second responsibility allowance shall be paid to the unit.

## **DUTIES OF STANDING COMMITTEES**

### **Audit Committee**

- 4.129 to meet with the external auditor a minimum of twice yearly;
- 4.130 to receive and review the auditor's report and other relevant documents;
- 4.131 to bring to the attention of the auditor any relevant matters;
- 4.132 to report to the council of presidents and the annual general meeting.

### **Awards Committee**

- 4.133 to receive the nominations for life membership by October 15, to review them and to make recommendations to the fall council of presidents;
- 4.134 to receive the nominations for honorary membership by October 15, to review them and to make recommendations to the fall council of presidents;
- 4.135 to receive nominations for the Marion Tyrrell Memorial Award of Merit , Pearse Shannon Memorial Association Service Award, Fintan Kilbride Memorial Social Justice Recognition Award and for the 25 Year Annual General Meeting Recognition Service Award by October 15, to review them and make recommendations to the November meeting of the provincial executive;
- 4.136 to receive applications for the Association scholarships and fellowships by April 1, to review them and make recommendations to the provincial executive for approval;
- 4.137 to receive applications for the Joan Kamps Memorial Bursaries by May 1, to review them and make recommendations to the provincial executive;



- 4.138 to receive and review the name(s) of members who have served as a delegate at the annual general meeting for 25 years or more, by October 15, and make recommendations to the November provincial executive meeting.

#### **Catholic Education and Curriculum Committee**

- 4.139 to contribute to the development and ongoing enrichment of the faith dimension, which is the essence of the Catholic education community;
- 4.140 to identify resources for opportunities which deepen the faith life of teachers and communities in which they serve;
- 4.141 to make recommendations on ways to help teachers understand, articulate and live out their teaching ministry within the Church;
- 4.142 to make recommendations on ways to meet the needs and desires of members who have responsibility for delivering and supporting curriculum in the Catholic school system, and to recommend action that the Association may pursue to satisfy these;
- 4.143 to make recommendations on ways to respond to issues which affect the faith life or teaching ministry of teachers in Catholic schools.

#### **Collective Bargaining Committee**

- 4.144 to be informed on issues, trends and problems in the areas of collective bargaining;
- 4.145 to identify members' needs and concerns in collective bargaining and to recommend actions that the Association may pursue to satisfy these needs and concerns;
- 4.146 to encourage involvement of members at the local level and to assist teacher local bargaining unit collective bargaining chairpersons;
- 4.147 to advise and support the Association in planning annual collective bargaining seminars, conferences and workshops;
- 4.148 to annually review and provide input on a long-term collective bargaining action plan;
- 4.149 to prepare for each bargaining cycle, to review and develop both central and local collective bargaining objectives in consultation with bargaining units for approval by the council of presidents.

#### **Diversity Advisory Board**

- 4.150 to confidentially advise the provincial executive on matters related to the needs of their respective groups as members of the Association and barriers to engagement/involvement within the Association; and
- 4.151 to confidentially report on any other matters requested by the provincial executive.

#### **Educational Aid Committee**

- 4.152 to conduct the foreign and domestic aid programs of the Association through the administration of the educational aid fund according to established criteria;
- 4.153 to study and report upon educational issues that are international in scope and to make recommendations when deemed appropriate;
- 4.154 to itemize all grants given for the fiscal year prior to the annual general meeting in the annual report to the annual general meeting;

- 4.155 to promote and administer the Association's involvement in Project Overseas in conjunction with the Canadian Teachers' Federation.

**Finance Committee**

- 4.156 to consider the financial position of the Association;
- 4.157 to prepare a budget to be reviewed quarterly;
- 4.158 to make recommendations in regard to annual fees;
- 4.159 to act as financial advisors to the provincial executive;
- 4.160 to take care that the surplus fees of the Association are invested with security primarily, and with a reasonable yield of interest when possible;
- 4.161 to review the securities owned by the Association from time to time;
- 4.162 to report to the provincial executive, to the council of presidents and to the annual general meeting whenever called upon to do so;
- 4.163 to meet bi-monthly.

**Health and Safety Committee**

- 4.164 to be informed of issues, trends and problems in the area of occupational health and safety and the workplace environment;
- 4.165 to identify members' needs and to recommend actions that the Association should pursue to address these needs;
- 4.166 to inform the members of all aspects pertaining to occupational health and safety and the workplace environment;
- 4.167 to advise the Association in matters pertaining to occupational health and safety and workplace environmental issues that require attention;
- 4.168 to present such health and safety seminars, conferences and workshops as needed and directed by the provincial executive.

**Human Rights Committee**

- 4.169 to inform members of trends and issues pertaining to equal opportunities for members based on age, race, creed, ethnicity, gender, gender identity, sexual orientation and mental or physical ability by providing workshops and assisting local committees;
- 4.170 to make recommendations to eliminate discrimination on hiring, retention and promotion policies and practices;
- 4.171 to make recommendations to ensure barrier-free and discrimination-free workplaces;
- 4.172 to assist our students to recognize and appreciate the contributions of people of different ages, races, creeds, ethnicities, genders, gender identities, sexual orientations and mental or physical abilities;

- 4.173 to make recommendations to eliminate gender discrimination in clergy ordination;
- 4.174 to make recommendations regarding the development of educational resources on human rights issues;
- 4.175 to propose positions to be taken by the Association on issues pertaining to human rights;
- 4.176 to advise the provincial executive, the council of presidents and the general membership of issues both national and international affecting human rights.

### **Legislation Committee**

- 4.177 to study and report on all matters pertaining to the constitution, by-laws, policies and procedures and the Association *handbook*;
- 4.178 to be responsible for submitting such matters to the annual general meeting;
- 4.179 to receive all resolutions submitted for consideration of the annual general meeting;
- 4.180 to revise and combine resolutions and return to sponsors those resolutions which are revised or combined; if the sponsor objects to any such change the sponsor shall have the right to insist that the resolution as originally submitted be presented to the annual general meeting; but the legislation committee may attach to the resolution its proposed version and its reasons for returning the original resolution to the sponsor;
- 4.181 to return to sponsors those resolutions which require clarification or rationale and those resolutions which are redundant because they are already in the Association or Ontario Teachers' Federation *handbooks*; if no written reply to written request for clarification or rationale or for a withdrawal is received within 30 days of the sending of the request to the sponsor, the resolution shall be withdrawn and the sponsor notified of the withdrawal; if the sponsor replies but fails to satisfy the legislation committee, the resolution as resubmitted by the sponsor shall be presented to the annual general meeting, but the legislation committee may recommend withdrawal and attach to the resolution its reasons for that recommendation;
- 4.182 to prepare for publication a list of resolutions eligible for consideration by the annual general meeting; the publication shall be made available to every member at least one month before the annual general meeting;

### **Long Term Disability Committee**

- 4.183 to report to the provincial executive and make recommendations concerning any aspect of the plan;
- 4.184 to report to the council of presidents and the annual general meeting;
- 4.185 to survey or cause a survey and receive the results of the survey of membership as determined by the committee;
- 4.186 to communicate to the plan membership through the unit presidents;
- 4.187 to receive and review quarterly long term disability reports;

- 4.188 to receive and review quarterly litigation and appeal updates from staff;
- 4.189 to perform duties as required or assigned by the provincial executive;
- 4.190 to review its duties and responsibilities at least every two years and make recommendations for change as required.

**Member Engagement Committee**

- 4.191 to make recommendations to promote the involvement and participation of teachers in the Association;
- 4.192 to monitor present member engagement practices and make recommendations for the most effective internal and external practices;
- 4.193 to make recommendations to support and promote teacher advocacy at the local and provincial levels;
- 4.194 to make recommendations to provide support and assistance to unit members responsible for member engagement.

**Program and Structures Committee**

- 4.195 to review one department per year as determined by the provincial executive;
- 4.196 to review the department's programs for the period between reviews;
- 4.197 to review the sections of the Association *handbook* applicable to that department;
- 4.198 to review the terms of reference for committees, networks, work groups, project teams and task forces associated with that department;
- 4.199 to make a report to the provincial executive including recommendations and to monitor the implementation plan;
- 4.200 to review the status of the previous year's report to the provincial executive;
- 4.201 to address additional parameters as assigned by the provincial executive.

**Political Advisory Committee**

- 4.202 to promote Association positions and interests at political party conventions and other political events;
- 4.203 to advise and assist units in their local political action and labour council activities;
- 4.204 to advise the provincial executive and membership of the political issues at the municipal, provincial and federal levels that affect Catholic education and to suggest strategies to influence the course of these issues.

**Status of Women Committee**

- 4.205 to advise the provincial executive on ways to enhance the status of women in society both nationally and internationally;
- 4.206 to develop recommendations for the provincial executive to assist units to establish programs to educate members about international women's issues;

- 4.207 to make recommendations to the provincial executive for possible action related to the status of women;
- 4.208 to make recommendations to the provincial executive on outreach to community-based women's organizations;
- 4.209 to inform all members of the current trends, issues and problems as they pertain to the status of women internationally.

#### **Teacher Development Committee**

- 4.210 to review teacher development programs, resources, structures, policies and procedures at the provincial and local levels;
- 4.211 to identify needs and desires of all members in the area of teacher development and to recommend actions that the Association may pursue to satisfy these;
- 4.212 to encourage involvement of teachers in the process of teacher professional education at the local level and to assist unit professional development chairpersons;
- 4.213 to advise and make recommendations regarding the Association's beginning teachers and biennial teacher development conferences;
- 4.214 to recommend to the provincial executive the creation of project teams and their terms of reference:
- 4.214.1 the project team will assist with the development of resource(s) and program(s) and, when required, will assist with the implementation and/or in-service related to the development of a resource or program;
- 4.214.2 the specific duties and duration of a project team shall be defined by the provincial executive at the time of appointment; and
- 4.214.3 the recruitment and appointment process shall ensure as broad a provincial representation as is possible.

#### **Teacher Education Network**

- 4.215 to facilitate discussion between affiliate representatives who are assigned to local teacher education committees;
- 4.216 to be composed of one Association representative to each of the local teacher education committees of the Ontario Teachers' Federation;
- 4.217 to be apprised and informed of the nature of and trends in programs at faculties of education across the province;
- 4.218 to refer to the teacher development committee projects or proposals for the development of resources.

#### **FINANCING EXPENDITURES CHARGED TO THE ASSOCIATION REGARDING THE *ONTARIO LABOUR RELATIONS ACT***

- 4.219 Payment of expenses by the Association shall begin at the conciliation stage of the *Ontario Labour Relations Act*.
- 4.220 Payment of expenses by the Association is contingent upon the submission of official receipts and the ratification of the expense by the secretariat member.

4.221 All expenses charged to the Association shall be submitted on approved expense claim forms to the unit executive.

4.222 The unit executive shall examine and approve claims to be forwarded to the Association.

### **PLANNING AND BUDGET CYCLE**

#### 4.223 **September/October**

The executive and secretariat review plans for the current year and begin the process for developing goals and objectives for the following year.

Initiatives and/or program revisions and the funding of new programs where necessary are determined.

The plan is referred to the finance committee by November 1.

The finance committee reviews the budget set at the previous spring council of presidents and presents an amended budget to the fall council of presidents if necessary.

#### 4.224 **September/December**

The committees review current plans and new initiatives, make changes and refer them to the finance committee for costing.

The executive reviews, changes, approves initiatives and refers them to the finance committee for costing.

The finance committee determines fixed costs, costs of program changes, costs of new initiatives and recommends a fee.

#### 4.225 **January**

The finance committee determines the cost of all annual general meeting resolutions. It drafts a budget showing fixed costs and discretionary funds available in light of the recommended fee and the impact of the fee.

#### 4.226 **February**

The council of presidents approves the budget assumptions in principle.

#### 4.227 **March**

The annual general meeting sets the fee and may specify initiatives to be adopted. The finance committee revises the budget in light of the decisions of the annual general meeting.

#### 4.228 **June**

The council of presidents sets the final budget in light of the decisions made at the annual general meeting and sets the preliminary assumptions for the next budget cycle.

### **OCCASIONAL TEACHER BARGAINING UNIT ANNUAL WORKSHOP**

4.229 Training for occasional teacher bargaining unit representatives shall be held each year. (AGM 2024)

4.230 Each unit shall be eligible to send the unit president and the unit executive occasional teacher representative to the training. (AGM 2024)

4.231 The provincial office shall give written notice of this training to units by September 15. (AGM 2024)

## **CONDUCTING A REFERENDUM**

- 4.232 The following guidelines shall be observed when conducting a referendum:
- 4.232.1 the referendum shall be used at the discretion of the provincial executive or the council of presidents;
- 4.232.2 a copy of the motion to be voted upon shall be sent to each unit president and to each Association representative 14 days prior to the scheduled date of the vote.
- 4.233 The following information shall accompany the motion:
- 4.233.1 the reason for the referendum;
- 4.233.2 the arguments favouring a positive vote;
- 4.233.3 the arguments favouring a negative vote;
- 4.233.4 the probable results of a positive vote;
- 4.233.5 the probable results of a negative vote.
- 4.234 The result of the referendum shall be released to the media only by the body which authorized the referendum.
- 4.235 The referendum shall be conducted in each school by the Association representative.
- 4.236 The vote shall be by secret ballot.
- 4.237 The Association representative shall send the ballots in a sealed envelope to the unit president.
- 4.238 Each unit president shall be responsible for counting the ballots and sending the unit results to the provincial office within 14 days.
- 4.239 The unit president shall preserve all the ballots until ordered to destroy them by the provincial executive.
- 4.240 Only a referendum may reverse a decision made by a referendum.

NOTE: Refer to 2.284 for the amending formulas for procedures.

# **ACTION DIRECTIVES**



## 5 ACTION DIRECTIVES

- 5.1 An action directive is a resolution that calls for some action by the Association to be undertaken normally within one year. It has no direct impact on the existing sections of the *handbook*, i.e. constitution, by-laws, policies, procedures. An action directive resolution may be passed with a simple majority. Verbs commonly used in action directives are: study, investigate, petition, oppose, support, report, etc.
- 5.2 That the annual general meeting of the Association be held in the city of Windsor, Ontario in the year 2029. (AGM 2024)
- 5.3 That the Association lobby the Ontario Ministry of Colleges and Universities to develop, implement and facilitate mandatory province-wide anti-Black racism training for all teacher candidates enrolled in Ontario universities. (AGM 2024)
- 5.4 That the Association investigate the possibility of hosting various Association diversity conferences for members of colour/ racialized members, First Nations, Métis, Inuit members, 2SLGBTQIA+: Two Spirit, Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual+ Members, Pansexual, Androgynous and Asexual Members, and members with Disabilities, and report back to the annual general meeting 2025. (AGM 2024)

**6**

**GEOGRAPHIC AMALGAMATIONS**

- 6.1 In the event of future geographic amalgamations, the recommendations in the amalgamation task force report (2013) shall be implemented. The report is available on the Association's website in the members' centre.

# ADDENDA

## ADDENDA

### PROVINCIAL EXECUTIVE

President	René Jansen in de Wal, Toronto Secondary
Past President	Barbara Dobrowolski, Eastern Ontario
First Vice-President	Chris Cowley, Brant Haldimand Norfolk
Vice-President of Equity	Sharon Giroux, St. Clair Elementary
Second Vice-President	Anthony Rocchio, Sudbury Elementary
Third Vice-President	Diana Corazza, York
Treasurer	Michel Derikx, Hamilton-Wentworth
Councillor	Dean Demers, Kenora
Councillor	Melissa Garrett, Waterloo
Ontario Teachers' Federation Table Officer	Andrew Robertson, Dufferin-Peel Secondary
General Secretary	David Church, Provincial Office
Deputy General Secretary	Mary Lachapelle, Provincial Office

### ONTARIO TEACHERS' FEDERATION BOARD OF GOVERNORS

President	René Jansen in de Wal, Toronto Secondary
Past President	Barbara Dobrowolski, Eastern Ontario
First Vice-President	Chris Cowley, Brant Haldimand Norfolk
Second Vice-President	Anthony Rocchio, Sudbury Elementary
General Secretary	David Church, Provincial Office
Ontario Teachers' Federation Table Officer	Andrew Robertson, Dufferin-Peel Secondary
OTF Governor	Rick Belisle, Nipissing Secondary
OTF Governor	Tracey Pecarski, Renfrew
OTF Governor	Julie Altomare-DiNunzio, Toronto Elementary
OTF Governor	Paul Kiely, Hamilton-Wentworth

## PAST PRESIDENTS OF THE ONTARIO ENGLISH CATHOLIC TEACHERS' ASSOCIATION

1944-45	Margaret Lynch
1945-47	Very Reverend B.W. Harrigan
1947-48	Raymond J. Bergin
1948-49	Reverend Brother Thaddeus, FSC
1949-50	Dorothea McDonell
1950-51	Patrick Perdue
1951-53	Mother Mary Lenore, SP
1953-55	Margaret Drago
1955-56	Reverend C.L. Siegfried, CR
1956-58	Mary W. Flynn
1958-60	Sister M. Vincentia, CSJ
1960-62	Reverend J.H. Conway, OMI
1962-63	Patrick O'Leary
1963-64	Veronica Houlahan
1964-65	Sister Frances McCann, CND
1965-66	Karl Bohren
1966-67	Sister M. Aloysia, SSND
1967-68	Ruth Willis
1968-69	John Rodriguez
1969-70	John Kuchinak
1970-71	Marie Kennedy
1971-72	Reverend J. Frank Kavanagh, OMI
1972-73	James Carey
1973-74	Robert Cooney
1974-75	Leo Normandeau
1975-77	Derry Byrne
1977-78	Peter Gazzola
1978-80	Doreen Brady
1980-82	George Saranchuk
1982-84	Kevin Kennedy
1984-86	T. John Fauteux
1986-88	Jim Cooney
1988-90	Eileen Lennon
1990-92	Michael Coté
1992-93	Helen Biales
1993-95	Claire Ross
1995-97	Marilies Rettig
1997-99	Marshall Jarvis
1999-01	Jim Smith
2001-03	Kathy McVean
2003-07	Donna Marie Kennedy
2007-09	Elaine Mac Neil
2009-11	James Ryan
2011-13	Kevin O'Dwyer
2013-15	James Ryan
2015-17	Ann Hawkins
2017-21	Liz Stuart
2021-24	Barbara Dobrowolski

## PAST GENERAL SECRETARIES

1944-49	Cecelia Rowan
1949-66	Marion Tyrrell
1966-73	Mary Babcock
1973-81	Frank Griffin
1981-91	Reverend J.F. Kavanagh, OMI
1991-95	James J. Carey
1996-01	Claire Ross

2001-08	Greg Pollock
2009-19	Marshall Jarvis

## ONTARIO ENGLISH CATHOLIC TEACHERS' ASSOCIATION PRESIDENTS OF ONTARIO TEACHERS' FEDERATION

1946-47	Very Reverend B.W. Harrigan
1951-52	Dorothea McDonell
1956-57	Mother Mary Lenore, SP
1961-62	Reverend J.H. Conway, OMI
1966-67	Patrick O'Leary
1972-73	Reverend J. Frank Kavanagh, OMI
1977-78	James Carey
1982-83	Fred Sweeney
1987-88	T. John Fauteux
1992-93	Horst Schweinbenz
1997-98	Eileen Lennon
2001-02	Pearse Shannon
2005-06	Marilies Rettig
2009-10	Reno Melatti
2013-14	Julie Pauletig
2017-18	Chris Cowley
2021-22	Chris Cowley

## ONTARIO ENGLISH CATHOLIC TEACHERS' ASSOCIATION PRESIDENTS OF CANADIAN TEACHERS' FEDERATION

1967-68	Reverend J.H. Conway, OMI
1999-01	Marilies Rettig

## LIFE MEMBERSHIPS

1958	Very Reverend L.K. Poupore, OMI Cecilia Rowan
1963	Alicia Martin
1966	Mother Mary Lenore, SP Reverend E.C. Garvey, CSB Very Reverend C.L. Siegfried, CR
1967	Marion Tyrrell
1968	Veronica Houlahan Anne Moser
1969	Margaret Lynch
1970	Mary Lehane
1971	Philomena Bulger Francis J. McElligott
1973	Margaret Drago Mary Flynn Patrick O'Leary Irene Pantaleo
1974	R.J. Bergin
1975	Mary C. Babcock Mary Michell Sister M. St. Maurice Sister M. Yvonne
1976	Mary W. Flynn May Lyons Anne O'Brien
1977	John B. Connolly Sister Nora Dolan

1978	Patricia Seriani Sister Frederica Boyle, IBVM Reverend J.H. Conway, OMI		Mike Haugh Kathy McVean John Rodriguez
1979	Marie Arthurs	2009	Marnie Daly
1979	Francis Joseph Whelan	2009	Harry Mulvale
1981	Sister Helen Nolan, GSIC Isabella O'Shea	2010	Wayne Cornack Donna Marie Kennedy
1982	Frank Griffin		James Smith
1983	Edna Gannon Sister Noreen Hawley	2011	Roland Laforet Susan LaRosa
1984	Margaret Duggan Virginia Smith	2012	Brian McGowan Brent Hamelin
1985	Sister Mary Hamilton, CND		Greg Pollock
1986	Marie Kennedy	2013	Brock Commeford
1987	Kevin Kennedy		Elaine Mac Neil
1988	Helen Dillon Robert Scott	2014	Donna Lacavera Carolyn Stevens
1990	Douglas Wm. Knott Harry Polowy	2015	Gary Tomcko Jim Whitechurch
1991	Reverend J. Frank Kavanagh, OMI John Kuchinak	2016	Edward B. Chudak Joe McDonald
1992	Margaret Durkin Daniel J. Kelly	2017	Dr. Lyn Vause Grace da Silva
	Richard (Dick) Marcella Sister Sheila McAuliffe, CND	2018	Douglas McCarthy Brian Hogan
1993	Robert Cooney Moyra O'Paillie Sivanandy Peter		Mike Pozihun George Saranchuk Dean Spence
1994	Derry Byrne Sister Anna Clare, GSIC	2019	Ihor Baczynsky Jeremy Cox
1995	Sister A. Teresa (Toni) Sheehan, CSJ Noella Whorrall		Victoria Hunt Peter Monk
1996	James J. Carey Edith MacDonald	2020	Daniel Charbonneau Claire Laughlin
1997	Bob Boyle Peter Gazzola	2021 2022	Marshall Jarvis Cheryl Fullerton
1998	Rhena Charland Terry Mangan	2023 2024	Carol Merrett Marie Balanowski
1999	Eileen Lennon Michael McGinnis		Carla Hosseini-Tonekaboni Charlotte Leavitt
2000	John Brown Michael Coté		Joe Pece
2001	Colm Harty Joseph P. Ryan		
2002	Jim Cooney Claire Ross		
2003	Henry Gabriels Leo Normandeau Eleanor Pentick		
2004	Don Berlingeri Helen Biales Loretta Fonso		
2005	Michael O'Connor		
2006	Ray Fredette Suzann Jones Brenda McGinnis Arthur Tadashore		
2007	Barbara Casselman Joan Guenther Steve Kirby		
2008	Paul Brand		
			<b>HONORARY MEMBERSHIPS</b>
		1965	Dr. Frank J. McDonald
		1966	Hazel Guerin
		1967	Blanche Leacy
		1969	Dorothy Beitz
		1970	Edgar Boland
		1971	Veronica Drohan
		1972	Dr. John M. Bennett
		1973	Mary C. Babcock
		1974	Michael J. Duggan
		1975	Thomas S. Melady
		1976	Most Reverend Joseph F. Ryan
		1977	Karl Bohren
		1978	F. Joseph Hodge
		1979	Francis A. McDonnell
		1980	Alexander Kuska
		1981	Tim O'Grady
		1982	Reverend T.V. Sobisch, CR
		1983	C. Frank Gilhooly

1984	Joseph Hugel Edward J. Finan Sister Evva Melanson, MCR
1985	Edmund Nelligan
1986	James Page
1987	Chris Asseff Frank Kinlin
1988	Paul J. J. Cavalluzzo John Hourigan
1989	Msgr. Ralph J. Egan Sister Catherine McCann, GSIC Frederick Scott (Ted) Johnstone
1990	Rita Desjardins
1991	Reverend Thomas McKillop
1992	William Markle, QC
1993	Beverly Saskoley
1996	Most Rev. Marcel Gervais, D.D.
1997	Joan Kamps
1998	Most Rev. Frederick B. Henry
1999	Frank Dillon
2000	Bishop J.L. Doyle
2004	Noel Cooper
2006	Bernie Hanson
2007	William (Bill) Bolger Gerard Kennedy
2008	David Fernandes
2010	David Bloom
2011	Jim Breckenridge
2012	Bob White
2014	Al Cornes
2015	Jeff Heximer
2016	Patricia McKeown
2017	Gail Oleszkowicz
2023	Gary Low
2024	Norman Stanley

#### **MARION TYRRELL MEMORIAL AWARD OF MERIT**

1989	Randy Sasso
1990	Brother Anthony VandenHeuvel
1991	Frederick (Ted) Schmidt
1992	Doreen Steele
1993	Lennox Farrell
1994	Anne Wright
1995	Joanna Manning
1996	Rhena Charland Immacolata (Memma) Grottoli
1997	Stan Kutz
1998	Marilies Rettig
1999	Irene Adams
2000	Raymond Moreau
2001	Rich Prophet
2002	Yvonne Benton
2003	Pearse Shannon
2004	Douglas McCarthy
2005	Fintan Kilbride
2006	Dwyer Sullivan
2007	Wilhelmina (Willy) Anton John McLaughlin
2008	Marshall Jarvis Eileen Lennon

2009	Charlotte Leavitt
2010	Kathy McVean
2011	George Saranchuk
2012	Solange Côté
2014	Gary Connolly
2015	Jeremy Cox
2018	Ann Hawkins
2019	Louis Clausi
2022	Shannon Hogan Susan Perry

#### **FINTAN KILBRIDE MEMORIAL SOCIAL JUSTICE RECOGNITION AWARD**

2013	David (Dave) Szollosy
2014	William (Bill) Heffernan
2017	James Ryan
2022	Michelle Blais

#### **PEARSE SHANNON MEMORIAL ASSOCIATION AWARD**

2008	Horst Schweinbenz
2009	Dan Charbonneau
2010	Bernie Dupuis
2011	Brian Hogan Eileen Lennon
2012	Bernadette (Berni) Campbell
2013	Danny Shea
2014	Anthony Bellissimo
2015	Kathleen Gardiner
2016	Nina March
2017	Rose Procopio
2018	Bart Scollard
2019	Dan Maltais
2023	Aldo Grillo Nick de Koning
2024	Leanne Davidson

#### **PAST SERVICE MEMBER AWARD**

1950	Very Reverend B.W. Harrigan
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#### **SPECIAL 50TH ANNIVERSARY AWARD**

1994	The Hon. William G. Davis, PC, CC, QC
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#### **ONTARIO TEACHERS' FEDERATION FELLOWSHIP AWARDS**

1964	Margaret M. Lynch Reverend L.K. Poupore, OMI Very Reverend B.W. Harrigan Dorothea McDonell Mother Mary Lenore, SP Reverend J.H. Conway, OMI Cecilia Rowan Marion A. Tyrrell Margaret L. Drago Reverend E.C. Garvey, CSB Reverend C.L. Siegfried, CR Sister M. Vincentia, CSJ
1967	Sister Frances McCann, CND Patrick O'Leary
1969	Karl Bohren
1970	Mary C. Babcock

	Veronica Houlahan	2005	Wayne Cornack
	Sister Aloysia, SSND	2006	Donna Lacavera
1971	Ruth Willis		Gail Oleszkowicz
1972	John Rodriguez	2007	Donna Marie Kennedy
	Marie Kennedy		Terri Taggart
1973	James Carey	2008	Ed Chudak
	Reverend J. Frank Kavanagh, OMI		Larry Trafford
1974	Robert Cooney	2010	Bernie Dupuis
	Sister M. Yvonne		Elaine Mac Neil
1976	Leo Normandeau	2011	Murray Gold
1977	Derry Byrne		Michael Haugh
1978	Peter Gazzola		James Ryan
	Sister Alice Marie	2012	Marnie Daly
1979	John Kuchinak		Angelo Ippolito
	Tom Taylor	2013	Ann Murphy
1980	Doreen Brady		Kevin O'Dwyer
1981	Frank Griffin	2014	Chris Karuhanga
1982	Mary W. Flynn		Bill Doyle
	Patrick Perdue	2015	Al Cornes
1983	Raymond Bergin		Michael O'Connor
	Fred Sweeney		Hugh Mackenzie
1984	George Saranchuk	2016	Tom Doyle
1986	Kevin Kennedy		Chris Cowley
1987	Colm Hart	2017	Ann Hawkins
	Douglas Wm. Knott		Cheryl Fullerton
1988	T. John Fauteux	2018	Victoria Hunt
	Jim Cooney		Liz Stuart
1988	Patrick O'Neill	2019	Warren Grafton
1989	Suzann Jones		Cassandra Hallett
1990	Eileen Lennon		Joe Pece
	Sister Sheila McAuliffe, CND	2020	Barb Dobrowski
1991	Mary Ellen Carey		Brian McGowan
	Helen Biales	2021	Susan Perry
1992	Michael Coté		Sean Roberts
	Victoria Hannah	2022	Rick Belisle
	Claudette Foisy-Moon		Mary Lachapelle
1993	Terry Mangan	2023	Lindy Amato
	Horst Schweinbenz		Tracey Pecarski
	Kathy Soule	2024	Malisa Mezenberg
1994	Mike McGinnis		Andrew Robertson
1995	Claire Ross		
	Ed Alexander		
1996	Peter Murphy		
	Dr. Ab Dukacz		
1997	Carol Corsetti		
	Marilies Rettig		
1998	Neil Doherty		
	Marshall Jarvis		
1999	Greg Pollock		
	Pearse Shannon		
2000	The Hon. William G. Davis, PC, CC, QC	1966-67	Sister Agnes Teresa Sheehan
	Ray Fredette		Philip Haddad
	Rich Prophet	1966-67	Gerald Levert
2001	Jeff Heximer		Claude MacNeil
	Jim Smith		George Matys
2002	Tony Andreatchi		P.J. Murray
	Carolyn Stevens		Kevin Travers
2003	Kathy McVean	1967-68	Sister Nancy Hawn, CND
	Harry Mulvale	1968-69	Reverend John Pearson
2004	Barbara Grizzle	1969-70	Brother Roland Marchand
	Reno Melatti		Raymond Scully
		1970-71	Frank Levay
			Rosemary McNeil
		1971-72	Robert James
			Richard Marcella
		1972-73	Stephen Romany
			J. Gouett
			J. Brennan

#### SCHOLARSHIP RECIPIENTS

1966-67	Sister Agnes Teresa Sheehan
	Philip Haddad
1966-67	Gerald Levert
	Claude MacNeil
	George Matys
	P.J. Murray
	Kevin Travers
1967-68	Sister Nancy Hawn, CND
1968-69	Reverend John Pearson
1969-70	Brother Roland Marchand
	Raymond Scully
1970-71	Frank Levay
	Rosemary McNeil
1971-72	Robert James
	Richard Marcella
1972-73	Stephen Romany
	J. Gouett
	J. Brennan



	David Tambourine		Deirdre Smith
	Larry Regan		Anthony Soares
1973-74	Philip Small	1995-96	Marie Antoinette Galea
	John Gouett		John Mombourquette
	Thomas O'Flynn		Laura Shoemaker
	Sharon Murphy	1996-97	Patrick Anderson
	Irene DeLuca		Rosemary Macchi
	Gerald VanLare		Dale Petruka
	Louis R. Thomas	1997-98	Kathleen Gallagher
	James Maher		Monique Moreau,
	Rose Saloun		Vivian Vasquez
1974-75	Albert Dukacz	1998-99	Karl Hermann
	Lorraine M. Roche		Eileen Harris
1975-76	Patricia Campbell		Max Comia
	Sister Margaret Pecore	1999-00	Lorain Beraldo-Turner
1976-77	Roma Chumak		Dale Cimolai
	Albert Dukacz		Karl Hermann
1977-78	Constance Foley	2000-01	Suzanne DeFroy
	Ray Chodzinski		Richard Doria
1978-79	Brent Dysart		Louise Murphy
	Michael Garrah	2001-02	Roger DeGiovanni
1979-80	G. Daniel Allan		Chris Karuhanga
	John Brownridge		Victoria Northcott
1980-81	Helen M. Bochar	2002-03	Franka Cautillo
	Louise Gervais		Michael Dunn
1981-82	Eleanor Balanyk		Elsa Mihotic
	John Ware	2003-04	Franka Cautillo
1982-83	Donald F. Schlegel		Michael Dunn
1983-84	Maria Cantalini		Xavier Fazio
	Mary Durst		Carmen McLean
1984-85	Annabel Chi Wong	2004-05	Bozena Kwiatkowska-White
	Duy-Son Nguyen		Cassandra Anne Medve-Racine
	Faye Huber	2006-07	Bozena Kwiatkowska-White
1986-87	Joanne Mantha		Miriam Purtill
	Elizabeth McKay	2007-08	Rosemarie Macchi
	Maria Cantalini	2008-09	Rosemarie Macchi
	Irene Lee		Sonia Mastrangelo
1987-88	Rita Kuiack	2010-11	Michelle Boyle
	Eileen Powers		Anthony Di Palma
	Elizabeth Tucker		Jill Peckham
1988-89	June Larkin	2011-12	Yvonne Bienko
	Carol-Lynne Oldale		Christopher Premdas
	Peter Owens		Kristina Salciccioli
1989-90	Marjorie Sheasby	2012-13	Sonja Banjavcic
	Mona Cashmore		Susy Couto
1989-90	Constance Runstedler		Laura Hardyckuk
1990-91	Barbara Anne Chevalier		Joseph Longo
	Catherine M. Comuzzi	2012-13	Kristina Salciccioli
	Jean Marie Robertson		Kevin Walchuk
1991-92	Hugh Johnston	2013-14	Carla D'Elia
	Clara Kluge		Nadia Grossi
	Sheelagh O'Donovan-Polten		Marissa Largo
1992-93	Bernard Mascotto		Christine Moser
	Taida Supronas		Kris Newby
	Genya Woloshyn		Joanna Newton
1993-94	Cynthia Desclouds-Simpson	2014-15	Peter Bagnall
	Lori Ann Gosselin		Margo Beckmann
	Marina Quattrocchi		Mara Hotrum
1994-95	Lynne Huffman		Kristina Salciccioli

2015-16	Donna Bell Mara Hotrum Alessandro La Gamba Joanna Newton Yvonne Runstedler	1974-75	Robert Dixon Paula Anne Marcotte Reverend John Geary
2016-17	Tara Cakebread Diana Pamula Andrew Paquin Kristian Robinson	1975-76	Michael Cooke Joseph Modeste Lucille Pummer
2017-18	Maria Carmen Alvarez Brandon Koebel Justine Narel Andrew Paquin Paula Vittiglio	1976-77	Thomas Owens Edward Peng
2018-19	Kimberley Appleton Aileen Santos Sarah Clowes	1977-78	George Vander Zanden Reverend J.F. Reed Donald McRitchie
2019-20	Anna Mather Sarah Clowes Sean Gallivan Dan Zagordo Yvonne Runstedler Jenna-Leigh Di Nardo	1978-79	Reverend Patrick Fitzpatrick, CSSp Carolyn Lockett Eugene Tester
2020-21	Sarah Clowes Melissa Garrett Yvonne Runstedler Melanie Williams	1979-80	John Quinn Sister Oliva Tersigni
2021-22	Simon Arruda Josh Geddis Susan Overvelde Yvonne Runstedler	1980-81	Sister Norah Murphy Reverend D. Rowan Terry Gray (part-time)
2022-23	Daniela Gassi Bethia Jikpamu Ian Klaus	1980-81	Wayne Nichol (part-time)
2023-24	La Croix Callo Michel Champagne Andrew Di Vito Elisa Monette Nathan Stout Meghan Van Asseldonk	1981-82	Sister Johanna D'Agostino Eileen McCarthy John Podgorski
2024-25	Sabrina Brown Tania Cuzzupoli Andrew Divito Jeffrey Goulet Ryan Heney Lindsay Lee (Beers)	1982-83	Sister Shirley Anderson Robert J. Gleeson
		1983-84	Anthony Chezzi Michael Nasello Sister Leona Spencer
		1984-85	Sister Catherine Elizabeth Bottos, CSJ Mary Eleanor Horrigan Judith Currie
		1986-87	Helena Burnstein Siobhan Rowan Paul Coates
		1987-88	Lorrie E. Byrne Paul Coates Louise Lefebvre
		1988-89	William Heffernan John Sicoli Dorothy Vermuelen
		1989-90	Paul Devlin Romeo Thibeault Vera Mary Bratuz Heather Ann Reid (part-time)
		1991-92	Paul Beaudette Colleen O'Reilly Maureen O'Reilly
		1992-93	Heather Reid Joann Rossitter
		1993-94	Mary Benincasa Warren Paul Chambers James Patrick Kelly, Mary Catherine MacDougall
		1994-95	Rose McCabe Wanda Cakebread Brian Gallagher

**FELLOWSHIP RECIPIENTS**

1969-70	Reverend Frank Ruetz
1970-71	Reverend Frank Ruetz Reverend Joseph Hattie
1971-72	Margaret Walder Sister Mary Hamilton
1972-73	Divine Word Institute Reverend Peter Sutton Sister Ellen Leonard
1973-74	Sister Norma McCoy Rachelle Devolder Sister Mary Frances Jordan

1995-96	Brian Johnson Heather Anne Fisher Scott Tate Elizabeth Woodger	2017-18	Tina-Marie Lockyer Corrie Sliva
1996-97	Edward King Father Michael Lehman, C.S.B. Sylvia Tesaro	2018-19	Tina Marie Lockyer Andrew Orlanski Corrie Sliva Donna Lynn Paquette
1997-98	Joann Rossitter Taras Snihura	2019-20	Nikkieta D'Sousa Natanael Mateus-Ruiz
1998-99	Pierre Motut Donald Graham Julia Brady	2020-21	Kenton Biffert Stephanie Mandziuk Natanael Meteus-Ruiz Andrew Selvam Jody Shaddick
1999-00	Carol Ann Bateman Donald Graham	2021-22	Nathanael Mateus-Ruiz Anna Mather Andrew Orlanski
2000-01	Catherine Andrews Denise Dupuis	2023-24	Tracy Trofimencoff
2001-02	Keri-Lee Mullan	2024-25	Cosmo Femia
2002-03	Andrew Bourque Anne Brisbois Abbott		
2004-05	Patrick Vardy		
2005-06	Mary Theresa Durham Rosemarie O'Reilly Laura Spensieri		
2006-07	Monica Cencetti		
2006-07	Julie Henhoeffter		
2008-09	Yvonne Bienko		
2009-10	Micheal Wozniak		
2010-11	Paul Nalli		
2011-12	G. Kent MacNeill Paul Nalli		
2012-13	Catherine Cavanagh Papy Mukenge		
2013-14	Catherine Cavanagh		
2014-15	Catherine Cavanagh Tim O'Connor		
2015-16	Patricia Dal Ben Tim O'Connor Donna Lynn Paquette Christopher Reilly		
2016-17	Carmelina Allegretti Tim O'Connor		

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