



# SCETF

Simcoe County  
Elementary Teachers'  
Federation

## **CONSTITUTION & BYLAWS**

May, 27 2026

# CONSTITUTION & BYLAWS OF THE SIMCOE COUNTY ELEMENTARY TEACHERS' FEDERATION

## DEFINITIONS:

- Federation means the provincial Elementary Teachers' Federation of Ontario
- Local means the Simcoe County Elementary Teachers' Federation.

## ARTICLE I - NAME

- 1.1 This organization shall be known as the Local.

## ARTICLE II - JURISDICTION

- 2.1 The Local is a Local of the Elementary Teachers' Federation of Ontario (ETFO).
- 2.2 The jurisdiction of the Local shall be all teachers other than occasional teachers employed by the Simcoe County District School Board in the elementary panel. The elementary panel refers to all teachers from JK to Grade 8.

## ARTICLE III - OBJECTS

The objects of the Local shall be:

- 3.1 To represent Members of the Local.
- 3.2 To regulate relations between employees and employer, including but not limited to securing and maintaining through collective bargaining, the best possible terms and conditions of employment.
- 3.3 To advance the cause of education and the status of teachers in the Local.
- 3.4 To promote a high standard of professional ethics and a high standard of professional competence.
- 3.5 To foster a climate of social justice in Ontario and continue a leadership role in such areas as anti-poverty, non-violence, equity, and anti-racism.
- 3.6 To promote and protect the interests of all Members of the Local and the students in their care.
- 3.7 To promote and defend the health and safety of Members in the workplace.
- 3.8 To co-operate with other organizations in Ontario, Canada or elsewhere having the same or like objects.
- 3.9 To advance the objects of the provincial organization.

## **ARTICLE IV - MEMBERSHIP**

### **SECTION 1 - ACTIVE MEMBERSHIP**

4.1 Active Members shall be all Members of ETFO within the jurisdiction of the Local including Members on approved Leaves of Absences.

### **SECTION 2 - ASSOCIATE MEMBERSHIP**

4.2.1 Associate Members of the Local are those Members whose application has been approved by the Local and approved by the Federation Executive and who have paid the annual fee in accordance with the Federation Bylaws.

4.2.2 Eligibility for Associate Membership in the Local is as defined in Article IV Section 2 of the ETFO Constitution.

### **SECTION 3 - HONOURARY LIFE MEMBERSHIP**

4.3.1 Honourary Life Membership may be granted to retired Members and staff of the Local or its predecessors who have given outstanding service to the Local and Federation.

4.3.2 Honourary Life Membership shall be granted in accordance with the established procedures.

4.3.3 Honourary Life Members who have been granted a Life Membership by FWTAO or OPSTF will have that membership continued in the Local.

## **ARTICLE V - RIGHTS AND PRIVILEGES OF MEMBERSHIP**

### **SECTION 1 - RIGHTS AND PRIVILEGES OF ACTIVE MEMBERSHIP**

5.1.1 An active Member shall have full rights, privileges and responsibilities of membership in the Local unless limited by disciplinary action taken in accordance with Article VII of the ETFO Constitution.

5.1.2 The rights of an active Member shall be:

5.1.2.1 To hold office in the Local and in ETFO;

5.1.2.2 To attend General Meetings of the Local;

5.1.2.3 To participate in the vote on the Preliminary Submission in the collective bargaining process;

5.1.2.4 To participate in all votes related to collective bargaining as set out in the Ontario Labour Relations Act;

5.1.2.5 To participate in any general membership votes;

5.1.2.6 To request Local support through the grievance process;

5.1.2.7 To request Local support in any problem directly related to professional duties;

5.1.2.8 To attend, with prior approval of the President/Chair, any local Executive meeting as a non-participant;

5.1.2.9 To receive upon request, minutes of the Local Executive meetings.

5.1.2.10 To serve on Local committees and work groups as per Local procedures.

5.1.2.11 To attend and participate in Local-sponsored events in accordance with Local policies and procedures.

### **SECTION 2 - RIGHTS AND PRIVILEGES OF ASSOCIATE MEMBERSHIP**

5.2.1 An Associate Member may:

5.2.1.1 Attend Local functions in a non-voting capacity by invitation;

5.2.1.2 Receive such Local communications as the Local decides;

- 5.2.1.3 Serve on Local committees and work groups as the Local decides.

### **SECTION 3 - RIGHTS AND PRIVILEGES OF HONOURARY LIFE MEMBERSHIP**

5.3.2 The rights of an Honourary Life Member shall be:

- 5.3.2.1 To attend Local functions in a non-voting capacity;
- 5.3.2.2 To receive Local publications;
- 5.3.2.3 To serve, by invitation, on Local task forces, committees and work groups;
- 5.3.2.4 To attend the Evening of Recognition as a guest of the Local.

### **SECTION 4 - RIGHTS OF OTHER LOCALS**

5.4.1 An active Member of another Local may attend SCETF functions, in a non-voting capacity, at a cost determined by the SCETF Executive by invitation of the President or designate.

### **ARTICLE VI - CODE OF PROFESSIONAL CONDUCT**

A Member shall:

- 6.1 Recognize the Federation as the official voice of all the Active Members of the Federation;
- 6.2 Adhere to the Constitution and Bylaws and Directives of the Local and Federation;
- 6.3 Support collective bargaining initiatives, including a strike authorized by the Local and/or Federation Executive;
- 6.4 Refrain from undertaking or supporting actions which undermine established bargaining procedures;
- 6.5 Honour the terms of the Collective Agreement;
- 6.6 Strive to eliminate all forms of harassment between individuals in the educational system;
- 6.7 Endeavour to ensure equity and inclusiveness in the workplace;
- 6.8 Strive to achieve and maintain a high degree of professionalism and to uphold the honour, dignity, and ethical standards of the teaching profession;
- 6.9 A Member who is representing ETFO on the Local Executive and/or the Executive shall strive to achieve and maintain a high degree of professionalism and to uphold the honour, dignity and ethical standards of the Elementary Teachers' Federation of Ontario.

### **ARTICLE VII - DISCIPLINARY PROCEDURES**

- 7.1 A complaint alleging violation of the Code of Professional Conduct shall be submitted by a Member, in writing, to the General Secretary of the Federation within 60 calendar days of violation or within 60 days of when a Member ought reasonably to have become aware of the violation.
- 7.2 The complaint shall state the facts, shall include evidence to support the alleged misconduct and shall indicate that a copy has been provided to the Member about whom the complaint has been lodged.
- 7.3 The General Secretary or designate shall investigate the complaint and report with recommendations for further action to the Professional Relations and Discipline Committee.
- 7.4 Should the General Secretary, or designate, after investigation, deem that a complaint against a Member is vexatious, frivolous, or an abuse of process, the full-time released officers of the Federation will be informed of the complaint, the course of the investigation, and the rationale for dismissal.
- 7.5 The Professional Relations and Discipline Committee shall consider complaints referred to the committee by the General Secretary and report with recommendations to the ETFO Executive.
- 7.6 The ETFO Executive shall determine the discipline to be enacted.
- 7.7 The principles of natural justice shall be followed in the disciplinary proceedings.

- 7.8 Members deemed to be in non-support during a job action may be subject to disciplinary procedures that include the possibility of a monetary fine of up to \$500.00 per day.
- 7.9 Members found to be in violation of Article VI, Code of Professional Conduct of the ETFO Constitution, shall be subject to a range of sanctions that may include, but is not limited to, publication of name in a Federation publication, suspension of the right to hold office in the Local and/or Federation, and suspension of Local and/or Federation services except those required by law.

## **ARTICLE VIII - ETFO ANNUAL MEETING**

### **SECTION 1 - DELEGATES/ALTERNATES TO THE ETFO ANNUAL MEETING**

- 8.1.1 An active Member of the Local may submit their name for consideration as a Delegate/Alternate to the ETFO Annual Meeting.
- 8.1.2 Delegates of the Local to the ETFO Annual Meeting shall include the President, First Vice President, Second Vice President, Third Vice President, and the President-Elect if not already a delegate. The Annual Meeting Chair shall be an Alternate. The remaining Delegates/Alternates shall be elected.
- 8.1.3 Delegates/Alternates shall be elected at the Winter Local Meeting.
- 8.1.4 Names of Delegates/Alternates to the ETFO Annual Meeting shall be forwarded to the provincial office prior to June 1st.
- 8.1.5 Delegates or alternates may be added, at the discretion of the President, should additional delegates or alternates be required.

### **SECTION 2 - RESOLUTIONS TO THE ETFO ANNUAL MEETING**

- 8.2.1 Resolutions to the Federation Annual Meeting shall be passed at the Winter Local meeting to be held prior to March 1<sup>st</sup>.
- 8.2.2 Resolutions must be submitted to the Annual Meeting Chairperson by the first Friday in February.
- 8.2.3 Resolutions must be in the workplace 10 school days prior to the Winter Local Meeting.
- 8.2.4 Resolutions must be submitted to the Provincial ETFO Office by March 1st.

## **ARTICLE IX - SCETF MEETINGS**

### **SECTION 1 - GENERAL MEETINGS**

- 9.1.1 The following General meetings will be held: Fall Local Meeting before October 31<sup>st</sup>, Winter Local Meeting before March 31<sup>st</sup> and a Local Annual Meeting before June 1st.
- 9.1.2 The official authority for conducting all General meetings shall be the current Robert's Rules of Order.
- 9.1.3 The Fall General Meeting shall receive the financial statement as certified by the auditors.

### **SECTION 2 - LOCAL ANNUAL MEETING**

- 9.2.1 An Annual Meeting of the Members of the Local shall be held prior to June 1st.
- 9.2.2 The Annual Meeting shall:
  - 9.2.2.1 Receive the annual reports of the officers and committees of the Local;
  - 9.2.2.2 Elect the officers/executive in election years;
  - 9.2.2.3 Appoint the auditor;
  - 9.2.2.5 Elect the delegates to the ETFO Annual Meeting.

## **SECTION 3 - STEWARD MEETINGS**

- 9.3.1 There shall be a minimum of two Steward Meetings each year.
- 9.3.2 The Fall Stewards' Meeting shall be held prior to the Local September Executive Planning Meeting.
- 9.3.3 The Steward Chairperson shall be elected by the Stewards in attendance at the Fall Stewards' Meeting in an election year.

## **ARTICLE X - LOCAL ORGANIZATION**

### **SECTION 1 - ORGANIZATIONAL DUTIES**

- 10.1 The Local, its officers and committees, shall carry out their duties and responsibilities in accordance with both the Local and Federation policies, procedures and resolutions passed at the Local and Federation Annual Meetings.

### **SECTION 2 - LOCAL EXECUTIVE**

- 10.2.1 The Local Executive shall include the following positions:
  - 10.2.1.1 President released full time;
  - 10.2.1.2 Immediate Past President, if they choose to continue to serve in a non-voting Executive capacity;
  - 10.2.1.3 The Executive will appoint the Chair and Shadow Chair of the Executive;
  - 10.2.1.4 First Vice President released full time;
  - 10.2.1.5 Second Vice President released 1.0;
  - 10.2.1.6 Third Vice President released up to 1.0, the amount of release time will be subject to the funds available and the amount of release time shall be stated with the request for nominations prior to the effective year. If circumstances require more release, the President would bring a recommendation to the Executive for approval;
  - 10.2.1.7 Secretary;
  - 10.2.1.8 Treasurer;
  - 10.2.1.9 Executive Members – Annual Meeting Chairperson, Equity Chairperson, Executive Member at Large, Lead Negotiator, Health and Safety Representative, New Member Chairperson, Political Action Chairperson, Professional Learning Chairperson, Social Committee Chairperson, French as a Second Language Chairperson, Status of Women Chairperson and Steward Chairperson;
  - 10.2.1.10 A non-voting Member from each of the other Federation Locals whose Members are employed by Simcoe County District School Board.
  - 10.2.1.11 Benefits Officer released full time serving in a non-voting capacity.
- 10.2.2 A person who identifies as a woman, where woman includes women, cis and trans; two-spirit; non-binary members with lived experiences as women; and all members of other identities with lived experience as women shall be represented among the elected President or Vice Presidents.
- 10.2.3 The Chair of the Status of Women Committee shall be guaranteed to a Member that identifies as a woman where woman includes women, cis and trans; two-spirit; non-binary members with lived experiences as women; and all members of other identities with lived experience as women.
- 10.2.4 The Executive shall be elected at the Local Annual Meeting except Lead Negotiator, Health & Safety Representative, and Steward Chairperson.
- 10.2.5 The term of office for the Executive shall be for two years except for Member at Large, Lead Negotiator, and the Health & Safety Representative.

- 10.2.6 The Executive, except for the Steward Chairperson, Lead Negotiator, and the Health & Safety Representative shall take office on July 1st except for ETFO Annual Meeting purposes.
- 10.2.7 The total FTE release time for Executive Members will be determined as per the Collective Agreement.
- 10.2.8 The Chair of French as a Second Language Committee shall be guaranteed to a Member that is currently in or tentatively assigned to a French position.
- 10.2.9 The Steward Chairperson shall be elected at the September Steward Meeting.
- 10.2.10 The Chair of the Equity Committee shall be guaranteed to a Member that identifies as First Nations, Métis, Inuit, 2SLGBTQ+, Member with a disability, or racialized Member.
- 10.2.11 The Executive Member at Large shall be guaranteed to a Member who has never held a position on the Local Executive prior to this position. The term of office shall be one year with the option to run for one consecutive term.

### **SECTION 3 – COMMITTEES**

10.3.1 There shall be the following Local committees:

- 10.3.1.1 Annual Meeting
- 10.3.1.2 Equity
- 10.3.1.3 Health & Safety
- 10.3.1.4 New Member
- 10.3.1.5 Political Action
- 10.3.1.6 Professional Learning
- 10.3.1.7 Social Committee
- 10.3.1.8 French as a Second Language
- 10.3.1.9 Status of Women
- 10.3.1.10 Steward

### **SECTION 4 - DUTIES OF AD HOC COMMITTEES**

10.4.1 Ad Hoc Committees are responsible to the Local Executive.

10.4.2 The Elections Committee:

- Shall consist of the Past President, should there be one, who will act as the Chair, and 2 other Members;
- Shall consist of Members who are not running for a position in the current Local elections;
- Shall be appointed by the Executive;
- Shall be responsible for:
  - Recruiting poll clerks;
  - Drafting nomination forms;
  - Overseeing preparation of ballots;
  - Publicizing nomination procedures and election guidelines;
  - Running elections;
  - Reporting to the SCETF Executive.

10.4.3 The Collective Bargaining Committee:

- Is governed by the ETFO Provincial Negotiation Procedures and the Local Collective Bargaining Terms of Reference.

10.4.4 The Constitution Committee:

- Each year the Executive will establish a Constitution Committee that shall consist of the President, 1st Vice President, 2nd Vice President, 3rd Vice President, Benefits Officer, Secretary, and other Executive Members;
- Be responsible for bringing to the Local Executive all proposed amendments to the Local Constitution from the Membership before or at the April Executive Meeting;
- Present proposed amendments of the Local Constitution of this committee to the Executive;

- Present Executive proposed amendments of the Local Constitution at the Local Annual Meeting.
- 10.4.5 The Benefits Committee:
- Is governed by the SCETF Benefits Committee Terms of Reference.
- 10.4.6 Other ad hoc committees and special committees may be established as required to carry out the work of the Local by the Executive or by General Meetings as necessary.

## **SECTION 5 - PROGRAMS FOR WOMEN**

- 10.5.1 There shall be guaranteed programs for Members that identify as women, where women includes women, cis and trans; two-spirit; non-binary members with lived experiences as women; and all members of other identities with lived experience as women.
- 10.5.2 Funds shall be allocated for programs for Members that identify as women, where women includes women, cis and trans; two-spirit; non-binary members with lived experiences as women; and all members of other identities with lived experience as women.

## **ARTICLE XI - AMENDMENTS TO LOCAL CONSTITUTION**

- 11.1 Proposed amendments to the Local Constitution, from the Membership, must be submitted in writing, signed by a mover and seconder, to the President by the first Friday in April prior to the Local Annual Meeting. Either the mover or the seconder must be present at the Local Annual Meeting.
- 11.2 The Executive shall publish all proposed amendments to the general membership 10 working days prior to the Local Annual Meeting.
- 11.3 New business motions will be accepted at the Local Annual Meeting. New business motions to amend the Constitution and Bylaws are not accepted.
- 11.4 The Constitution and Bylaws shall be amended if 60% of the Members present at the Local Annual Meeting vote in favour of the proposed amendment.
- 11.5 Successful amendments will take effect immediately unless otherwise stated in the amendment.

## **ARTICLE XII – FINANCES**

- 12.1 The Executive of the Local shall develop a financial policy for such items as kilometrage rates, responsibility allowances, meeting expenses, and limits for expenditures without Executive approval.
- 12.2 All financial transactions shall be signed and/or approved by two of the three signing officers.
- 12.3 The fiscal year for the Local shall be the period from July 1st of one calendar year to June 30th of the succeeding calendar year.

## **BYLAWS**

### **BYLAW I**

#### **SECTION 1 - DUTIES OF THE EXECUTIVE**

##### **THE EXECUTIVE SHALL:**

- 1.1.1 Uphold the Constitution, the Code of Professional Conduct, bylaws and policies of the Federation;
- 1.1.2 Execute the business of the Local in accordance with the Constitution and the decisions of General Meetings of the Local;
- 1.1.3 Hold at least 9 regular Executive Meetings;
- 1.1.4 Hold an Executive meeting at the call of the President;

- 1.1.5 Receive a financial report at each regular Executive Meeting;
- 1.1.6 Forward to the Provincial Office by September 30th of each year the Annual Audited Financial Statement;
- 1.1.7 Forward to the Provincial Office each year the Annual Report of the Local if required;
- 1.1.8 Publish the Members of the Executive and upon request provide committee membership;
- 1.1.9 Appoint and develop terms of reference for ad hoc committees;
- 1.1.10 Appoint at least 3 signing officers of the Local with a minimum of 2 signatures required;
- 1.1.11 Appoint, when necessary, a successor to complete any unexpired term of an elected or appointed Local representative;
- 1.1.12 Appoint, when necessary, an Executive Member when no candidate has been duly elected as per the election procedures as outlined in Bylaw II;
- 1.1.13
  - a) To consider, by Executive motion, nominations to Provincial Executive positions, such requests to be submitted, in writing, to the President by January 31st of the election year, and which may include a request for campaign funding, not to exceed the provincial campaign spending guidelines;
  - b) Subsequent to the approval of a candidate for Provincial Executive positions, the Executive shall direct the President to apply their signature to the nomination of the candidate;
- 1.1.14 Approve Disciplinary Action: Each individual Executive Member is accountable to the Executive as a whole. Any discipline deemed necessary, in regard to the action or inaction of an Executive Member, will proceed only after advisement from the Provincial Federation. The appeal process would take place through the Provincial Federation;
- 1.1.15 Recommend the appointment of the auditors at the Local Annual Meeting;
- 1.1.16 Develop an investment policy;
- 1.1.17 Appoint an alternate non-voting Health and Safety Representative;
- 1.1.18 Appoint the Health and Safety Chairperson;
- 1.1.19 Confirm the Lead Negotiator who shall be a member of the Local Executive. The Lead Negotiator shall be released as necessary, as determined by the Executive.

## **SECTION 2 - THE DUTIES OF THE PRESIDENT SHALL BE:**

- 1.2.1 To co-ordinate all Local Executive Meetings, all General Meetings, and all Committees.
- 1.2.2 To act as ex-officio member for all committees.
- 1.2.3 To ensure an update on all matters pertaining to Local and Federation business is brought to the attention of all Members.
- 1.2.4 To act as spokesperson for the Local.
- 1.2.5 To designate to Executive Members responsibilities other than those outlined in the By-Laws.
- 1.2.6 To represent the Local on the Simcoe County District School Board Committees as required (for example: Working Conditions, Director's Advisory Council).
- 1.2.7 To oversee the Local Office Management including the Local Office Health and Safety.
- 1.2.8 To attend the ETFO Representative Council as required.
- 1.2.9 To attend the ETFO Provincial Annual Meeting as a Delegate.
- 1.2.10 To liaise with Committee Chairs.
- 1.2.11 To oversee the maintenance of all Local records.
- 1.2.12 To consult with the Treasurer regarding financial matters of the Local.
- 1.2.13 To be a member of the Collective Bargaining Committee and a member of the Constitution Committee.
- 1.2.14 To be a signing officer.
- 1.2.15 To mentor the Workplace Stewards and other interested Members to develop leadership skills.
- 1.2.16 To oversee the production of the Local publications including newsletters and a website.
- 1.2.17 To attend all Executive Meetings.
- 1.2.18 To attend all Local General Meetings and the Local Annual Meeting.

### **SECTION 3 - THE DUTIES OF THE FIRST VICE PRESIDENT SHALL BE:**

- 1.3.1 To attend the ETFO Representative Council as required.
- 1.3.2 To serve as the acting President in the absence of the President or to complete the remainder of an unexpired term of office of the President.
- 1.3.3 To serve as Grievance Officer: to represent Members within the terms of the Collective Agreement; to consult with the President and/or assigned ETFO Liaison Officer regarding any alleged infraction of the Collective Agreement and to prepare the written presentation when needed; and to present grievances to the Board when carried beyond the informal stages.
- 1.3.4 To liaise with the Chairpersons of Committees listed in Article 10, Section 3 as determined by the President.
- 1.3.5 To chair the budget process and to present a proposed budget at the Annual Local Executive Planning Meeting.
- 1.3.6 To attend the ETFO Annual Meeting as a Delegate.
- 1.3.7 To consult with the Treasurer regarding financial matters of the Local.
- 1.3.8 To perform such other functions as directed by the President.
- 1.3.9 To be a Member of the Collective Bargaining Committee and a member of the Constitution Committee.
- 1.3.10 To represent the Local on the Simcoe County District School Board Committees as required.
- 1.3.11 To be a signing officer.
- 1.3.12 To mentor the Workplace Stewards and other interested Members to develop leadership skills.
- 1.3.13 To co-ordinate Local resolutions for the Provincial ETFO Annual Meeting with the Annual Meeting Chairperson by liaising with other ETFO Locals and with the Local Executive Members.
- 1.3.14 To attend all Executive Meetings.
- 1.3.15 To attend all Local General Meetings and the Local Annual Meeting.

### **SECTION 4 - THE DUTIES OF THE SECOND VICE PRESIDENT SHALL BE:**

- 1.4.1 To serve as acting President in the absence of the President and the First Vice President in a greater capacity than the Third Vice President or to complete the remainder of an unexpired term of the First Vice President.
- 1.4.2 To liaise with the Chairpersons of Committees listed in Article 10, Section 3 as determined by the President.
- 1.4.3 To co-facilitate the Fall Local Stewards' Meeting.
- 1.4.4 To co-ordinate, with the President and the Third Vice President, the Annual Local and Provincial Recognition Awards and Local Bursaries and Scholarships, and report to the Executive.
- 1.4.5 To co-ordinate a report to the Executive from all SCDSB Public Board Meetings with the President and Third Vice President.
- 1.4.6 To be a Member of the Collective Bargaining Committee and the Constitution Committee.
- 1.4.7 To mentor the Workplace Stewards and other interested Members to develop leadership skills.
- 1.4.8 To attend the ETFO Representative Council as requested by the President.
- 1.4.9 To attend the ETFO Provincial Annual Meeting as a Delegate.
- 1.4.10 To perform such other functions as directed by the President.
- 1.4.11 To co-ordinate representation at the local Labour Council Meetings in conjunction with the Third Vice-President.

- 1.4.12 To attend all Executive Meetings.
- 1.4.13 To attend all Local General Meetings and the Local Annual Meeting.

#### **SECTION 5 - THE DUTIES OF THE THIRD VICE PRESIDENT SHALL BE:**

- 1.5.1 To serve as acting President in the absence of the President and the First Vice President in a lesser capacity than the Second Vice President or to complete the remainder of an unexpired term of the Second Vice President.
- 1.5.2 To liaise with the Chairpersons of Committees listed in Article 10, Section 3 as determined by the President.
- 1.5.3 To co-facilitate the Fall Local Stewards Meeting.
- 1.5.4 To co-ordinate a report to the Executive from all SCDSB Public Board Meetings with the President and Second Vice President.
- 1.5.5 To be a member of the Collective Bargaining Committee and the Constitution Committee.
- 1.5.6 To mentor the Workplace Stewards and other interested Members to develop leadership skills.
- 1.5.7 To attend the ETFO Annual Meeting as a Delegate.
- 1.5.8 To perform such other functions as directed by the President.
- 1.5.9 To co-ordinate representation at the local Labour Council Meetings in conjunction with the Second Vice-President.
- 1.5.10 To attend all Executive Meetings.
- 1.5.11 To attend all Local General Meetings and the Local Annual Meeting.
- 1.5.12 To co-ordinate with the President and the Second Vice President, the Annual Local and Provincial Recognition Awards, Local Bursaries and Scholarships, and report to the Executive.
- 1.5.13 To attend the ETFO Representative Council as requested by the President.

#### **SECTION 6 - THE DUTIES OF THE TREASURER SHALL BE:**

- 1.6.1 To keep account of all monies received and disbursed.
- 1.6.2 To have all monies received on behalf of the Local deposited in an Ontario Chartered Bank and/or Trust Company or Credit Union in the name of the Local and record same.
- 1.6.3 To deposit the said funds forthwith with the financial institutions covered by government deposit insurance or to invest in government-backed securities or double A (or better) investments. Said deposits shall be known as the Local.
- 1.6.4 To present, at the Fall Local Meeting, the Annual Financial Statement for the preceding fiscal year.
- 1.6.5 To acquire financial reports and requests from Committee Chairpersons.
- 1.6.6 To guide, along with the 1<sup>st</sup> Vice President, the Executive in formulating a proposed budget for presentation at the Local September Executive Planning Meeting.
- 1.6.7 To submit a final budget, for the approval of the Executive.
- 1.6.8 To present a proposed budget, in written form, to the Membership at the Fall Local Meeting.
- 1.6.9 To communicate to the Membership a minimum of three times a year regarding the budget.
- 1.6.10 To close the financial books of the Local by June 30th as per Provincial Guidelines.
- 1.6.11 To submit the books annually to be audited and then send the audited report to the Provincial Office by September 30th.
- 1.6.12 To be a signing officer.
- 1.6.13 To attend all Executive Meetings.
- 1.6.14 To attend all Local General Meetings and the Local Annual Meeting.

## **SECTION 7 - THE DUTIES OF THE SECRETARY SHALL BE:**

- 1.7.1 To record and to submit to the Local Executive for approval, the minutes of all Executive, General, Annual, Steward and Constitution Committee Meetings.
- 1.7.2 To attend all Executive Meetings.
- 1.7.3 To attend all Local General Meetings and the Local Annual Meeting.

## **SECTION 8 - ANNUAL MEETING CHAIRPERSON**

- 1.8.1 To attend all Executive Meetings.
- 1.8.2 To co-ordinate Local resolutions for the Provincial ETFO Annual Meeting with the 1<sup>st</sup> Vice President.
- 1.8.3 To co-ordinate the Local representation team for the Provincial ETFO Annual Meeting.
- 1.8.4 To attend the Provincial ETFO Annual Meeting as an Alternate.
- 1.8.5 To organize the election of the ETFO Annual Meeting Delegates as per By-Laws.
- 1.8.6 To present a proposed budget and an overview of the business at the past ETFO Annual General Meeting and to review the procedures for submitting resolutions to the ETFO Annual Meeting at the Local September Executive Planning Meeting.
- 1.8.7 To schedule and co-ordinate the Local Pre-ETFO Annual Meeting.
- 1.8.8 To communicate vital issues through the Local publications and other suitable means.
- 1.8.9 To attend all Local General Meetings and the Local Annual Meeting.
- 1.8.10 To co-ordinate and chair meetings of their committee as required.

## **SECTION 9 – CHAIR OF THE EXECUTIVE**

- 1.9.1 To attend all Executive Meetings.
- 1.9.2 To Chair, along with the Shadow Chair, all Executive and General Meetings including the Local Annual Meeting.
- 1.9.3 To facilitate all business according to the current Robert's Rules of Order.
- 1.9.4 To mentor the Shadow Chair.
- 1.9.5 To attend ETFO Parliamentary Training when available.
- 1.9.6 To attend all Local General Meetings and the Local Annual Meeting.

## **SECTION 10 – SHADOW CHAIR OF THE EXECUTIVE**

- 1.10.1 To assist the Chair in performing their duties at all Executive and General Meetings including the Local Annual Meeting.
- 1.10.2 To serve as Chair in absence of the Chair.
- 1.10.3 To attend all Executive Meetings.
- 1.10.4 To attend all Local General Meetings and the Local Annual Meeting.

## **SECTION 11 - LEAD NEGOTIATOR**

- 1.11.1 To attend all Executive Meetings.
- 1.11.2 To negotiate on behalf of the Membership, the Collective Bargaining Committee and the Local Executive.
- 1.11.3 To ensure that the Terms of Reference for the Collective Bargaining Committee are followed.
- 1.11.4 To liaise with the President of the Local and carry out appropriate duties.

- 1.11.5 To present the Preliminary Submission and the Tentative Agreement to the Local Executive.
- 1.11.6 To present the Preliminary Submission and the Tentative Agreement to the Membership.
- 1.11.7 To maintain constant communication with the Federation in regards to Collective Bargaining and to attend all relevant workshops and training sessions.
- 1.11.8 To attend all Local General Meetings and the Local Annual Meeting.

## **SECTION 12 - HEALTH & SAFETY REPRESENTATIVE**

- 1.12.1 To attend all Executive Meetings.
- 1.12.2 To be appointed for a term of three years.
- 1.12.3 To attend all Joint Health & Safety Central Committee meetings, or if unable to attend, the Additional Health & Safety Representative will attend.
- 1.12.4 To assume the position of co-chairperson when the Local represents all the workers.
- 1.12.5 To assume the roles and responsibilities as described in the SCDSB Joint Health & Safety Central Committee Terms of Reference.
- 1.12.6 To provide support and information to the Local Members of their rights, restrictions, responsibilities and duties under the Occupational Health and Safety Act.
- 1.12.7 To deal with any local matters relating to health and safety;
- 1.12.8 To act in accordance with the dictates of the Occupational Health and Safety Act.
- 1.12.9 To keep the Additional Health & Safety Representative advised on all issues and decisions of the Executive as it relates to Health and Safety.
- 1.12.10 To present a proposed committee budget at the Local September Executive Planning Meeting.
- 1.12.11 To communicate vital issues through the Local publications and other suitable means.
- 1.12.12 To facilitate ETFO Annual Meeting Resolutions pertaining to Health & Safety.
- 1.12.13 To attend all Local General Meetings and the Local Annual Meeting.

## **SECTION 13 - NEW MEMBER CHAIRPERSON**

- 1.13.1 To attend all Executive Meetings.
- 1.13.2 To contact and liaise with Local Members in their first five years of teaching.
- 1.13.3 To plan and implement workshops and events that will encourage teachers to remain in the teaching profession.
- 1.13.4 To plan and implement workshops and events that will encourage teachers to become and remain involved with the Local and Federation.
- 1.13.5 To bring forth New Member concerns.
- 1.13.6 To represent the Local Federation at Provincial training workshops for New Member Chairpersons.
- 1.13.7 To present a proposed committee budget at the Local September Executive Planning Meeting.
- 1.13.8 To facilitate ETFO Annual Meeting Resolutions pertaining to New Members.
- 1.13.9 To communicate vital issues through the Local publications and other suitable means.
- 1.13.10 To attend all Local General Meetings and the Local Annual Meeting.
- 1.13.11 To promote awareness of the Jade McCullough Memorial Award and encourage nominations from the Local membership.
- 1.13.12 To co-ordinate and chair meetings of their committee as required.

## **SECTION 14 - POLITICAL ACTION CHAIRPERSON**

- 1.14.1 To attend all Executive meetings.
- 1.14.2 To bring to the attention of the Membership those policies of provincial and federal political parties that may directly affect Members in their roles as teachers.
- 1.14.3 To encourage citizens to accept nominations for election of Trustees.
- 1.14.4 To lobby our local MPPs on issues that have been approved by our Local Executive and/or Provincial Executive.
- 1.14.5 To present a proposed budget for the committee they represent at the Local September Executive Planning Meeting.
- 1.14.6 To attend the Board meetings when necessary.
- 1.14.7 To co-ordinate and chair meetings of their committee as required.
- 1.14.8 To facilitate ETFO Annual Meeting Resolutions pertaining to Political Action.
- 1.14.9 To be a delegate of a Labour Council to which the Local is affiliated and to attend this Labour Council's monthly meetings.
- 1.14.10 To communicate vital issues through the Local publications and other suitable means.
- 1.14.11 To represent the Local at Provincial training workshops for Political Action Chairpersons.
- 1.14.12 To attend all Local General Meetings and the Local Annual Meeting.

## **SECTION 15 - PROFESSIONAL LEARNING CHAIRPERSON**

- 1.15.1 To attend all Executive Meetings.
- 1.15.2 To be responsible for the organization and management of any Local sponsored seminars and workshops.
- 1.15.3 To organize and conduct professional learning programs.
- 1.15.4 To manage the Local Professional Learning Funds and process applications for said funds.
- 1.15.5 To sit on any SCDSB Professional Learning Committee as required.
- 1.15.6 To present a proposed committee budget at the Local September Executive Planning Meeting.
- 1.15.7 To review and distribute SCETF PL Guidelines as approved by the Local Executive.
- 1.15.8 To facilitate ETFO Annual Meeting Resolutions pertaining to Professional Learning.
- 1.15.9 To communicate vital issues through the Local publications and other suitable means.
- 1.15.10 To represent the Local at Provincial training workshops for Professional Learning Chairpersons.
- 1.15.11 To attend all Local General Meetings and the Local Annual Meeting.
- 1.15.12 To co-ordinate and chair meetings of their committee as required.

## **SECTION 16 – SOCIAL COMMITTEE CHAIRPERSON**

- 1.16.1 To attend all Executive Meetings.
- 1.16.2 To facilitate social events for Members and their families to encourage participation in Local and Federation events.
- 1.16.3 To communicate information regarding Local social events and activities through the Local publications and other suitable means.
- 1.16.4 To present a proposed committee budget at the Local September Executive Planning Meeting.
- 1.16.5 To attend all Local General Meetings and the Local Annual Meeting.
- 1.16.6 To co-ordinate and chair meetings of their committee as required.

## **SECTION 17 - FRENCH AS A SECOND LANGUAGE CHAIRPERSON**

- 1.17.1 To attend all Executive meetings.
- 1.17.2 To be responsible for the organization and management of any Local sponsored FSL seminar, workshop or course.
- 1.17.3 To organize and conduct FSL professional learning programs.
- 1.17.4 To present a proposed committee budget the Local September Executive Planning Meeting.
- 1.17.5 To facilitate ETFO Annual Meeting Resolutions pertaining to French Language.
- 1.17.6 To communicate vital issues through the Local publications and other suitable means.
- 1.17.7 To attend all Local General Meetings and the Local Annual Meeting.
- 1.17.8 To co-ordinate and chair meetings of their committee as required.

## **SECTION 18 - STATUS OF WOMEN CHAIRPERSON**

- 1.18.1 To attend all Executive meetings.
- 1.18.2 To organize and conduct Status of Women programs.
- 1.18.3 To lobby for women's programs to maintain and enhance the status of women in ETFO and in society in general.
- 1.18.4 To present a proposed committee budget at the Local September Executive Planning Meeting.
- 1.18.5 To facilitate ETFO Annual Meeting Resolutions pertaining to Status of Women.
- 1.18.6 To communicate vital issues through the Local publications and other suitable means.
- 1.18.7 To co-ordinate and chair meetings of their committee as required.
- 1.18.8 To represent the Local at Provincial training workshops for Status of Women Chairpersons.
- 1.18.9 To attend all Local General Meetings and the Local Annual Meeting.

## **SECTION 19 - STEWARD CHAIRPERSON**

- 1.19.1 To attend all Executive meetings and to bring forth the Stewards' concerns.
- 1.19.2 To represent the Local at Provincial training workshops for Stewards.
- 1.19.3 To assist the President and Vice Presidents in mentoring the workplace Stewards.
- 1.19.4 To co-chair the Steward Meetings and help prepare the agendas.
- 1.19.5 To present a proposed committee budget at the Local September Executive Planning Meeting.
- 1.19.6 To be elected by the Stewards in attendance at the Fall Stewards' Meeting.
- 1.19.7 To send a memorial donation on behalf of the Simcoe County Elementary Teachers' Federation upon the death of a Member or one of their immediate family or in special circumstances related to a school staff.
- 1.19.8 To inform the Executive of Members who are in need of special support.
- 1.19.9 To account for all monies received and disbursed for Goodwill.
- 1.19.10 To communicate with Members in need, as required.
- 1.19.11 To communicate vital issues through the Local publications and other suitable means.
- 1.19.12 To attend all Local General Meetings and the Local Annual Meeting.

## **SECTION 20 - EQUITY CHAIRPERSON**

- 1.20.1 To attend all Executive meetings.

- 1.20.2 To be responsible for the organization and management of any Local sponsored Equity seminar, workshop or course.
- 1.20.3 To organize and conduct Equity Programs.
- 1.20.4 To co-ordinate and chair meetings of their committee as required.
- 1.20.5 To present a proposed committee budget at the Local September Executive Planning Meeting.
- 1.20.6 To facilitate ETFO Annual Meeting Resolutions pertaining to Equity.
- 1.20.7 To communicate vital issues through the Local publications and other suitable means.
- 1.20.8 To attend all Local General Meetings and the Local Annual Meeting.
- 1.20.9 To liaise with the Local Affinity Groups.

## **SECTION 21 – EXECUTIVE MEMBER AT LARGE:**

- 1.21.1 To attend all Executive meetings.
- 1.21.2 To attend all Local General Meetings and the Local Annual Meeting.
- 1.21.3 To sit on a minimum of one Local committee.
- 1.21.4 To perform such other functions as directed by the President.
- 1.21.5 To attend an ETFO Annual General Meeting as an alternate if not elected as a delegate.

## **BYLAW II – ELECTIONS**

- 2.1.1 Members shall follow the SCETF Elections Guidelines.
- 2.1.2 An active Member in good standing may be nominated to stand for an elected office.
- 2.1.3 Members shall be notified of the request for nominations at least 30 days prior to the Local Annual Meeting.
- 2.1.4 Nominations shall open at a time established in the Elections Guidelines prior to the election and shall close as specified in the Guidelines. If no candidate has been declared for a position prior to the final close of nominations, additional nominations, duly moved and seconded in writing and with the consent of the nominee, may be accepted at the Local Annual Meeting before voting begins.
- 2.1.5 The Executive of the Local shall be elected at the Local Annual Meeting or by an alternative method.
- 2.1.6 Candidates shall have the opportunity to address the Local Annual Meeting before election, and/or each candidate shall have the opportunity to prepare a brief profile to be included in a candidate's booklet, which will be distributed to the Membership prior to the Local Annual Meeting.
- 2.1.7 The election shall be by secret ballot using electronic means where possible. Members must be in attendance to vote. There will be no proxy voting.
- 2.1.8 Each candidate may appoint one scrutineer to observe the counting of the ballots for that candidate's election.
- 2.1.9 The results for all elected positions shall be released to the Members following each ballot. The vote count of the election shall be made available upon the request of a Member.
- 2.1.10 To be declared successful, all candidates must obtain a majority of the votes cast.
- 2.1.11 Unsuccessful candidates for President, 1st Vice President, and 2nd Vice President may seek one other Vice President position. The candidate must declare their intentions when they are informed of the election results.
- 2.1.12 Unsuccessful candidates for President or Vice Presidents may seek another position on the Executive for which the Member is eligible. In order to be eligible, the nomination must be submitted as per Bylaw 2.1.1 to 2.1.5 inclusive.
- 2.1.13 By a motion at the Annual meeting, ballots shall be destroyed.
- 2.1.14 Ranked ballots shall be used.

### **BYLAW III - FINANCES/EXPENSES**

- 3.1 Kilometrage shall be paid to Local Executive Members who are performing a Local responsibility.
- 3.2 Kilometrage shall be paid from the Members' school or permanent place of residence, whichever is less.
- 3.3 Pre-approved, eligible child/adult care expenses, shall be reimbursed following the provincial guidelines, upon the issuance of a receipt.
- 3.4 Responsibility Allowances shall be paid annually to Local Stewards, CBC Representatives, Executive Members and Released Officers to be determined by the Local Executive and approved by the Membership.
- 3.5 Non-released Executive Members whom also serve as Steward and/or CB Rep will be eligible for one (1) additional responsibility allowance if no other school staff is able or willing to assume the role(s). The additional responsibility allowance will only be paid if the President or designate can verify that no other staff Member is willing to assume the role.
- 3.6 Kilometrage shall be paid to Local Members performing a Local responsibility and attending a Local activity/event/meeting as pre-approved by the Local Executive.
- 3.7 When a school has only one Local Member available to complete the role of Local Steward and CBC Representative, the Local Member may receive the Responsibility Allowance for both roles.

### **BYLAW IV - PROGRAMS & SERVICES**

#### **SECTION 1 - AWARDS/BURSARIES**

The Local endeavours to recognize annually the activities and programs at the local level, academic achievements, long-standing service, and outstanding contributions to education and the local and the community by Members and others.

The awards and bursaries listed below are administered by the Awards Committee, chaired by one of the Local Vice Presidents. The specific criteria, nomination processes, and administrative procedures for these awards are outlined in the SCETF Awards Committee Terms of Reference.

List of Awards/Bursaries:

Honourary Life Membership  
Distinguished Service Award  
Award of Excellence  
Joan Thorn Memorial Award  
Jade McCullough Memorial Award  
Patrick Durkin Bursary  
Eileen Coffey Memorial Fund

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