



Constitution

AS AMENDED MAY 2021

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GRAND ERIE ELEMENTARY TEACHERS' FEDERATION

CONSTITUTION

The official authority for conducting all meetings of the Local shall be the current *Robert's Rules of Order*.

Definitions:

- ✓ Federation means the provincial Elementary Teachers' Federation of Ontario.
- ✓ Local means the Grand Erie Elementary Teachers' Federation (GEETF).
- ✓ 'Days' refer to the 194 instructional days of the Grand Erie District School Board, including Professional Activity Days.

ARTICLE I – NAME

- 1.1 This organization shall be known as the "Grand Erie Elementary Teachers' Federation".

ARTICLE II - JURISDICTION

- 2.1 Grand Erie Elementary Teachers' Federation is a Local of the Elementary Teachers' Federation of Ontario.
- 2.2 The jurisdiction of the Grand Erie Elementary Teachers' Federation shall be all elementary contract teachers who comprise the bargaining unit of the Grand Erie District School Board's elementary panel.

ARTICLE III – OBJECTS

The objects of the Local shall be:

- 3.1 to represent members of the Grand Erie Elementary Teachers' Federation;
- 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 of 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 and equity;
- 3.6 to promote and protect the interests of all members of the Federation and the students in their care;

- 3.7 to co-operate with other organizations having the same or like objects;
- 3.8 to promote and defend the health and safety of members in the workplace;
- 3.9 to co-operate with the affiliates of OTF as need arises;
- 3.10 to engage members in the activities of the Federation and the Local;
- 3.11 to ensure that information from the Federation and the Local is communicated to members.

ARTICLE IV – MEMBERSHIP

Section 1 – Active Membership

- 4.1 Active Members shall be all members of the Federation within the jurisdiction of the Local.

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 and who have paid the annual fee in accordance with the Federation By-Laws.

- 4.2.2 Eligibility for associate membership in the Local is as defined in Article IV of the Federation Constitution.

- 4.2.3 Associate Membership may include:

- a) members of other affiliates of OTF;
- b) teachers or Native language instructors employed in private schools, provincial schools or federal government schools, First Nation or Council schools;
- c) employees of the Federation or locals;
- d) teachers employed at a college or university;
- e) former members in good standing who are currently not employed by a school board;
- f) former members in good standing who have been declared redundant and are not employed by a school board. This membership shall only be held for two (2) years past the date declared redundant;
- g) former members or persons engaged in professional capacity related to education;
- h) former members who were on LTD and whose contract with an employer has been terminated (this membership shall only be held for two (2) years);
- i) exchange teachers employed as elementary teachers by a public school board;
- j) retired members who were members of the Federation or its predecessors; and
- k) students attending a teacher education institution in Ontario.

Section 3 – Honorary Life Membership

4.3.1 Honorary life membership may be granted to retired members and staff of the Local who have given outstanding service to the Local.

4.3.2 Honorary life membership shall be granted as outlined in the Awards Package.

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 Federation unless limited by disciplinary action taken in accordance with Article VII of the Federation Constitution.

5.1.2 The rights of an Active Member shall be:

- a) to hold office in the Local and in the Federation. No active member may increase his or her percentage of contract by election to hold office in a released position;
- b) to attend, participate and vote at general meetings of the Local;
- c) to participate in the vote on the preliminary submission in the collective bargaining process;
- d) to participate in all votes related to collective bargaining;
- e) to participate in any general membership votes;
- f) to serve on committees, taskforces and workgroups of the Local in accordance with applicable Terms of Reference;
- g) to serve as a Chair or co-Chair of a committee, taskforce or workgroup of the Local in accordance with applicable Terms of Reference;
- h) to request Local support in the grievance process;
- i) to request Local support in any problem directly related to professional duties;
- j) to request Federation support in any problem directly related to professional duties;
- k) to serve as a delegate to the ETFO Annual Meeting;
- l) to serve as a delegate to the Brantford and District Labour Council.

Section 2 – Rights and Privileges of Associate Membership

5.2.1 An Associate Member may:

- a) attend Local functions in a non-voting capacity by invitation by the Table Executive;
- b) receive Local communications as the Executive decides;
- c) serve on Local committees, task forces and workgroups as the Executive decides, with the exception of those committees related to collective bargaining.

Section 3 – Rights and Privileges of Honorary Life Membership

5.3.1 The rights of an Honorary Life Member shall be:

- a) to attend Local functions in a non-voting capacity;
- b) to receive Local publications;
- c) to serve, by invitation of the Executive, on Local committees, task forces, and work groups;
- d) to attend the annual Celebration Banquet as a guest of the Local.

ARTICLE VI – LOCAL ORGANIZATION

Section 1 – Table Executive

6.1.1 The Local Table Executive shall include the following positions:

- a) President (full-time release);
- b) First Vice President (full-time release);
- c) Second Vice President (0.5 release);
- d) Secretary;
- e) Health and Safety Officer;
- f) Eight (8) Executive Members.

6.1.2 Released officers are entitled to five (5) compensatory lieu days pro-rated to release time per school year. Such time shall not abut a Board-designated holiday, a statutory holiday, Summer, March or Christmas Break.

6.1.3 At least one of the released executive positions shall be held by a woman. Of the thirteen (13) Table Executive positions, a minimum of four (4) shall be held by women.

6.1.4 The Table Executive of the Local shall be elected at the Annual Meeting.

6.1.5 The term of office for the Table Executive shall be two (2) years.

6.1.6 The new Table Executive shall take office on July 1st of each election year.

6.1.7 A simple majority of fifty (50) percent plus one (1) of the Table Executive members present shall be required to approve motions at an Executive meeting.

6.1.8 Table Officers are Table Executive members who are elected by the membership and who hold a specific portfolio as indicated by positions (a) to (f) in article 6.1.1.

Section 2 – Local Representative Council

6.2.1 Each worksite shall have a Union Steward.

6.2.2 The Local Representative Council is composed of:

- a) one Union Steward from each worksite;
- b) the members of the Table Executive.

6.2.3 The Local Representative Council shall meet at least two (2) times per year (once in November and once in February or March).

6.2.4 Additional meetings of the Local Representative Council may be called by a majority vote of the Table Executive or upon written request of twenty (20) members of the Local Representative Council.

6.2.5 Members of the Local Representative Council may make motions at Local Representative Council meetings.

6.2.6 A simple majority of fifty (50) percent plus one (1) of the members present shall be required to approve motions.

6.2.7 If the Union Steward of a worksite is unable to attend a meeting of the Local Representative Council, an alternate who is a member of the GEETF from that worksite may attend the meeting as a voting member.

6.2.8 If a Union Steward is a member of the Table Executive, an alternate from his/her worksite who is a member of the GEETF may attend the Local Representative Council as a voting member.

6.2.9 The Local Representative Council shall be responsible for:

- a) providing direction to the Table Executive;
- b) recommending action motions to the Table Executive;
- c) approving the submission of GEETF resolutions to the Federation Annual Meeting.

6.2.10 Each member of the Local Representative Council shall have one vote.

Section 3 – Committees

6.3.1 There shall be the following standing committees:

- ✓ Annual Meeting/Resolutions
- ✓ Arts
- ✓ Budget
- ✓ Collective Bargaining
- ✓ Constitution
- ✓ Elections
- ✓ First Five Years
- ✓ Indigenous Partnerships
- ✓ Political Action/Public Relations
- ✓ Professional Development
- ✓ Social Justice
- ✓ Status of Women

- 6.3.2 Ad Hoc committees required to carry out the work of the Local may be established or dissolved by the Executive, Local Representative Council meetings, or by General Meetings as necessary.
- 6.3.3 Each committee shall have Terms of Reference.
- 6.3.4 Terms of Reference may be amended by Executive approval.
- 6.3.5 Committees shall be chaired by a GEETF member.

Section 4 – Collective Bargaining Committee

MEMBERSHIP OF THE CBC

- 6.4.1 The committee shall consist of the President, First Vice President, Second Vice President, and six (6) members from the Local. The First Vice President shall be the Chair of the Collective Bargaining Committee. A Secretary shall be elected by the CBC from its membership.

ELECTIONS

- 6.4.2 The First Vice President shall be the Chief Negotiator.
- 6.4.3 Six (6) members will be elected following ratification of a Collective Agreement.
- 6.4.4 The timing of the CBC election shall be determined by the Table Executive of the Local.
- 6.4.5 The CBC election shall take place at a Membership meeting of the Local. The First Vice President will chair the election portion of the Membership meeting.
- 6.4.6 Nominations for membership on the CBC must be received by the First Vice President no later than fifteen (15) school days prior to the date of the CBC election. Notwithstanding the foregoing, nominations duly moved and seconded and with the consent of the nominee, shall be accepted at the Membership meeting.
- 6.4.7 Candidates may address the Membership meeting. A prepared script may be presented if the candidate is unable to attend the meeting. Speeches and prepared scripts are limited to two (2) minutes in length.
- 6.4.8 The election shall be by secret ballot. Three (3) Table Executive members, not seeking election to the CBC, will count the ballots. The six (6) candidates who receive the highest number of votes shall be declared elected. Only the names of the successful candidates will be reported to the membership.

6.4.9 The vote shall be on one ballot and members may vote for up to six (6) candidates. The successful candidates shall be the six (6) who receive the highest number of votes. Should there be a tie which would result in more than six (6) candidates being elected, a subsequent ballot containing the names of the candidates who received the largest number of tied votes for the final position(s) shall be used to elect the successful candidate(s) for the remaining vacancy(ies).

6.4.10 The doors will be tiled during the CBC election.

6.4.11 In the event that positions are not filled through the election process, or if the number of CBC members decreases below a total of nine (9), the Table Executive shall appoint members to fill the complement.

6.4.12 In the event an elected member is unable to fulfill his/her duties, the Table Executive shall appoint a member to fill the vacant position as soon as possible.

Section 5 - Programmes for Women

6.5.1 There shall be programmes for women.

6.5.2 Funds shall be allocated for programmes for women.

6.5.3 Such funding shall be calculated as six (6) percent of Fee Rebates minus the amount budgeted for the First Vice President.

Section 6 – Executive Assistant

6.6.1 The Local shall employ an executive assistant.

6.6.2 Conditions of employment for the Executive Assistant shall be outlined in an Employment Service Contract between the Local and the Executive Assistant. The Employment Service Contract will be negotiated between the Executive Assistant and the President. Remuneration and hours of the Executive Assistant shall be determined by the Table Executive and reviewed annually.

ARTICLE VII – ORGANIZATIONAL DUTIES

The Local, its officers, committees, and Union Stewards shall carry out their duties and responsibilities in accordance with Local and Federation constitutions, By-laws, policies, procedures and directives.

Section 1 – Duties of the Table Executive

The Table Executive shall:

7.1.1 attend and participate in meetings of the Local;

7.1.2 execute the business of the Local in accordance with the Constitution and the decisions of general meetings of the Local;

7.1.3 hold at least five (5) Table Executive meetings per school year;

- 7.1.4 hold a Table Executive meeting at the call of the President or upon the written request of at least six (6) members of the Table Executive;
- 7.1.5 receive a financial report of the Local at each Table Executive meeting;
- 7.1.6 make recommendations to the President for appointments to Board Ad Hoc committees, subject to ad hoc committee terms of reference established by the Board;
- 7.1.7 elect, when necessary, a successor to complete the term of an elected or appointed Local representative who is unable to fulfil the duties of the position held. Such election shall be according to Article IX; Section 4.
- 7.1.8 recommend the appointment of the Chartered Accountant to the Annual Meeting;
- 7.1.9 recommend that a released officer have a valid driver's license and an available means of transportation in order to fulfill their duties;
- 7.1.10 attend and participate in meetings of the Local. Any member of the Table Executive who is absent for more than five (5) meetings (including Table Executive, Local Representative Council and Membership meetings) in the school year shall be deemed to have resigned from the Executive. Should extenuating circumstances prevent a member of the Table Executive from attending a meeting, such absence shall not be counted;
- 7.1.11 appoint a member of the Table Executive to serve as an additional representative to the Provincial Representative Council if applicable;
- 7.1.12 consider supporting the candidacy of any Local member in good standing for Federation Executive;
- 7.1.13 consider approving financial support for the candidacy of any Local member in good standing for Federation Executive;
- 7.1.14 approve the establishment and dissolution of task forces, work groups and GEETF ad hoc committees;
- 7.1.15 administer the affairs of the Local between meetings;
- 7.1.16 review annually the criteria for Goodwill and Awards;
- 7.1.17 approve changes to committee Terms of Reference;
- 7.1.18 approve GEETF delegates to the Brantford and District Labour Council.

Section 2 – Duties of Officers

7.2.1 Duties of the President

The President shall:

- a) be the official spokesperson for the Local;
- b) act as a signing officer of the Local;
- c) act as an ex-officio member of all Local committees;
- d) serve as a Delegate at the Federation Annual Meeting;
- e) serve as a member of the Federation Representative Council;
- f) preside at meetings of the Table Executive and Local Representative Council;
- g) inform and advise members of issues relating to the Local and to education;
- h) administer the Local office and staff;
- i) carry out the business of the Local between meetings of the Table Executive;
- j) carry on all official correspondence of the Local;
- k) liaise with Federation, GEDSB Senior Administration, school administrators, community groups, and other ETFO locals;
- l) approve Local communications;
- m) may represent the Local on a Board committee subject to the Terms of Reference of the committee;
- n) attend meetings of the GEDSB;
- o) make school visits;
- p) prepare a budget in consultation with the Local Budget Committee for membership approval;
- q) serve as a member of the Collective Bargaining Committee;
- r) address member and Local grievances;
- s) address health and safety of the membership;
- t) forward to the Federation office each year the annual report of the Local;
- u) determine the timing of Executive Committee meetings;
- v) organize training for Union Stewards.

7.2.2 Duties of the First Vice President

The First Vice President shall:

- a) assume the duties of the President upon the request of or upon the absence of the President;
- b) be the Chair of the Collective Bargaining Committee;
- c) be the Chief Negotiator for the Local;
- d) safeguard the terms and conditions as outlined in the Collective Agreement;
- e) be the grievance officer;
- f) serve as a Delegate at the Federation Annual Meeting;
- g) inform and advise members about issues relating to the Local and to education;
- h) carry out the business of the Local between Table Executive Meetings;
- i) liaise with Federation, GEDSB Senior Administration, school administrators, community groups, and other ETFO locals;
- j) advocate for members;

- k) make school visits;
- l) prepare a budget in consultation with the Local Budget Committee for membership approval;
- m) address attendance management and workplace accommodation issues;
- n) administer the LTD plan;
- o) attend meetings of the GEDSB;
- p) act as a signing officer of the Local;
- q) may represent the Local on a Board committee subject to the Terms of Reference of the committee;
- r) perform other duties as requested by the President;
- s) be the Collective Agreement Officer.

7.2.3 Duties of the Second Vice President

The Second Vice President shall:

- a) assume the duties of the First Vice President upon the request of or upon the absence of the First Vice President;
- b) assume the duties of the President should the First Vice President be unable to fulfill the duties of the position of President as outlined in 7.2.2 (a);
- c) be the Treasurer as outlined in 7.2.4;
- d) prepare a budget in consultation with the Local Budget Committee for membership approval;
- e) be a member of the Collective Bargaining Committee;
- f) address retirement issues;
- g) make school visits;
- h) attend meetings of the GEDSB;
- i) serve as a Delegate at the Federation Annual Meeting;
- j) may represent the Local on a Board committee subject to the Terms of Reference of the committee;
- k) be the Chair of the Annual Meeting Resolutions Committee;
- l) receive, review and submit GEETF resolutions to the ETFO Annual Meeting;
- m) arrange and facilitate the participation of GEETF members to the ETFO Annual Meeting;
- n) perform other duties as requested by the President.

7.2.4 Duties of the Treasurer

The Treasurer shall:

- a) be the Chair of the Budget Committee;
- b) chair Budget meetings;
- c) be a signing officer of the Local;
- d) keep accurate and detailed financial records of the Local in accordance with ETFO guidelines;
- e) present a monthly financial report for approval at each Executive Meeting;
- f) ensure that the 'Review Engagement' of the Local's financial records is completed according to ETFO requirements and in time for approval at the first Executive Meeting of the school year;

- g) forward annual financial statements to the Federation in accordance with ETFO requirements;
- h) prepare an annual budget in consultation with the Budget Committee for the ensuing fiscal year;
- i) present a projected Budget and financial report at the Annual Meeting;
- j) deposit, disperse, and account for funds that are on deposit in the name of the Grand Erie Elementary Teachers' Federation in accordance with Federation policy and Local authorization;
- k) accurately reply to correspondence for the Treasurer, file all financial records, and pay Local debts and obligations in a prompt and timely manner;
- l) make adjustments to the projected Budget as updated information is received by the Local;
- m) present a financial report and present and make a motion to approve the Local Budget at the first Membership Meeting of the fiscal year.

7.2.5 Duties of the Secretary

The Secretary shall:

- a) record and maintain accurate records of all meetings of the Table Executive, Local Representative Council and General Membership of the Local;
- b) ensure that attendance at all meetings is taken.

7.2.6 Duties of the Health and Safety Officer

The Health and Safety Officer shall:

- a) represent the Local on the Joint Occupational Health and Safety Committee;
- b) update the Local President on issues of health and safety as needed.

7.2.7 Duties of Executive Members

The eight (8) Executive Members who are elected to fill the complement of the Table Executive Committee shall:

- a) act as a liaison between standing committees of the Local and the Table Executive;
- b) chair the first committee meeting at which time the committee shall elect a Chair;
- c) consider, respond, and provide input into Local management and affairs.

7.2.8 Duties of Union Stewards

Union Stewards shall:

- a) be the representative of the Local and the Federation worksites;
- b) inform members of the business related to the Local and the Federation;
- c) convey concerns and questions from the membership to the Local office;
- d) attend Local Representative Council Meetings;
- e) vote as a member of the Local Representative Council;
- f) promote Local and Federation activities;
- g) attend and participate in meetings of the Local.

Section 3 – Duties of Committees

7.3.1 The duties of the Committees shall be:

- a) to abide by the Constitution of the Local;
- b) to be responsible to the Local Table Executive;
- c) to prepare and submit written reports to the Executive Assistant no later than April 30 for inclusion in the annual report of the Local;
- d) to prepare and present a Committee budget proposal to the Chair of the Budget Committee no later than April 15;
- e) to present to the Annual Meeting a written report of the committee's activities undertaken during the current year;
- f) to plan the year's activities;
- g) to review their committee Terms of Reference as needed and recommend to the Table Executive any changes for approval;
- h) to prepare and present reports to all Table Executive, Local Representative Council and Membership meetings;
- i) to manage the committee budget.

ARTICLE VIII – MEETINGS

Section 1 – General Membership Meetings

8.1.1 A membership meeting shall be held in October.

8.1.2 A simple majority of fifty (50) percent plus one (1) of the members present shall be required to approve motions presented at General Membership Meetings except where an enriched majority is required by the Constitution.

8.1.3 The final budget for the current year shall be approved by the membership at the October Membership Meeting following the presentation of a financial report of the Local spending of the previous year.

8.1.4 Motions to be introduced at a General Membership Meeting must be submitted to the GEETF office no later than eight (8) days prior to the General Membership Meeting where the motion may be moved. Such a motion shall be distributed to each work site no later than five (5) days prior to the General Membership Meeting where the motion may be introduced.

Section 2 – Annual Meeting

8.2.1 The Annual Meeting of the members of the Local shall be held in May.

8.2.2 The Annual Meeting shall:

- a) receive the annual reports of the officers and committees of the Local;
- b) elect the Table Executive Members for the next term during election years;
- c) appoint the Chartered Accountant for the next year;
- d) consider resolutions affecting the Local Constitution;
- e) receive a financial report of the local.

ARTICLE IX – ELECTION OF TABLE EXECUTIVE

Section I – Eligibility

9.1 An active member in good standing of the Local may be nominated to stand for elected office.

Section 2 – Nominations

9.2.1 Members shall be notified of the request for nominations no later than thirty (30) days prior to the Annual Meeting.

9.2.2 The deadline for receipt of nominations shall be April 15.

9.2.3 Notwithstanding the above, nominations for non-released positions duly moved and seconded and with the consent of the nominee, shall be accepted at the Annual Meeting.

9.2.4 Nominations from the floor for released positions can only be accepted in the event that no nominations for the released position(s) have been submitted by April 15th.

Section 3 – Election Procedures

9.3.1 The Executive of the Local shall be elected at the Annual Meeting.

9.3.2 Candidates shall have the opportunity to address the Annual Meeting before election.

9.3.3 The election shall be by secret ballot.

9.3.4 Each candidate may appoint one scrutineer to observe the counting of the ballots for that candidate's election.

9.3.5 The vote count for all elected positions shall be released to the members present following each ballot and be published in the minutes of the Annual Meeting.

9.3.6 Only Active Members of the Local shall vote.

9.3.7 The Chair of the Elections Committee shall call for nominations from the floor.

9.3.8 The Chair of the Elections Committee shall present the Slate of Officers.

9.3.9 The Executive of the Local shall be elected in the following order: President, First Vice President, Second Vice President, Secretary, Health and Safety Officer, eight (8) Executive members.

- 9.3.10 Where two (2) or more candidates are presented for a position on the Table Executive, voting shall be by successive ballots for each position until a candidate has received at least fifty (50) percent plus one (1) of the ballots cast. The candidate who receives the least number of votes on a ballot shall be dropped from the succeeding ballot. The vote for Executive Members shall be on one ballot and members may vote for up to eight (8) candidates. The successful candidates shall be the eight (8) who receive the highest number of votes. Should there be a tie which would result in more than eight (8) candidates being elected, a subsequent ballot containing the names of the candidates who received the largest number of tied votes for the final position(s) shall be used to elect the successful candidate(s) for the remaining vacancy (ies).
- 9.3.11 An unsuccessful candidate may seek another position on the Table Executive for which the member is eligible.
- 9.3.12 No member may hold more than one Table Executive position.
- 9.3.13 The doors shall be tiled during the election.
- 9.3.14 The ballots will be destroyed by motion of the Annual Meeting immediately following the elections.
- 9.3.15 Candidates must follow all requirements of the Campaign Guidelines and Procedures. Such guidelines and procedures shall be determined by the Elections Committee and approved by the Executive.
- 9.3.16 In the event that an in-person election is not possible due to circumstances beyond the control of the Local, the Elections Committee shall present alternative election procedures to the Table Executive for approval.

Section 4 – Filling of Vacancies on the Executive

- 9.4.1 Should the position of Second Vice President or a non-released Table Officer become vacant during a term, the position shall be filled by a member of the Table Executive.
- 9.4.2 Members of the Executive shall be notified of the request for nominations no later than ten (10) days prior to the Executive Meeting immediately following notification of the vacancy.
- 9.4.3 The deadline for receipt of nominations shall be immediately prior to the start of the Executive Meeting at which the election shall occur.
- 9.4.4 Notwithstanding the above, nominations duly moved and seconded and with the consent of the nominee, shall be accepted at the Executive Meeting.
- 9.4.5 Candidates shall have the opportunity to address the Executive Meeting before election.
- 9.4.6 The election shall be by secret ballot.

- 9.4.7 The successful candidate shall be the nominee who receives a simple majority of the votes cast.
- 9.4.8 The resulting vacancy, and any vacancy created by retirement, resignation, or any other cause, on the Executive shall be filled by a Local member.
- 9.4.9 The membership shall be notified of the request for nominations no later than ten (10) days prior to the Executive Meeting immediately following notification of the vacancy created as a result of 9.4.1.
- 9.4.10 The deadline for receipt of nominations shall be immediately prior to the start of the Executive Meeting at which the election shall occur.
- 9.4.11 Candidates shall have the opportunity to submit campaign information in written form to the Executive Meeting before election.
- 9.4.12 The election shall be by secret ballot.
- 9.4.13 The successful candidate shall be the nominee who receives a simple majority of the votes cast.

ARTICLE X – DELEGATES TO THE PROVINCIAL ANNUAL MEETING

- 10.1 Up to five (5) alternates shall attend the Federation Annual Meeting in addition to the number of delegates assigned to the Local by ETFO. Applications to attend the ETFO Annual Meeting shall be due no later than December 1st. The delegation shall be determined by the Table Executive in December using the following criteria:
- (i) The President, First Vice President and Second Vice-President shall attend.
 - (ii) Local members at large to complete the complement, at least two (2) of whom shall be in their first five (5) years of teaching.

If more than the required number of members to complete the complement are submitted, lots will be drawn as follows:

The first draw of lots shall include the names of self-identified members of an ETFO designated group. Three (3) names shall be randomly selected. If the number of names submitted is fewer than four (4) there shall be no draw of lots and those names shall be part of the complement.

The second draw of lots shall include the names of members of ETFO Provincial Standing Committees. Two (2) names shall be randomly selected. If the number of names submitted is fewer than three (3) there shall be no draw of lots and that name shall be part of the complement.

The third draw of lots shall include the names of members not already selected to complete the complement. Priority shall be given to two (2) first time attendees.

A waiting list shall be determined by the names drawn from the third lot that exceed the required number of names to form a complete delegation. The order of the waiting list shall be determined by the same order in which names were randomly drawn.

- 10.2 Delegates shall be determined no later than December 20 of each year.
- 10.3 Delegates shall form the Annual Meeting/Resolutions Committee.
- 10.4 Names of delegates to the Federation Annual meeting shall be forwarded to the Federation office prior to June 1.

ARTICLE XI – RESOLUTIONS TO THE FEDERATION ANNUAL MEETING

- 11.1 Resolutions to the Federation Annual Meeting shall be passed at a Local Representative Council Meeting to be held prior to March 1.

ARTICLE XII – AMENDMENTS TO THE LOCAL CONSTITUTION

- 12.1 Proposed amendments to the Local Constitution must be submitted to the Chair of the Constitution Committee no later than forty (40) school days prior to any membership meeting.
- 12.2 The Executive shall distribute all proposed amendments to each worksite no later than twenty (20) school days prior to the Local Annual Meeting.
- 12.3 The Constitution shall be amended if two-thirds (2/3) of the members present at the Annual Meeting vote in favour of the proposed amendment.

ARTICLE XIII - FINANCES

- 13.1 All financial transactions shall be signed by:
 - a) the President;
 - b) the Treasurer; and
 - c) the First Vice-President should either the President or the Treasurer be unavailable.
- 13.2 The fiscal year for the Local shall be the period from July 1 of one calendar year to June 30 of the succeeding calendar year.
- 13.3 The Budget Committee shall be comprised of the President, First Vice President, Second Vice President and two additional members of the Table Executive.

13.4 A draft budget:

- (i) shall be presented to the Table Executive for approval no later than the May Executive Meeting;
- (ii) shall be amended by the Budget Committee, as required, subsequent to the Federation Annual Meeting;
- (iii) shall be presented to the Table Executive for approval no later than the September Executive Meeting;
- (iv) shall be sent to all worksites no later than ten (10) school days prior to the October Membership Meeting;
- (v) shall be approved at the October Membership Meeting.

13.5 Total expenditures shall not exceed total revenue in the same fiscal year without Executive approval.

13.6 Expenditures to any budget line shall not exceed the budgeted amount except by Executive approval.

13.7 Expenditures from the Contingency budget line shall require approval of the Executive.

13.8 That an honorarium in the amount of one hundred dollars per year (\$100/year) be paid to each Table Executive member, excluding the President, First Vice President and Second Vice President.

- 13.9 a) Members who are required to attend functions of the Local in an official capacity shall be paid mileage at the Federation rate. The number of kilometers for reimbursement shall be calculated as follows: distance from primary worksite to meeting location to member's residence minus the distance from the primary worksite to the member's residence.
- b) Members who, in an official capacity, are required to attend a function that is scheduled to occur over more than one day, and that takes place outside of the geographic boundaries of the GEETF, shall be provided with single room accommodation if requested by the member.

13.10 That at the close of the GEETF fiscal year, all budget line balances are considered returned unencumbered to the general operating fund. Such balances will be used for funding the following year's budget subject to Article XIII. Funds remaining unspent in the Status Committee budget at the close of the fiscal year will be added to the Status Committee's following year allocation.

13.11 In recognition of the responsibilities assumed by the President, First Vice President and Second Vice President, an annual allowance shall be paid as follows:

President	12% of A4 Year 10 salary
First Vice President	8% of A4 Year 10 salary
Second Vice President	4% of A4 Year 10 salary

13.12 A local Levy shall not be collected from the membership in the fiscal year immediately following a fiscal year ending with a combined closing balance greater than \$400,000 in bank accounts and Guaranteed Investment Certificates.