

CONSTITUTION FOR ELEMENTARY TEACHERS' FEDERATION OF ONTARIO UPPER GRAND TEACHERS' LOCAL

Definitions:

- "Federation" and "ETFO" mean the provincial Elementary Teachers' Federation of Ontario.
- "Local" means the Federation's bargaining unit in the Upper Grand District School Board.

ARTICLE 1 - NAME

- .1 This organization shall be known as the "Upper Grand ETFO Teachers' Local".

ARTICLE II - JURISDICTION

- 2.1 Upper Grand ETFO Teachers' Local is a Local of the Elementary Teachers' Federation of Ontario.
- 2.2 The jurisdiction of the Local shall be all teachers other than occasional teachers employed by Upper Grand District School Board in the elementary panel.

ARTICLE III - OBJECTS

The objects of the Local shall be:

- 3.1 to represent members of Upper Grand ETFO Teachers' Local;
- 3.2 to secure through collective bargaining the best possible terms and conditions of employment;
- 3.3 to advance the cause of public 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 and provide 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 Local so that they in turn may better serve the students in their care; and
- 3.7 to co-operate with other organizations having the same or like objects.

ARTICLE IV- MEMBERSHIP

Section 1 - Active Membership

- 4.1 Active members shall be all contract teachers who are members of ETFO who are employed by the Upper Grand District School Board. Occasional Teachers, whether casual or long term, are not active members of the Local.

Section 2 - Associate Membership

- 4.2.1 Associate members of the Local are those members whose applications have been approved by the Local, whose applications have been 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 4.2.3 of the Federation Constitution

Section 3 - Honorary Life Membership

- 4.3.1 Honorary Life Membership may be granted to retired members of the Federation or its predecessors who have given outstanding service to the Local.
- 4.3.2 Honorary Life Membership shall be granted in accordance with procedures established by 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 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 as elected;
 - (b) to serve on Local committees and workgroups;
 - (c) to attend general and annual meetings of the Local;
 - (d) to participate in all votes related to collective bargaining as set out in the Ontario Labour Relations Act;
 - (e) to participate in any general membership votes;
 - (f) to request Local support in the grievance process;
 - (g) to request Local support in any problem directly related to professional duties;
 - (h) to request Federation support for employment-related matters including:
 - i) termination or resignation of employment;
 - ii) protection from being slandered, libeled or harassed in any form;
 - iii) protection from fraudulent or malicious allegations or charges;
 - (i) to request Federation support in an investigatory or disciplinary procedure undertaken by the College of Teachers;
 - (j) to request Federation support for employment-related matters which are alleged to have occurred when the individual was a member of the Federation or its predecessors; and
 - (k) to approve, after duly-called information meetings, the commencement and conclusion of any provincial job action by an all-member vote.
- 5.1.3 An active member who accepts a position as a temporary or acting Principal/Vice-Principal which involves any responsibility for the evaluation and/or disciplining of other members, shall have the rights, privileges, and responsibilities of membership suspended for the duration of the appointment.

5.1.4. An active member who accepts a position as a temporary or acting Principal/Vice-Principal may not also be the School Steward for the duration of the appointment.

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;
- (b) receive such Local communications as the Local decides; and
- (c) serve on Local task forces and workgroups as the Local decides.

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 General/Annual Meetings in a non-voting capacity;
- (b) to serve, by invitation, on Local task forces and committees; and
- (c) to attend the Local Retirement Celebration as a guest of the Local.

ARTICLE VI - LOCAL ORGANIZATION

Section 1 - Local Executive

6.1.1 The Local Executive shall be comprised of active members of the Local unless otherwise specified.

The Local Executive shall include the following positions:

- a) (President;
- (b)i) Immediate Past President, where the most recent Past President chooses to continue to serve in an Executive capacity (when there is no Immediate Past President, a sixth Executive Officer shall be elected);
- (b)ii) Honorary Past President should the Immediate Past President no longer be an active member of the Local and the Executive chooses to create the position, in a non-voting capacity;
- (c) Vice President;
- (d) Secretary;
- (e) Treasurer;
- (f) Five (5) Executive Officers-At-Large (when there is no immediate Past President a sixth Executive Officer-At-Large shall be elected);
- (g) Status Chairperson;
- (h) Eight (8) Executive Officers-Regional; and
- (i) a non-voting member from each of the other Federation Locals whose members are employed by the Upper Grand District School Board.

6.1.2 The following Executive positions shall be held by women:

- (d) the Status Chairperson; and
- (b) three (3) of the Executive Officers-At-Large.

6.1.3 With the exception of the Executive Officers-Regional, the Executive of the Local shall be elected at the bi-annual Elections Meeting to be held on or before June 1.

6.1.4 The President, Vice-President, Secretary, Treasurer, Status Chairperson and the Executive Officers-At-Large

shall take office July 1. The term of office shall be for two (2) years.

6.1.5 Each Family of Schools shall be represented by an Executive Officer-Regional elected by members within their respective Family of Schools prior to September 30.

6.1.6 The Executive Officers-Regional shall take office October 1. The term of office shall be for two (2) years.

Section 2 - Committees

6.2.1 There shall be the following standing committees:

- Awards
- Budget
- Collective Bargaining
- Elections
- General/Annual Meetings
- Goodwill
- New Member
 - Political Action/Public Education
 - Occupational Health & Safety
 - Professional Development
 - Resolutions
 - Status
- Stewards

6.2.2 Other ad hoc committees required to carry out the work of the Local may be established by the Executive or by general meetings as necessary.

Section 3 - Programs for Women

6.3.1 There shall be guaranteed programs for women.

6.3.2 Funds shall be allocated for programs for women.

6.3.3 The budget for the programs for women shall be approved as part of the annual Local budget process.

ARTICLE VII - ORGANIZATIONAL DUTIES

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 Annual Meeting.

Section 1 - Duties of the Executive

The Executive shall:

7.1.1 uphold the constitution, bylaws and policies of the Elementary Teachers' Federation of Ontario;

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) regular Executive meetings per year;

7.1.4 hold an Executive meeting at the call of the President or at the call of five (5) Executive Members;

7.1.5 maintain a quorum for all Executive meetings of five (5) members one (1) of whom must be the President or

the President's Designate;

- 7.1.6 receive a financial report at each Executive meeting;
- 7.1.7 forward to the provincial office by September 30 of each year the annual audited financial statement;
- 7.1.8 forward to the provincial office each year the annual report of the Local;
- 7.1.9 appoint and develop terms of reference for ad hoc committees;
- 7.1.10 appoint at least 3 signing officers of the Local (two (2) of the three (3) signatures shall be required for all financial transactions);
- 7.1.11 appoint, when necessary, a member to fill an elected or appointed vacancy with the exception of the President and Vice-President;
- 7.1.12 appoint an auditor; and
- 7.1.13 develop investment policy.

Section 2 - Duties of Officers

7.2.1 The duties of the President shall be:

- (a) to be the spokesperson for the Local;
- (b) to be the official representative for the Local and its members;
- (c) to act as one of the three signing officers for the Local;
- (d) to be an ex-officio member of all committees;
- (e) to preside at general, annual and Executive meetings;
- (f) to inform and advise members on issues concerning the Local and education;
- (g) to annually set aims and objectives for the Local;
- (h) to attend meetings of the Representative Council;
- (i) to chair all meetings of the Resolutions Committee;
- (j) to lead the delegation to the Provincial ETFO Annual Meeting and sit as a delegate;
- (k) to advocate for members by acting as a Grievance Officer/Contract Manager;
- (l) to approve and sign all correspondence;
- (m) to sit as a member of the Budget Committee;
- (n) to liaise with the ETFO provincial office, the Board, Senior Administration, school administrators, community groups, other Locals and other labour groups;
- (o) to communicate with the members on a regular basis;
- (p) to visit schools;
- (q) to manage the Local office;
- (r) to carry out the business of the Local between Executive Meetings; and
- (s) to recommend to the Executive a member to fill an elected or appointed vacancy.

7.2.2 The duties of the Vice President shall be:

- (a) to assume the office of President should the President be unable to complete her/his term;
- (b) to assume the responsibilities of the President in the President's absence;
- (c) to sit as a member of the Budget Committee;
- (d) to sit as a member of the Collective Bargaining Committee;

- (e) to share the responsibilities of acting as a Grievance Officer/Contract Manager with the President;
- (f) to assist the President in carrying out the business of the Local;
- (g) to attend meetings of the Representative Council;
- (h) to liaise with the Executive Officers-Regional, Board personnel, ETFO provincial office, and the members;
- (i) to organize General/Annual Meetings;
- (j) to communicate with the members on a regular basis;
- (k) to visit schools; and
- (l) to act as one of the three signing officers for the Local.

7.2.3 The duties of the Immediate Past President shall be:

- (a) to chair all meetings of the Elections Committee; and
- (a) to act as the Returning Officer for Local elections.
- (b) Should there be no Immediate Past President who is an active member, these duties shall be assigned to one of the Executive Officers.

7.2.4 The duties of the Treasurer shall be:

- (a) to keep accurate and detailed financial records of the Local based on the Local fiscal year, July 1 to June 30;
- (a) to make a financial report to the Annual Meeting, the Winter General Meeting and to each Executive meeting of the Local;
- (b) to make investments with the approval of the Executive;
- (c) to report investments during each financial report;
- (d) to ensure the audit is completed;
- (e) to forward the annual audited financial statement of the Local to the provincial office of the Federation by September 30;
- (f) to chair all meetings of the Budget Committee;
- (g) to deposit all monies received on behalf of the Local in a chartered bank, trust company and/or credit union in the name of Upper Grand ETFO Teachers' Local;
- (h) to pay all accounts and authorized expenses incurred by the Local;
- (i) to act as one of the three signing officers for the Local; and
- (j) to make available to members prior to general meetings a copy of the financial report of the Local.

7.2.5 The duties of the Secretary shall be:

- (b) to maintain accurate records of all meetings of the Local;
- (c) to maintain accurate records of correspondence received by and sent on behalf of the Local;
- (d) to prepare and circulate minutes of Executive and General/Annual meetings; and
- (e) to forward the annual report of the Local to provincial office of the Federation by June.

7.2.6 The duties of the Status Chairperson shall be:

- (a) to encourage all teachers to become aware of issues of concern to women;
- (b) to encourage women teachers to take an active role in the governance of the Local;
- (c) to work to improve the status of women teachers;
- (d) to work to eliminate gender stereotyping in educational facilities;
- (e) to attend such training sessions as deemed advisable by the Executive;
- (f) to chair all meetings of the Status Committee;
- (g) to work to educate members to be responsive to the varied needs of the Local and to be a positive influence for change at a societal level;
- (h) to work to reflect diversity in all aspects of programs initiated; and

- (i) to be committed to broad based equity concerns.

7.2.7 The duties of the Executive Officer-Regional and the Executive Officer-At-Large shall be:

- (a) to Chair or be a member of one of the following committees or other existing committees of the Local as the Executive assigns:

- Awards
- Collective Bargaining
- General/Annual Meetings
- Goodwill
- New Members
- Occupational Health & Safety
- Political Action/Public Education
- Professional Development/Conference
- Resolutions

- (b) to report to the Executive regarding issues raised by members;
- (c) to perform other duties at the request of the Executive; and
- (d) to attend Executive, general and annual meetings.

Section 3 - Duties of Workplace Stewards

7.3.1 The duties of the Workplace Steward shall be:

- (a) to attend Steward Meetings as requested by the Local;
- (b) to perform union duties at the workplace as directed by the Executive;
- (c) to monitor the implementation of the Collective Agreement at the workplace; and
- (d) to provide ongoing communication between members and the Executive.

Section 4 - Duties of Committees

7.4.1 Committees are responsible to the Local Executive.

7.4.2 The Awards Committee shall:

- (a) consist of an Executive member and at least two (2) other members appointed by the committee;
- (b) be responsible for developing/reviewing terms of reference and for the ongoing work of the committee;
- (c) keep members aware of both Local and Federation awards; and
- (d) be responsible for organizing and ordering awards as the Local requests for members/schools.

7.4.3 The Budget Committee shall:

- (a) consist of the President, Vice President, Treasurer, and at least two other members appointed by the Executive;
- (b) be chaired by the Treasurer;
- (c) prepare a draft budget;
- (d) present the draft budget to the Executive for review;
- (e) incorporate recommended changes into the draft budget and prepare a final draft budget;
- (f) present the final draft budget to the Executive for approval prior to the Annual Meeting;
- (g) present the proposed budget to the general membership at the Annual Meeting for approval.

7.4.4 The Collective Bargaining Committee shall:

- (a) adhere to the terms of reference developed by the Local; and
- (b) include the President, Vice-President and at least one (1) other member of the Local Executive.

7.4.5 The Elections Committee shall:

- (a) consist of the Immediate Past President or Executive Designate and at least two other members appointed by the Executive;
- (b) be chaired by the Immediate Past President or Executive Designate;
- (c) be responsible for ensuring that the provisions of Articles IX, X, XI are adhered to;
- (d) put forth a budget request to the Executive; and
- (e) prepare a report for presentation at the Annual Meeting.

7.4.6 The Goodwill Committee shall:

- (a) consist of one of the Executive Officers and at least two other members appointed by the Executive;
- (b) be responsible for developing/reviewing terms of reference and for the ongoing work of the committee;
- (c) put forth a budget request to the Executive; and
- (d) prepare a report for presentation at the Annual Meeting.

7.4.7 The Political Action/Public Education Committee shall:

- (d) consist of one of the Executive Officers and at least two other members appointed by the Executive;
- (e) be responsible for developing/reviewing terms of reference and for the ongoing work of the committee;
- (f) put forth a budget request to the Executive; and
- (g) prepare a report for presentation at the Annual Meeting.

7.4.8 The Professional Development/Conference Funding Committee shall:

- (a) consist of one of the Executive Officers and at least two other members appointed by the Executive;
- (b) be responsible for developing/reviewing terms of reference and for the ongoing work of the committee;
- (c) put forth a budget request to the Executive; and
- (d) prepare a report for presentation at the Annual Meeting.

7.4.9 The Resolutions Committee shall:

- (d) consist of the President and at least two members of the Executive;
- (e) be chaired by the President;
- (f) be responsible for determining/reviewing terms of reference and for the ongoing work of the committee;
- (g) prepare resolutions for the provincial ETFO Annual Meeting and present them to the Executive;
- (h) prepare amendments to the Local Constitution and present them to the Executive; and
- (i) prepare a report for presentation to the Annual Meeting.

7.4.10 The General/Annual Meetings Committee shall:

- (d) consist of one of the Executive Officers and at least two other members appointed by the Executive;
- (e) be responsible for determining/reviewing terms of reference and for the ongoing work of the

- committee;
- (f) put forth a budget request to the Executive; and
- (g) prepare a report for presentation at the Annual Meeting.

7.4.11 The Status Committee shall:

- (a) be divided into the following three (3) sub-committees:
 - Equity,
 - Men,
 - Women;
- (b) consist of the Status Chairperson, Equity Co-ordinator, Women's Co-ordinator, Men's Co-ordinator and other members appointed by the Executive;
- (c) be chaired by the Status Chairperson;
- (d) be responsible for determining/reviewing terms of reference and for the ongoing work of the committee;
- (e) be responsible for proposing programs and budget requests to the budget committee for the following year;
- (f) put forth a budget request to the Executive; and
- (g) prepare a report for presentation at the Annual Meeting.

7.4.12 The Occupational Health & Safety Committee shall:

- (a) consist of one member of the Executive and three (3) or more Local members from the Joint Health & Safety Committee appointed by the Executive;
- (b) be responsible for determining/reviewing terms of reference and for the ongoing work of the committee;
- (c) put forth a budget request to the Executive; and
- (d) prepare a report for presentation at the Annual Meeting.

7.4.13 The New Member Committee shall:

- (a) consist of one of the Executive Officers and at least two (2) other members appointed by the Executive;
- (b) be responsible for developing and reviewing the terms of reference and for the ongoing work of the committee;
- (c) put forth a budget request to the Executive; and
- (d) prepare a report for presentation at the Annual Meeting.

7.4.14 The Stewards Committee shall:

- (a) consist of one of the Executive Officers-Regional and at least two (2) other Stewards appointed by the Executive;
- (b) be responsible for developing and reviewing the terms of reference and for the ongoing work of the committee;
- (c) put forth a budget request to the Executive; and
- (d) prepare a report for presentation at the Annual Meeting.

ARTICLE VIII - MEETINGS

Section 1 -Annual Meeting

8.1.1 There shall be a fall Annual Meeting each year prior to Dec. 1.

8.1.2 The fall Annual Meeting shall:

- (a) receive the annual report of the officers and committees of the Local;
- (b) receive the audited financial statements for the previous year;
- (c) approve the budget for the current year; and
- (d) amend the Local Constitution.

Section 2 - Winter General Meeting

8.2.1 There shall be a Winter General Meeting each year prior to March 1.

8.2.2 The Winter General Meeting shall:

- (a) elect the Local delegates to the provincial ETFO Annual Meeting; and
- (b) approve resolutions to be submitted to the provincial ETFO Annual Meeting.

Section 3 - Elections Meeting

8.3.1 There shall be a bi-annual Elections Meeting held on or before June 1 at an appropriate central location.

8.3.2 The bi-annual Elections Meeting shall:

- (a) be a general meeting of the Local; and
- (b) elect the Executive for the next term with the exception of the Executive Officers-Regional.

Section 4 - Parliamentary Procedure

8.4.1 The official authority for conducting all Local meetings shall be the current Roberts Rules of Order.

8.4.2 Quorum for General/Annual Meetings shall be the number of members present at the call to order.

ARTICLE IX - ELECTION OF PRESIDENT, VICE-PRESIDENT, SECRETARY, TREASURER, STATUS CHAIR AND EXECUTIVE OFFICERS

Section 1 - Eligibility

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

Section 2 - Nominations

9.2.1 Members shall be notified of the request for nominations at least 60 calendar days prior to the Elections Meeting.

9.2.2 The deadline for receipt of nominations shall be 30 calendar days prior to the Elections Meeting.

9.2.3 Notwithstanding the above, a nomination for a position which is duly moved and seconded, and with the consent of the nominee, shall be accepted on the floor of the Elections Meeting provided that no nominations for that position have been received by the deadline described in 9.2.2. This article would not preclude an unsuccessful candidate for one position from dropping down in order to run for another position as per Article 9.3.7.

Section 3 - Election Procedures

9.3.1 With the exception of the Executive Officers-Regional, the Executive of the Upper Grand ETFO Teachers' Local shall be elected at the Elections Meeting.

- 9.3.2 Candidates shall have the opportunity to address the Elections Meeting for 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 Elections Meeting.
- 9.3.6 (a) Candidates who are elected at the Elections Meeting shall be declared successful once they obtain a majority of the votes cast (50% +1), with the exception of the Executive Officers-At-Large. There shall be one election for the Executive Officer-At-Large positions. The three women receiving the highest number of votes shall be declared successful. Of the remaining candidates, the two with the highest number of votes shall be declared successful.
- (b) When there is no Immediate Past President, the candidate receiving the next highest number of votes shall also be declared successful.
- 9.3.7 An unsuccessful candidate may seek another position on the Executive for which the member is eligible.
- 9.3.8 The ballots will be destroyed by motion of the Elections Meeting immediately following the elections. The Returning Officer shall destroy all ballots following this motion with the approval of each candidate's scrutineer.

Section 4 - Filling Vacancies

- 9.4.1 Should the office of the President be vacant, the Vice-President shall assume the office of the President in accordance with Article 7.2.2(a).
- 9.4.2 Should the office of the Vice-President be vacant:
 - (a) the Executive may appoint, upon recommendation from the President, a member to fill the vacancy for a term of office that shall expire immediately following the next General, Annual or Elections Meeting described in Article 8;
 - (b) a Vice-President shall be elected at the next General, Annual or Elections Meeting.
- 9.4.3 Other vacancies shall be filled in accordance with Articles 7.2.1(s) and 7.1.11.

ARTICLE X - ELECTION PROCEDURE FOR EXECUTIVE OFFICERS-REGIONAL

Section 1: Eligibility

- 10.1.1 The Executive Officers-Regional shall be elected in September by an in-school vote.
- 10.1.2 An active member in good standing who is a teacher at a school within the Family of Schools may be nominated to stand for the position of Executive Officer-Regional.

Section 2: Election Procedures

- 10.2. Every member who teaches at a school within the Family of Schools shall be entitled to vote. The elections shall be by secret ballot.
- 10.2.2 Each candidate may appoint one scrutineer to count the ballots for that candidate's election.

10.2.3 The candidate in each election who receives the highest number of votes shall be declared successful.

10.2.4 The results for all positions shall be released to the members within three (3) school days of the elections.

10.2.5 The ballots shall be destroyed following the announcement of the successful candidate.

ARTICLE X1 - ELECTIONS OF WORKPLACE STEWARDS

Section 1: Eligibility

11.1.1 The Workplace Steward shall be elected by the second working Friday in September by an in-school vote.

11.1.2 An active member in good standing who is a teacher at her/his school may be nominated to stand for the position of Workplace Steward.

Section 2: Election Procedures

11.2.1 Every member who teaches at a school shall be entitled to vote. The election shall be by secret ballot.

11.2.2 Each candidate may appoint one scrutineer to count the ballots for that candidate's election.

11.2.3 The candidate who receives the highest number of votes shall be declared successful.

11.2.4 The ballots shall be destroyed following the announcement of the successful candidate.

ARTICLE XII - PROVINCIAL ETFO ANNUAL MEETING

Section 1: Delegates to the Provincial ETFO Annual Meeting

12.1.1 An active member of the Upper Grand ETFO Teachers' Local may be nominated as a delegate to the provincial ETFO Annual Meeting.

12.1.2 Delegates of the Upper Grand ETFO Teachers' Local to the provincial ETFO Annual Meeting shall be: the President, Vice President, and elected delegates. A minimum of 50% of the delegates must be women.

12.1.3 Delegates shall be elected at the Winter General Meeting held prior to March 1.

12.1.4 Names of delegates to the provincial ETFO Annual Meeting shall be forwarded to the provincial office prior to June 1.

Section 2: Nominations to Elected Provincial Executive Offices

12.2.1 An active member in good standing of the Upper Grand ETFO Teachers' Local may make a written request to the Local President to be nominated to stand for any elected provincial Executive office in accordance with Provincial Bylaw III: Elections. Such a request shall be accompanied by the names and signatures of two other active members in good standing of the Upper Grand ETFO Teachers' Local and shall not be denied. The Local Executive shall be notified.

12.2.2 An active member in good standing of the Upper Grand ETFO Teachers' Local may apply to the Local Executive for financial assistance regarding campaign costs related to seeking an elected provincial Executive office.

Section 3: Resolutions to the Provincial ETFO Annual Meeting

- 12.3.1 Resolutions to the provincial ETFO Annual Meeting shall be passed at the Winter General Meeting to be held prior to March 1.
- 12.3.2 The Resolutions Committee shall request written submissions from members by December 15.
- 12.3.3 All resolutions shall be submitted to the Resolutions Committee prior to the Executive Meeting immediately preceding the Winter General Meeting.
- 12.3.4 All resolutions shall be reviewed by the Executive prior to the Winter General Meeting.

ARTICLE XIII - AMENDMENTS TO THE LOCAL CONSTITUTION

- 13.1 Proposed amendments to the Local Constitution must be submitted to the Resolutions Committee by May 1.
- 13.2 The Resolutions Committee shall publish all proposed amendments to the general membership 15 calendar days prior to the Annual Meeting.
- 13.3 The Constitution shall be amended if 60% of the members present at the Annual Meeting vote in favour of the proposed amendment.

ARTICLE XIV - FINANCES

- 14.1 The Executive of the Local shall develop a financial policy.
- 14.2 All financial transactions shall be signed by two of the three signing officers (the Treasurer, the President, or the Vice President).
- 14.3 Effective July 1, 2001 the fiscal year for the Upper Grand ETFO Teachers' Local shall be July 1 to June 30 of the succeeding calendar year.
- 14.4 The President shall be paid at A4 maximum of the current salary grid and an additional responsibility allowance equivalent to five years experience on the Consultant's Responsibility Allowance scale outlined in Article 10.12.1 of the Collective Agreement.
- 14.5 The Vice-President shall be paid at A4 maximum of the current salary grid and an additional responsibility allowance equivalent to two years experience on the Consultant's Responsibility Allowance scale outlined in Article 10.12.1 of the Collective Agreement.