

# Bylaws of the Ontario Teachers' Federation

We the Teachers of Ontario



January 2015

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# Bylaws of the Ontario Teachers' Federation

## BYLAW 1 GENERAL

### Name

- 1.1 "The Ontario Teachers' Federation", "OTF" and the "Federation" as used in the *Teaching Profession Act*, its Regulations and the bylaws and policies shall be taken to mean the Ontario Teachers' Federation.

### Office and Headquarters

- 1.2 The office of the Federation shall be in Toronto. The Executive shall lease or otherwise secure such office space as may be required to carry on the business of the Federation.

### Federation Year

- 1.3 The Federation year commences with the installation of the Executive of the Ontario Teachers' Federation at the annual meeting of the Board of Governors.

### Federation Financial Year

- 1.4 The Federation financial year shall commence on July 1 of each year.

### Acts and Regulations

- 1.5 Nothing in the bylaws of the Ontario Teachers' Federation shall contravene the *Teaching Profession Act* or its Regulations.

### Canadian Teachers' Federation

- 1.6 OTF shall be represented at the Canadian Teachers' Federation by the president of OTF, or in the absence of the president, by the next highest ranking elected officer.

### Authorities

- 1.7 The Parliamentary Authorities for the Ontario Teachers' Federation, in order of priority and precedence, shall be *Robert's Rules of Order Newly Revised (Latest Edition)*, and *Sturgis' Standard Code of Parliamentary Procedure (Latest Edition)*.

## BYLAW 2 MEMBERSHIP

- 2.1 A statutory member, as defined in the *Teaching Profession Act*, of the Ontario Teachers' Federation shall be a member of an affiliated body.
- 2.2 The affiliate membership of teachers and occasional teachers shall be as determined by the *Education Act* or the *Provincial Schools Negotiations Act*.
- 2.3 The affiliates of the Ontario Teachers' Federation are the:
- (a) Association des enseignantes et des enseignants franco-ontariens;
  - (b) Elementary Teachers' Federation of Ontario;
  - (c) Ontario English Catholic Teachers' Association; and
  - (d) Ontario Secondary School Teachers' Federation.

## BYLAW 3 FEES

- 3.1 Each affiliate shall pay the Federation for each statutory member an annual membership fee as approved by the Board of Governors.
- 3.2 The fee shall be calculated on a full-time equivalent basis.
- 3.3 Each affiliate shall forward the annual membership fee to OTF in accordance with a schedule and in the manner approved by the OTF Executive.
- 3.4 If an affiliate is in default of any payment of fees pursuant to the fee schedule and that default has not been corrected within 30 days of the date of the default, the claim for non-payment of fees shall be referred to mediation/arbitration subject to the following conditions:
- (a) The mediator/arbitrator shall be chosen by OTF from a list of mediators pre-approved

- by both the OTF Executive and the affiliates.
- (b) The mediator/arbitrator shall have the power to order payment of outstanding fees and interest (simple or compound).
- (c) The decision of the mediator/arbitrator shall be final and binding upon the parties.

#### **BYLAW 4 DUTIES OF OTF**

- 4.1 It is the duty of OTF to:
  - 4.1.1 co-ordinate and complement the work of the affiliates in the field of teacher education;
  - 4.1.2 speak on behalf of Ontario teachers on matters of concern to the profession where such statement is not in conflict with the views of any affiliate;
  - 4.1.3 represent the teaching profession in all legislation affecting education;
  - 4.1.4 provide services to OTF members in their choice of one of the two official languages of Canada;
  - 4.1.5 participate in the Canadian Teachers' Federation as the affiliate member;
  - 4.1.6 monitor and evaluate curriculum and professional development policies of the Government of Ontario and other educational agencies;
  - 4.1.7 monitor and conduct research to collect information on current trends and innovations in curriculum theory and planning, and professional development opportunities;
  - 4.1.8 represent the teaching profession in all matters relating to teachers' pensions;
  - 4.1.9 keep the members informed in all matters affecting teachers' pensions;
  - 4.1.10 hold regular meetings with the OTF-appointed Directors and senior staff of the Ontario Teachers' Pension Plan;
  - 4.1.11 collect the OTF fees of teachers in the province through its affiliates;
  - 4.1.12 foster and maintain, in co-operation with the affiliates, CTF, Education International and other appropriate agencies, relationships with teachers and teachers' organizations throughout the world, and to provide support and assistance under the direction of the OTF Board of Governors;

- 4.1.13 represent the interests of the teaching profession in matters relating to the Ontario College of Teachers; and
- 4.1.14 hold regular meetings with the elected councillors of the Ontario College of Teachers.

#### **BYLAW 5 BOARD OF GOVERNORS**

##### **Membership**

- 5.1 The Board of Governors shall consist of members of the Ontario Teachers' Federation as prescribed under the *Teaching Profession Act* 5(1).
- 5.2 Notwithstanding the requirement of bylaw 5.1, where an individual who is not a teacher holds an office referred to in section 5(1)1 of the *Teaching Profession Act*, that person shall be a member of the Board of Governors.
- 5.3 An affiliate may make a substitution for a member of the Board of Governors on occasions when a Governor must be absent from the meeting or portions of the meeting. Such substitution shall be a former member of the Board of Governors or an executive member of an affiliate or member-elect of the Board of Governors.

##### **Duties of the Board of Governors**

- 5.4 It is the duty of the Board of Governors of the Ontario Teachers' Federation to:
  - 5.4.1 appoint an auditor or auditors at the spring meeting of the Board of Governors;
  - 5.4.2 receive the report of the auditor or auditors at the annual meeting of the Board of Governors;
  - 5.4.3 approve the budget and fee at the spring meeting of the Board of Governors;
  - 5.4.4 approve changes to the Expense Guidelines of the Ontario Teachers' Federation as recommended by the Executive;
  - 5.4.5 approve expenditures from and allocations to the general fund, reserve fund or working capital in accordance with bylaw 8;
  - 5.4.6 review the principle of the Reserve Fund every five years;
  - 5.4.7 approve recommendations for amendments to the *Teaching Profession Act* and its Regulations;
  - 5.4.8 approve amendments to the bylaws and policies of the Ontario Teachers' Federation;



- 5.4.9 approve the agenda and minutes of meetings of the Board of Governors;
- 5.4.10 regularly discuss issues affecting the Ontario Teachers' Pension Plan;
- 5.4.11 ratify the appointment of Directors to the Board of the Ontario Teachers' Pension Plan;
- 5.4.12 recommend to the Executive, ratification of changes to the Ontario Teachers' Pension Plan;
- 5.4.13 ratify the appointment of the secretary-treasurer;
- 5.4.14 establish committees and work groups and their terms of reference;
- 5.4.15 award the Ontario Teachers' Federation Fellowships annually at the spring meeting of the Board, in accordance with bylaw 11.

#### **Voting at the Board of Governors' Meetings**

- 5.5 A double majority is a majority of Governors and a majority of Governors representing a majority of members.
- 5.6 For the purpose of determining a majority of Governors representing a majority of members, the following formula shall apply:
  - (a) The number of members for each affiliate rounded to the nearest 1,000 based on fees received by June 30 of the previous Federation fiscal year subject to fees continuing to be paid in accordance with membership numbers.
  - (b) The secretary-treasurer, at the winter meeting of the Board of Governors, shall assign the votes for 1/10th of the number of members from an affiliate to each Governor representing that affiliate.
  - (c) The votes assigned in (b) shall be used to determine the majority of members in all votes requiring a double majority.
- 5.7 On fee and final budget resolutions, and bylaw amendments where proper notice has been given, a double majority vote is required.

#### **Meetings of the Board of Governors**

- 5.8 Meetings of the Board of Governors shall be open to all members of the Ontario Teachers' Federation and elected representatives and staff of the affiliates.
- 5.9 The annual meeting of the Board of Governors shall be held in each year in August at a time and place that is determined by the president.

- 5.10 Subject to bylaw 5.14 there shall be a winter meeting of the Board of Governors in January of each year and a spring meeting of the Board of Governors in April each year at a time and place that are determined by the Executive.
- 5.11 The Board of Governors shall meet at such other dates and times as the Executive may by resolution determine, such meetings may include electronic meetings or meetings by conference call.
- 5.12 A member of the Board of Governors shall be allowed a leave of absence to carry out the business of the Federation.
- 5.13 Upon the recommendation of the Executive and with the approval of at least 32 members of the Board of Governors, the Board of Governors may, by resolution, waive the holding of one of the meetings under bylaw 5.11.
- 5.14 A quorum at a meeting of the Board of Governors shall be 32 members thereof.
- 5.15 At each meeting of the Board of Governors, a steering and resolutions committee shall be struck to:
  - (a) receive motions arising out of committee reports from the Executive, from affiliates, and from individual Governors, for presentation at each regular meeting of the Board of Governors; and
  - (b) ensure that each motion is worded in proper and precise form and adheres to the original intent of the motion.

#### **Annual Meeting of the Board of Governors**

- 5.16 The order of procedure at the annual meeting of the Board of Governors shall be as follows:
  1. Call to order.
  2. Appointment of committees.
  3. Reading and confirming the minutes of the next preceding meeting.
  4. Business arising from the minutes.
  5. Reading of correspondence and action thereon.
  6. Reports of officers.
  7. Reception of delegations.
  8. Reports from affiliated bodies.
  9. Reports of committees and work groups.
  10. General business.

- 11. Elections.
- 12. Installation of officers.
- 13. Adjournment.
- 5.17 The Board of Governors may amend the order of procedure at the annual meeting.
- 5.18 At the meeting of the Executive immediately before the annual meeting of the Board of Governors, the Executive shall appoint a nominating committee and include thereon a representative of each of the affiliated bodies.
- 5.19 The nominating committee shall meet on the first day of the annual meeting of the Board of Governors to prepare nominations for the Executive for the next year in accordance with the *Teaching Profession Act*.
- 5.20 The nominating committee shall present the report of its nominations to the Board of Governors.

## **BYLAW 6 EXECUTIVE**

### **Membership**

- 6.1 The OTF Executive shall consist of members of the Ontario Teachers' Federation who are named as members of the Executive under section 6(1)1 and 6(1)2 of the *Teaching Profession Act*.
- 6.2 Notwithstanding the requirement of section 1 of this bylaw, where an individual who is not a teacher holds an office referred to in section 6(1)2 of the *Teaching Profession Act*, that person shall be a member of the OTF Executive.

### **Duties of the Executive**

- 6.3 It is the duty of the Executive to:
  - 6.3.1 carry on the business of the Board of Governors between meetings of the Board, subject to subsequent ratification by the Board of Governors;
  - 6.3.2 be responsible for the day-to-day business of the Federation;
  - 6.3.3 engage a solicitor or solicitors as and when deemed necessary;
  - 6.3.4 take legal action to enforce collection of membership fees, if and when necessary;
  - 6.3.5 meet and communicate with the Minister of Education or other officials of the Ministry of Education as necessary;
  - 6.3.6 when necessary, take the committee member or members who can best present

- the information required when submitting reports or recommendations to the Minister of Education, or other officials of the Ministry of Education;
- 6.3.7 arrange with a school board for leave of absence for OTF members on Federation business and shall pay to such members the expenses incurred;
- 6.3.8 in its role as the representative of the members of the pension plan under the *Teaching Profession Act* (TPA) hold or offer to hold a meeting each year for the purpose of consultation with organizations representing the members of the Ontario Teachers' Pension Plan who are not statutory members of the Ontario Teachers' Federation;
- 6.3.9 approve annually a list of signing officers of the Federation;
- 6.3.10 hire and appoint the secretary-treasurer, subject to ratification by the Board of Governors;
- 6.3.11 appoint directors to the Ontario Teachers' Pension Plan Board, subject to ratification by the Board of Governors;
- 6.3.12 fill any interim vacancy on the Board of Directors of the Ontario Teachers' Pension Plan;
- 6.3.13 ratify the terms and conditions of employment of the secretariat;
- 6.3.14 establish, from time-to-time, work groups and their terms of reference;
- 6.3.15 nominate and approve candidates for Fellowship in accordance with bylaw 11;
- 6.3.16 approve over-expenditures, by budget line from the General Fund budget, of the Ontario Teachers' Federation as necessary;
- 6.3.17 review Federation Expense Guideline periodically and recommend any changes to the Board of Governors.

### **Meetings of the Executive**

- 6.4 The Executive shall meet before and after a meeting of the Board of Governors.
- 6.5 The Executive shall meet at regularly scheduled times throughout the Federation year, such meetings may include electronic meetings or meetings by conference call.
- 6.6 The president of the Federation may at any time call a meeting of the Executive.

- 6.7 A quorum at any meeting of the Executive shall be eight voting members thereof.

## **BYLAW 7 OFFICERS**

### **Duties of Officers**

- 7.1 Duties of officers shall be in accordance with the *Teachers' Pension Act* and as directed by the Executive.

#### **President**

- 7.2 It shall be the duty of the president to:
- 7.2.1 be the chief presiding officer at all meetings of the Board of Governors and the Executive;
  - 7.2.2 ensure that all resolutions of the Board of Governors and Executive are carried out;
  - 7.2.3 perform such other duties as the Board of Governors or Executive may from time-to-time determine by resolution; and
  - 7.2.4 sign all documents executed by the Executive of the Ontario Teachers' Federation.

#### **First Vice-President**

- 7.3 It shall be the duty of the first vice-president to:
- 7.3.1 in the absence of the president or at the request of the president, perform the duties and exercise the powers of the president;
  - 7.3.2 perform such other duties as the Board of Governors or the Executive shall direct by resolution; and
  - 7.3.3 chair meetings of the budget and finance committee.

#### **Second Vice-President**

- 7.4 It shall be the duty of the second vice-president to:
- 7.4.1 in the absence of the first vice-president, perform the duties and exercise the powers of the first vice-president; and
  - 7.4.2 perform such other duties as the Board of Governors or the Executive shall direct by resolution.

#### **Past President**

- 7.5 It shall be the duty of the past president to:
- 7.5.1 chair meetings of the personnel committee; and
  - 7.5.2 perform such other duties as the Board of Governors or the Executive shall direct by resolution.

### **Secretary-Treasurer**

- 7.6 It shall be the duty of the secretary-treasurer to:
- 7.6.1 keep proper minutes of all meetings of the Board of Governors and the Executive;
  - 7.6.2 file a copy of correspondence after dealing with it as may be necessary;
  - 7.6.3 perform such duties as are necessary to collect fees from the affiliates;
  - 7.6.4 receive from each affiliate the OTF fee;
  - 7.6.5 have the care and interest of all the funds and securities of the Federation and shall deposit the same in the name of the Federation in such bank or banks or financial institutions as the Executive may direct;
  - 7.6.6 be a signing officer of the Federation and be responsible for the payment of money, and shall pay out and dispose of the same under the direction of the Executive;
  - 7.6.7 keep proper accounts and records of all receipts and disbursements of the Federation;
  - 7.6.8 be responsible for the management of the office of the Ontario Teachers' Federation;
  - 7.6.9 designate assignments and responsibilities to the staff of the Ontario Teachers' Federation;
  - 7.6.10 carry out the instructions of the Executive and the Board of Governors of the Ontario Teachers' Federation;
  - 7.6.11 report regularly to the Executive and Board of Governors of the Ontario Teachers' Federation;
  - 7.6.12 sign documents such as deeds, mortgages, conveyances, agreements, leases and other operational documents;
  - 7.6.13 develop a list of candidates for the Board of Directors of the Ontario Teachers' Pension Plan in accordance with bylaw 9.3;
  - 7.6.14 send to members of the Executive at least seven days in advance of a meeting of the Executive written notice of date, time and place of the meeting;
  - 7.6.15 send to members of the Board of Governors a written notice of the date, time and place of a meeting of the Board of Governors,
    - (a) at least 14 days before the date of a regular meeting;
    - (b) at least three days before the date of a special meeting;
  - 7.6.16 attend partners committee meetings as a resource; and

- 7.6.17 perform such other duties as may be assigned by the Executive or by the president.

## **BYLAW 8 FINANCES**

### **Banking**

- 8.1 The bank account(s) of the Federation shall be kept in a chartered bank of Canada, credit union or trust company, as the Executive may designate.
- 8.2 All monies received by the Federation in Trust shall be deposited in a separate Trust account and shall be kept separate from the Federation's own funds.
- 8.3 Payments of accounts, by cheque or electronic funds transfer shall be signed by any two of the secretary-treasurer, the president, and other signing officers appointed by the Executive.

### **Borrowing**

- 8.4 The Executive shall have power to borrow money from any chartered bank, credit union or trust company, either by way of overdraft, discount, loan, or otherwise, and upon such terms as it deems proper, and may hypothecate, pledge, or mortgage any assets of the Federation to secure the indebtedness. All loans or other evidence of indebtedness shall be signed by any two of the following: the secretary-treasurer, the president, and other signing officers appointed by the Executive.

### **Financial Year**

- 8.5 The Federation financial year shall commence July 1 of each year.

### **Auditors**

- 8.6 The Board of Governors shall appoint an auditor or auditors to audit the books and accounts of the Federation annually at the spring meeting of the Board of Governors.

### **Expenses**

- 8.7 The Federation shall pay approved expenses as members of the Board of Governors and of the Executive incur in carrying out their duties under the act, regulation and bylaws.
- 8.8 Each member of the Board of Governors, the Executive, OTF committee or OTF work group shall be reimbursed for attendance at regular and special meetings of the respective Board of Governors, Executive, committee or work group in accordance with the OTF expense guidelines

as approved by the OTF Board of Governors from time-to-time.

- 8.9 Governors-elect shall be reimbursed for attendance at the annual meeting of the Board of Governors in accordance with OTF expense guidelines.

### **General Fund**

- 8.10 Expenditures may be made from the general fund by the Board of Governors, Executive or secretary-treasurer, in accordance with the *Teaching Profession Act* and its regulations and their respective duties as described in the bylaws:
- 8.10.1 by the Board of Governors to finance new programs as they become expenditure lines, to meet over-expenditures in any expenditure category, to finance program changes to the approved current budget and according to bylaws 5 and 9;
- 8.10.2 by the Executive for expenses incurred in accordance with the *Teaching Profession Act* and bylaws 6, 8 and 9, to finance and control expenditures and over-expenditures of individual items within the budget categories; and
- 8.10.3 by the secretary-treasurer as items are approved by the Executive or Board of Governors and in accordance with bylaws 7, 8, and 9.

### **Reserve Fund**

- 8.11.1 There shall be a reserve fund used to finance extraordinary expenditures incurred by the Federation and subject to review every five years by the Board of Governors at the annual meeting.
- 8.11.2 Allocations to the reserve fund shall be determined by the Board of Governors at the annual meeting.
- 8.11.3 Any expenditures from the reserve fund shall be determined by a double majority vote at a meeting of the Board of Governors, providing that a notice of motion has been introduced at a previous meeting.
- 8.11.4 The assets of the reserve fund shall be invested in accordance with the investment policy approved by the Board of Governors.

## Working Capital

- 8.12.1 There shall be working capital to provide bridge financing when expenditure is incurred before revenue is received.
- 8.12.2 A surplus from the general fund may be allocated to working capital, subject to a motion by the Board of Governors.
- 8.12.3 The secretary-treasurer may transfer from working capital, without payment of interest, such monies as may be required to cover operating expenses within the current general fund budget.
- 8.12.4 No expenditures, other than those loans made to the secretary-treasurer to cover operating expenses, may be charged to working capital except by motion of the Board of Governors.

## BYLAW 9 PENSION APPOINTMENTS

### Ontario Teachers' Pension Plan Board of Directors

- 9.1 Pursuant to the *Teachers' Pension Act* and the Partners' Agreement made under it, the Executive of the Federation shall appoint four directors to the Board of Directors of the Ontario Teachers' Pension Plan, subject to ratification by the Board of Governors.
- 9.2 In general, each of the four directors appointed should have pension expertise and expertise in at least one or more of the following:
  - (a) the Ontario Teachers' Pension Plan and the Ontario Teachers' Federation;
  - (b) pension plan benefits and structures;
  - (c) pension finance and investment;The Federation shall ensure that there is a minimum of one appointee with expert knowledge in each of the three areas listed in (a) through (c).
- 9.3 The secretary-treasurer shall develop a list of potential candidates to serve as directors of the Ontario Teachers' Pension Plan. It is understood that the OTF makes the appointments subject to the following process:
  - (a) Names of potential candidates shall be solicited from the affiliates and from other stakeholder groups represented by OTF in the Plan;
  - (b) The selection committee shall be comprised of the committee of general

secretaries and the president, first vice-president, second vice-president and past president of OTF;

- (c) At least six (6) months prior to the commencement of the term of the director(s) to be appointed, the selection committee shall conduct interviews with those directors whose terms expire and those potential candidates for new appointments and make recommendations to the Executive regarding re-appointment(s)/appointments;
  - (d) The final recommendation of the Executive shall be forwarded to the OTF Board of Governors for consideration;
  - (e) The secretary-treasurer shall implement the selection and appointment procedures as approved by the Executive and report new appointments to the Ontario Teachers' Pension Plan Board once ratified;
  - (f) In the case of a vacancy consequent to the death, incapacity, resignation, or removal of a director, the secretary-treasurer shall present recommendations to the Executive according to the selection and appointment procedures.
- 9.4 At least six (6) months prior to the expiration of the term of the Chair of the Board, the Executive shall consider nominations and make recommendations to the Government partner for consideration.
  - 9.4.1 In circumstances in which the current Chair is eligible for re-appointment, the OTF Executive and Government partner may interview the Chair, jointly or separately, prior to making a decision regarding re-appointment.
  - 9.4.2 In circumstances in which the current Chair is ineligible or chooses not to be considered for re-appointment, the Executive shall propose one or more directors for consideration by the Government partner and the partners may, jointly or separately, interview potential candidates for Chair prior to making a decision regarding appointment.
  - 9.4.3 The appointment/re-appointment of the Chair of the Board is a joint responsibility of the Government partner and OTF and requires agreement from both parties.



## Adjudication Committee

- 9.5 The Federation shall appoint teacher representatives to the adjudication committee of the Ontario Teachers' Pension Plan in the following manner:
- (a) ETFO shall appoint, in odd numbered years, a teacher adjudicator to take office on January 1, in even numbered years, and every second year thereafter shall appoint a teacher adjudicator to take office on January 1 of the following year.
  - (b) AEFO, shall appoint, in odd numbered years, a teacher adjudicator to take office on January 1, in even numbered years and every second year thereafter shall appoint a teacher adjudicator to take office on January 1 of the following year.
  - (c) OECTA, shall appoint, in odd numbered years, a teacher adjudicator to take office on January 1, in even numbered years and every second year thereafter shall appoint a teacher adjudicator to take office on January 1 of the following year.
  - (d) OSSTF, shall appoint, in even numbered years, a teacher adjudicator to take office on January 1, in odd numbered years, and every second year thereafter shall appoint a teacher adjudicator to take office on January 1 of the following year.
  - (e) RTO, shall appoint, in even numbered years, a teacher adjudicator to take office on January 1, in odd numbered years and every second year thereafter shall appoint a teacher adjudicator to take office on January 1 of the following year.
  - (f) The appointment procedures shall be determined by the bylaws and procedures of the affiliate involved or RTO.
  - (g) The Secretary of the affiliate and of RTO shall report the appointment to the secretary-treasurer of OTF who shall inform the Chair of the Teachers' Pension Plan Board.

## BYLAW 10 COMMITTEES AND WORK GROUPS

### Committees

- 10.1 There shall be committees as follows:
- (a) Legislation

- (b) Pension
- (c) Teacher Education
- (d) International Assistance
- (e) Budget
- (f) Personnel
- (g) Committee of Presidents
- (h) Awards

- 10.2 The committees shall study and report on such matters as may be:
- (a) referred to them by the Board of Governors and/or the Executive;
  - (b) undertaken by them with the approval of either of the Board of Governors or Executive;
- 10.3 A committee under section 10.1 shall,
- (a) be composed of a representative of each affiliated body, together with the president and secretary-treasurer (or designate) of the Federation; and
  - (b) be convened by the chairperson designated by the Executive following the annual meeting of the Board of Governors.
  - (c) Notwithstanding bylaw 10.3(a), the composition of the teacher education committee shall include a teacher representative from each faculty liaison committee.
- 10.4 The Board of Governors may, by bylaw, establish or terminate committees in addition to those set out in bylaw 10.1 and may, by bylaw, as it considers expedient, terminate any standing committee so established.
- 10.5 A bylaw passed under bylaw 10.4 establishing a committee shall make provision for the composition and terms of reference of the committee.

### Terms of Reference of Committees and Work Groups

#### *Legislation Committee*

- 10.6 The terms of reference of the legislation committee are to:
- 10.6.1 examine and review provincial legislation;
  - 10.6.2 make recommendations to the OTF Executive and Board of Governors with regard to amendments or proposed amendments to legislation or regulations;
  - 10.6.3 make available information regarding legislation to the OTF Executive, Board of Governors and affiliate executives;

10.6.4 review OTF policy and procedures as requested by the Executive and report with recommendations; and

10.6.5 perform any other duty referred by the Executive.

#### *Pension Committee*

10.7 The terms of reference of the pension committee are to:

10.7.1 advise the Executive and the Board of Governors on all matters relating to the Ontario Teachers' Pension Plan;

10.7.2 consult with OTF's consulting actuary and pension counsel;

10.7.3 liaise with the Ontario Teachers' Pension Plan staff concerning Schedule 1 to the *Teachers' Pension Act*, and to promote continuous revision and improvement to ensure Schedule 1 is kept current and accurate;

10.7.4 maintain a registry of topics of concern for pension negotiations received from the Executive and the Board of Governors;

10.7.5 study and report on motions referred by the Executive and the Board of Governors;

10.7.6 study changes and trends concerning pensions with implications for the Ontario Teachers' Pension Plan and report to the Executive and the Board of Governors; and

10.7.7 prepare pension education materials as requested by the Executive.

#### *Teacher Education Committee*

10.8 The terms of reference of the teacher education committee are to:

10.8.1 study provisions for pre-service, in-service and associate teaching in Ontario teacher education institutions, and to make recommendations to the OTF Executive and Board of Governors;

10.8.2 promote dialogue and establish co-operative relationships between OTF and the Ontario teacher education institutions;

10.8.3 ensure that teachers-in-training are aware of professional ethics, rights and responsibilities during the preparation process;

10.8.4 recommend to the OTF Executive proposed changes to faculty of education programs; and

10.8.5 promote and co-ordinate teacher representation on Ontario teacher education

institution committees and to report on their respective activities.

#### *International Assistance Committee*

10.9 The terms of reference of the international assistance committee are to:

10.9.1 provide scholarships or grants to assist students to obtain teacher training in their own countries;

10.9.2 assist and encourage teachers from developing countries:

(a) who will be teaching in their own countries;

(b) who have been sponsored by their own teacher organizations to obtain a special goal; and

(c) who are pursuing further education in Ontario or another part of Canada.

10.9.3 assist schools in developing countries;

10.9.4 advise OTF on matters relating to international educational assistance through liaison with provincial, federal and international agencies; and

10.9.5 consider requests for aid from the Blanche E. Snell Estate Fund and to allocate the monies in this fund.

#### *Budget Committee*

10.10 The terms of reference of the budget committee are to:

10.10.1 act as the OTF audit committee;

10.10.2 meet each year before the end of October:

(a) to review the OTF budget process; and

(b) to review the OTF Budget for the current fiscal year;

10.10.3 draft a balanced annual budget for submission to the January Executive meeting;

10.10.4 include in the draft budget:

(a) a preliminary report on any assumptions

that may have been used in preparation of the budget; and

(b) a recommendation for the OTF fee for the next fiscal year.

10.10.5 present the draft budget, including the proposed OTF fee, to the winter meeting of the Board of Governors for consideration and amendment;

10.10.6 present the final draft budget for approval at the spring meeting of the Board of Governors; and

- 10.10.7 make suggestions to the Executive and Board of Governors to keep the budget within estimated fee revenue.

#### *Personnel Committee*

- 10.11 The terms of reference of the personnel committee are to:
- 10.11.1 act as the negotiating committee in negotiations with the secretary-treasurer and the secretariat staff, with the past president acting as chair;
- 10.11.2 offer advice to the secretary-treasurer regarding negotiations with OTF staff other than secretariat;
- 10.11.3 interview and recommend candidates for secretariat positions; and
- 10.11.4 report to the Executive on matters within the committee's terms of reference.

#### *Committee of Presidents*

- 10.12 The terms of reference of the committee of presidents are to:
- 10.12.1 study those matters referred to it by the OTF Executive;
- 10.12.2 study those matters identified by committee members; and
- 10.12.3 report to the Executive on matters within the committee's terms of reference.
- 10.12.4 The OTF President shall act as Chair.

#### *Awards Committee*

- 10.13 The terms of reference of the awards committee are to:
- 10.13.1 establish, and periodically review, the criteria for the Teaching Awards, and such other Awards as may be established from time-to-time by the Executive or Board;
- 10.13.2 assess award submissions and determine the recipients of awards as requested by the Executive; and
- 10.13.3 advise the Executive on matters related to OTF awards and recognitions.

#### **Work Groups**

- 10.14 Work groups may be established or terminated by motion of the Executive or Board of Governors.
- 10.15 Any motion establishing a work group shall include the composition and terms of reference of the work group.

- 10.16 Work groups include affiliate staff work groups established by the Executive to assist or advise in fulfilling the duties of the Ontario Teachers' Federation.

- 10.17 Work groups shall report to the Executive through the secretary-treasurer (or designate).

#### **BYLAW 11 FELLOWSHIPS**

- 11.1 A Fellowship in the Ontario Teachers' Federation may be awarded by the Board of Governors.
- 11.2 A maximum of ten (10) Fellowships may be awarded in any Federation year.
- 11.3 The OTF Executive may nominate for Fellowship a person who is not a member of OTF. No more than one such nomination may be made in each year.
- 11.4 Each affiliate may nominate up to two (2) candidates for Fellowship in the affiliate member category each year and may, additionally, recommend a candidate or candidates for Fellowship in the non-member category.
- 11.5 Any Fellow may submit names for consideration to the OTF Executive in the affiliate member category or in the non-member category.
- 11.6 Affiliate members, past members, current or former affiliate staff or affiliate executive members are eligible to become Fellows.
- 11.7 Fellowship in the Ontario Teachers' Federation shall be conferred on any nominee who, in the opinion of the Board of Governors, has:
- (a) given outstanding service to the Ontario Teachers' Federation, and/or;
  - (b) given outstanding service to publicly funded education, and/or;
  - (c) has enhanced the image of women in the field of education, and/or;
  - (d) has advocated for equity/inclusivity for all students and/or;
  - (e) has advocated social issues and human rights.
- 11.8 The outgoing president of OTF shall be appointed a Fellow at the annual meeting at which retirement from the position of president takes place.

- 11.9 The OTF Executive may, at a meeting prior to the spring meeting of the Board of Governors, determine up to nine (9) candidates such that each affiliate is ensured that one (1) of the candidates nominated by that affiliate shall be granted Fellowship and that the second candidate, where one is nominated by an affiliate, is ensured consideration at the spring meeting of the Board of Governors.
- 11.10 The OTF Executive may, at the meeting described above, by resolution recommend up to one (1) non-member candidate for Fellowship.
- 11.11 The OTF Executive shall report up to four (4) candidates for Fellowship at the spring meeting of the Board pursuant to section 11.9 above and may recommend up to five (5) additional candidates for consideration.
- 11.12 The Board of Governors shall, by secret ballot and simple majority, vote on the remaining affiliate candidates and non-member candidate for Fellowship in the Ontario Teachers' Federation at the spring meeting of the Board of Governors.
- 11.13 Those candidates approved for Fellowship in accordance with sections 11.11 and 11.12 above shall be:
- (a) invited to attend the President's Banquet of the Ontario Teachers' Federation at Federation expense and shall be presented to the Board of Governors to receive the award;
  - (b) be given a diploma together with a memento suitably inscribed for the occasion;
  - (c) have a photograph and a printed copy of the citation mounted on a single page and kept in a properly inscribed folder for display at every annual meeting of the Board of Governors;
  - (d) be deemed to be an honorary member of the Ontario Teachers' Federation and may be present at meetings of the Board of Governors without the right to vote; and
  - (e) be entitled and encouraged to use the letters FOTF.

## BYLAW 12 POLICIES

- 12.1 A policy statement reflects the fundamental beliefs that guide the action of the Federation and provides guidance on issues over which the Federation does not have complete control.
- 12.2 An OTF policy may be established, amended or rescinded by a double majority vote.
- 12.3 The Board of Governors shall endeavour to reach agreement in matters of policy and ensure that sufficient time is given all affiliates to discuss the proposed policy, in an effort to reach agreement. This having been done:
- 12.3.1 matters brought up in discussion at a Board of Governors' meeting with the view to establishing an OTF policy, and to which any one or more affiliates cannot agree, must be referred to all the affiliates for further study; and
  - 12.3.2 when matters brought up in discussion at a Board of Governors' meeting with the view to establishing OTF policy are referred to the affiliates for study, the Board of Governors may decide on a time limit for the affiliates to bring forth their views before a vote is taken.

## BYLAW 13 AMENDMENTS TO THE ACT, REGULATIONS AND BYLAWS

### Proposed Amendments to the *Teaching Profession Act*

- 13.1 Before the Ontario Teachers' Federation may request the Government of Ontario through the Legislature to amend the *Teaching Profession Act*, the proposed amendments shall have been approved:
- 13.1.1 by a double majority vote, provided that notice of motion of the proposed amendment has been sent by the secretary-treasurer to the secretaries of the affiliated bodies at least 30 days prior to the meeting; or,
  - 13.1.2 by a nine-tenths vote of the members registered at a meeting of the Board of Governors, a previous notice not having been given.

### Proposed Amendments to the Regulation made under the *Teaching Profession Act*

- 13.2 Before the Ontario Teachers' Federation may request the Ministry to amend the Regulation



made under the *Teaching Profession Act*,  
the proposed amendments shall have been  
approved:

- 13.2.1 by a double majority vote, provided that notice of motion of the proposed amendment has been sent by the secretary-treasurer to the secretaries of the affiliated bodies at least 30 days prior to the meeting; or,
- 13.2.2 by a nine-tenths vote of the members registered at a meeting of the Board of Governors, a previous notice not having been given.

**Amendments to the Bylaws of OTF**

- 13.3 Bylaws may be amended:
- 13.3.1 by a double majority vote, provided that notice of amendment was provided at the previous, regularly scheduled meeting of the Board of Governors; or
- 13.3.2 by a nine tenths (9/10) vote such notice having not been provided.



January 2015