

By-Laws, Policies and Procedures of the Wellington Unit of the  
Ontario English Catholic Teachers' Association.

Amended on Nov. 24, 2014 at the Unit Fall General Meeting

## A. BY-LAWS

- Article I        -General
- Article II       -Unit Organization
  - Section 1       -Unit Executive
  - Section 2       -Duties of the Unit Executive
  - Section 3       -Duties of Unit Executive Officers
  - Section 4       -Association Representatives
  - Section 5       -Duties of Association Representatives
  - Section 6       -Reps Council
  - Section 7       -Unit General Meetings (highest authority of the Unit)
  - Section 8       -Committees and Other Appointments
- Article III       -Ammendments to By-Laws

## B. Policies

1. Transfer of Information
2. Officer Honorarium
3. EduFund
4. Amendments to Policies

## C. Procedures

1. Unit Elections
2. Association Representatives (Association Reps)
3. Committees/Work Groups
4. Delegates to the Annual General Meeting
5. Expenses
6. Solidarity Fund
7. Amendments to the Procedures

All References to the Association Handbook numbering refer to the 2014-2015 edition

## A. BY-LAWS

### Article I -General

1. The name of the Unit shall be the ONTARIO ENGLISH CATHOLIC TEACHERS' ASSOCIATION WELLINGTON Unit hereinafter known as the unit.
2. The objects of the Unit shall be those defined in the Association Handbook (Constitution section 1.4)
3. The unit membership shall include:
  - a) teachers employed in the elementary panel by the Wellington Catholic District School Board for the regular school day program;
  - b) teachers employed in the secondary panel by the Wellington Catholic District School Board for the regular school day program;
  - c) teachers employed by the Wellington Catholic District School Board seconded to an educational position;
  - d) teachers employed by Wellington Catholic District School Board as an occasional teacher;
  - e) teachers employed by Wellington Catholic District School Board for a continuing education program;
4. A minimum of two (2) general meetings shall be held annually, including the unit annual general meeting.
5. Robert's Rules of Order shall be used at all unit meetings where they are not inconsistent with the provincial and unit by-laws, or any special rules of order the unit may adopt.
6. The unit by-laws, policies and procedures are to be consistent with the Association Handbook and are not to contravene its constitution, by-laws, policies or procedures.

## Article II - Unit Organization

### Section 1 - Unit Executive

1. The executive of the unit shall consist of: President, Immediate Past President, Vice-President (from Secondary), Vice-President (from Elementary), Vice-President (from Occasional), Treasurer, Secretary, and Councillors (a maximum of 5). The Immediate Past President shall be a non-voting member of the executive.
2. The Unit Executive may add an additional councillor, for the term of that Executive, to fill a need in the make-up of the Unit Executive. This requires a nine-tenths (9/10) majority of the Unit Executive. The additional councillor will have the full privileges and responsibilities of the office.
3. The term of office for President and Treasurer shall be two (2) years with election for these positions held in odd numbered years. The term of office for Vice Presidents (Secondary and Elementary) shall be two (2) years with election for these positions held in even numbered years. The term of office for all other Unit Executive positions shall be one (1) year.

4. The President shall have a minimum of 100% release and each of the vice presidents (from Elementary & Secondary) shall be released a minimum of 50%. Where additional time is available, the executive may assign appropriate additional duties as required. The Vice President (from Occasional) shall be released a minimum of twenty (20) days. The Treasurer shall be released a minimum of twenty (20) days (~ 2 per month).

5. Designation of First Vice President:

a) The Vice President from the panel opposite (ie elementary or secondary) the President will be considered the First Vice President.

b) If the President is from the Occasional panel, the designation of First Vice President will be given to the VP from Elementary or Secondary who: (in order)

i) has the most experience, as a member of the Unit Executive.

ii) has the most seniority with this Board.

iii) by lot.

6. In the event that a position on the Unit Executive becomes vacant:

a) On or before November 1<sup>st</sup> – a by-election will be held at the Fall General Meeting.

b) After (date of a) above) the Executive shall consider the following options, in order:

I. a by-election may be called with a simple majority of the Unit Executive.

II. the position may be left vacant, if this action is supported by a two-thirds (2/3) vote of the Unit Executive.

III. the position may be filled by a candidate, nominated by any member of the executive, with a two-thirds (2/3) vote of the Unit Executive.

7. A Vice-President, from a panel, who switches panels during their term of office, must resign the position.

## Section 2 - Duties of the Unit Executive

The duties of the unit executive shall be as defined in the Association Handbook (By-laws 2.105) and:

- a) to hold general meetings each year as required.
- b) to hold executive meetings at least once a month during the school year;
- c) to hold Reps Council meetings once a month, excluding December and June;
- d) to appoint unit committee/work group chairpersons at the first executive meeting after taking office, whenever possible;
- e) to ensure that no member running for executive office, nor the current President, serve as the chairperson or as a member of the nominations/elections committee;
- f) to name a representative at the school board meetings whenever it is deemed necessary, who reports to the executive;
- g) to receive committee reports and take whatever action it deems necessary;
- h) to present the unit budget for membership approval each year;
- i) to conduct an orientation workshop for all teachers new to the board concerning aims, objectives, by-laws, constitution of our Association and parliamentary procedure;
- j) to notify the board of the results of the ratification vote;
- k) to censure any executive member who fails to attend consecutive meetings;
- l) to keep informed and seek advice, where necessary, from any member of the unit who may be an Association provincial officer, a provincial or OTF committee chairperson or member of the OTF Board of Governors;
- m) to receive and approve all finances;
- n) to ensure that the terms for release time for president and other officers are contained in the collective agreement.
- o) to attend Unit Executive meetings
- p) to attend the Reps Council meetings.

## Section 3 - Duties of Unit Executive Officers

The duties of unit executive officers are as defined in the Association Handbook (By-laws 2.116) and:

### 1. Past President (if active on the Unit Executive)

- a) to assist the executive in all levels;
- b) to be a member of the nominating committee;
- c) to ensure that the by-laws and procedures of the unit are followed and to recommend amendments.

### 2. President (By-laws 2.116) and:

- a) to be the official spokesperson for all matters to be released to the media;
- b) to ensure that a minutes book be kept for all financial motions for audit.
- c) transfer information, passwords, equipment and computer files to new officer when term ends.

### 3. Vice-Presidents (By-laws 2.117) and:

- a) to coordinate the program for staff representatives;
- b) in conjunction with the unit president, to be responsible for the preparation of delegates to the AGM;
- c) the First Vice-President will be the unit's second representative at the Council of

Presidents.

d) transfer information, passwords, equipment and computer files to new officer when term ends.

4. Treasurer: (By-laws 2.118) and:

- a) to work with the finance committee in the preparation of the unit budget;
- b) to present a financial statement at executive meetings;
- c) to prepare motions for executive meetings for expenditure approvals.
- d) to serve as one of the unit signing officers.
- e) transfer information, passwords, equipment and computer files to new officer when term ends.

5. Secretary (By-laws 2.119) and:

- a) to take the minutes of unit meetings, noting especially motions carried, with mover and seconder.
- b) transfer information, passwords, equipment and computer files to new officer when term ends.

6. Councillors (By-laws 2.120)

#### Section 4- Association Representatives

1. Each school shall elect one (1) or more representatives to serve on the Unit Reps Council.

2. Teachers who are not assigned to a specific school shall elect one (1) or more representatives to the Unit Reps Council.

3. Occasional Teachers shall elect one (1) or more representatives to serve on the Unit Reps Council.

#### Section 5 – Duties of Association Representatives

The duties of the Association representatives are as defined in the Association Handbook (By-laws 2.120) and:

- a) to attend meetings of the Reps Council as called by the executive. In the event that an elected representative is unable to attend, another staff member may be sent as a replacement;
- b) to be informed about issues, programs, procedures, services and activities etc. pertaining to the unit and to the provincial association;
- c) to encourage staff members to participate in Association activities;
- d) to assist staff members in understanding their rights and responsibilities in consultation with the unit office;
- e) to notify the unit office regarding births, deaths, marriages;
- f) to bring to the attention of the appropriate executive members those matters requiring attention as requested by staff members;
- g) to ensure that staff members are aware of appropriate sections of the collective agreement.

## Section 6 – Reps Council

1. The Reps Council consists of the Unit Executive and the Association Representatives.
2. The voting members of the Reps Council shall be the Unit Executive, one Association Representative from each school, one Association Representative from the teachers not assigned to a specific school and two Association Representative from the from the Occasional Teachers.

## Section 7 – Unit General Meetings (highest authority of the unit)

1. Notice of meeting and the major agenda items shall be sent to the membership at least five (5) working days prior to the meeting date except in the case of emergency meetings.
2. A quorum at all meetings shall be those members present. When the meeting has been called to order the chairperson shall announce the number of members present. A quorum shall continue until the number of members present is less than fifty (50) per cent of the announced number.
3. The executive may appoint a steering committee and a speaker for all general meetings. The duty of such a committee shall be to assist the speaker in bringing forward motions and new business.
4. At least two (2) unit general meetings shall be held annually,
  - a) Fall - for budget, resolutions to provincial AGM and changes to the unit by-laws,
  - b) Spring – Unit annual general meeting budget, election of open positions and changes to the unit by-laws.

## Section 8 – Committees and Other Appointments

1. The following Standing committees may be appointed by the executive annually:
  - a) Awards;
  - b) Beginning Teachers;
  - c) Benevolent;
  - d) Communications;
  - e) Employee Assistance Program;
  - f) Elementary / Secondary Schools;
  - g) Finance;
  - h) Human Rights;
  - i) Legislation;
  - j) Occasional Teachers;
  - k) Personnel;
  - l) Political Action;
  - m) Professional Development;
  - n) Annual In-Appreciation Banquet;
  - o) Social

- p) Nominations
- q) Women's Issues committee

2. The Unit Executive may appoint work groups and committees as ad hoc committees that may be dissolved upon completion of assignment or task by an executive motion. If the need continues, the Executive may include this committee in the list of standing committees.

3. The Unit Executive will appoint, annually, unit representative(s) to:

- a) Health & Safety Committee,
- b) Catholicity Council,
- c) Wellness Committee,
- d) any other committee where an appointment is required or approved by the Executive.

4. The Unit Executive shall appoint, annually:

- a) An Election Chair and scrutineer(s) at least one month before the opening of nominations.
- b) An Appeals Committee consisting of three (3) non local members, including but not limited to:
  - an executive member of a neighbouring OECTA Unit
  - a non-teaching community member
  - a retired executive member

These appointments shall be to people who have no stake in the outcome of the Unit elections.

## Section 9 – Duties of Committees and Other Appointments

1. Committees:

a) Awards Committee

- i) to receive names for the Awards of Merit, the 25 Years-in-One Award, the Lifetime Achievement Award, the Special Recognition Award for the Association Rep and any other awards or new awards created by the unit executive;
- ii) to nominate individuals to the unit executive and at a unit general meeting for consideration for Provincial Life or Honorary Membership and other OECTA Awards;
- iii) to prepare applicable resume(s) of nominee(s) to accompany nomination(s);
- iv) to present the names of award recipients to the executive for approval;
- v) sitting executive members will not receive any Wellington OECTA awards except 25 Years-in-One Award.

b) Beginning Teachers Committee

- i) to coordinate an annual in-service/orientation event for beginning teachers ;
- ii) to ensure that beginning teachers are provided with a copy of the Association Beginning Teacher's Handbook;
- iii) to promote the "OECTA: The Next Generation" Beginning Teachers Conference within the unit.

c) Benevolent Committee

- i) to be responsible for appropriate tributes for births, marriage, grave illness, bereavement etc. within the membership;
- ii) to forward receipts to the unit treasurer for payment.



d) Communications Committee

- i) to assist the editor in the selection of scripts for publication;
- ii) to publish a newsletter, Wellington Works, approximately once a month;
- iii) to assist in the maintenance of the unit's web page.

e) Employee Assistance Program

- i) to develop procedures for and implement jointly with the Board an employee assistance program;
- ii) to monitor the Employee Assistance Program.

f) Elementary/Secondary Schools Committee

- i) to identify elementary/secondary school needs and concerns; ii) to make recommendations and reports to the unit executive;
- iii) to seek approval of the unit executive on future actions;
- iv) to make known the professional development needs of secondary and elementary school teachers to the Professional Development Committee to raise the profile of the Association among members.

g) Finance

- i) to make recommendations to the unit executive in regard of financial policies and procedures for the unit;
- ii) to assist the unit treasurer in preparing the budget;
- iii) to make recommendations regarding unit levy(s) and investments;
- iv) to meet four (4) times per year as follows:  
September - to assist in preparing a balanced budget prior to the presentation to the unit executive and the unit general meeting;  
January/February - to review the financial position of the unit;  
April/May - to review the unit budget and to prepare for the unit AGM;  
June - to review the past year and to outline plans and changes for the next financial year.

h) Human Rights Committee

- i) to assist in the development of curricula that promotes the elimination of discrimination;
- ii) to prepare and provide workshops on various topics related to human rights and equity issues;
- iii) to make recommendation to negotiating committee through the unit executive;
- iv) to be knowledgeable about current legislation pertaining to human rights, and be prepared to assist the unit and board to follow the requirements of the legislation.

i) Legislation Committee

- i) to study and report on all matters that pertain to the unit by-laws and procedures.  
It shall be responsible for submitting such matters to the unit executive for approval prior to presentation at unit general meetings;
- ii) to receive all resolutions submitted from the schools, unit executive, or individuals;
- iii) to present resolutions to the provincial office at the first unit general meeting of each year. Such resolutions must be received by and must be approved by the membership at the unit general meeting.
- iv) The committee shall be empowered to:
  - read, analyze, clarify, reword and combine resolutions;
  - return to sponsors resolutions requiring clarification;
  - return to sponsors resolutions which are presently OECTA or OTF policy;
  - refer to appropriate committees for recommendations requiring study or local action.

j) Occasional Teachers' Committee

i) to inform the executive about needs of occasional teachers.

k) Personnel Committee

- i) to make recommendations concerning the office staff, their engagement and dismissal, to the unit executive;
- ii) to make recommendations concerning the salary and working conditions of the office staff to the unit executive;
- iii) to make recommendations to the unit executive regarding working conditions and compensation of members on leaves of absence to work for the local unit;
- iv) to make recommendations on other personnel matters, as requested by the unit executive.

l) Political Action Committee

- i) to provide programs or activities as needed for teachers' views to be expressed to government locally;
- ii) to be informed about political developments pertaining to education.

m) Professional Development

- i) to provide a program of professional development for teachers of the unit based on the needs and interests of the membership;
- ii) to present the budget request to the finance committee which includes expenses and income in cases where funds may be forthcoming (e.g. registration fees);
- iii) to recommend to the unit executive a plan of the number of activities, topics, dates and speakers for the year;
- iv) to allocate funds for individual professional development as determined by criteria approved by the unit executive. (Some units provide for individual members in addition to the "one per unit" provincial funds for attendance at provincial conferences or for attendance at other conferences.)

n) Annual In-Appreciation Banquet;

- i) to plan and organize a function to honour the Association members who:
  - retire each year
  - receive Unit awards as defined in Section 9 a) i).

o) Social Committee

- i) to be responsible for social activities within the unit;
- ii) to present to the unit executive a detailed financial statement for each event.

p) Nominations Committee

- i) to work with the Election Chair (see below) to help prepare a slate of nominees and oversee the election process.

2. Other Appointments:

a) Election Chair:

- i) To chair the nominations committee;
- ii) to oversee the election process in accordance with the Unit Procedures and the Association Handbook;
- iii) to answer or rule on member inquiries regarding the election process;
- iv) to communicate, on behalf of the Unit, with provincial office regarding the election process and/or voter or candidate eligibility;

v) to be released for active election days.

b) Election scrutineer(s):

i) To serve on the nominations committee;

ii) to set up, operate and report on the election system;

iii) to communicate to the election chair and unit executive results and pertinent information about the election system.

iv) to be released for active election days.

c) Election Appeals Committee:

i) to hear an appeal by a member regarding the ruling of the Election Chair;

ii) to communicate to the election chair and unit executive pertinent information and ruling of appeal.

#### Article III – Amendments to By-Laws

The by-laws may be established, amended, rescinded or suspended by a two-thirds (2/3) vote of the members present at a general meeting provided notice of the proposed change has been distributed to the members at least ten (10) calendar days prior to the unit general meeting.

#### B. Policies

##### 1. Transfer of Information

a) At least one full day of release will be provided to meet and transfer information when outgoing and incoming to office for these positions:

i) President;

ii) Vice president (elementary and secondary)

iii) Treasurer.

b) At least half day of release will be provided to all signing officers when outgoing and incoming to office to modify signatory information for unit banking and other business information.

c) At least one half day of release will be provided to meet and transfer information when outgoing and incoming to office for this position:

i) Secretary.

## 2. Officer Allowance

a) Any executive receiving an allowance, honorarium or release time funded by unit and/or association shall be presented to membership at annual general meeting by listing the following:

- i) Name;
- ii) position;
- iii) amount;
- iv) funding source (local, provincial).

## 3. Solidarity and Support

a) That in any fiscal year a minimum of 2% of the Unit's net revenue, as of the Unit Budget meeting, be allocated to a Solidarity Fund.

b) It shall be the policy of the Unit to allow members seeking municipal, provincial or federal office to seek sponsorship from the Unit. Any member obtaining such sponsorship will be allowed, upon request, financial support up to the legal limit.

## 4. Amendments to Policies

Policies may be established, amended, rescinded or suspended by:

a) a two-thirds (2/3) vote of the membership present at a general meeting provided notice has been given at least ten (10) calendar days prior to the general meeting;

b) a four-fifths (4/5) majority of the unit executive, subject to ratification at the next unit general meeting.

## C. Procedures

### 1. Unit Elections

a) a) The unit executive, except for the Vice-President (from Occasional), shall be elected before or at spring annual general meeting of the unit. This meeting shall take place before June 30th of each year. Every attempt will be made to ensure that the election date falls in May, prior to Victoria Day. The councillors shall be elected at the spring annual general meeting.

b) The Vice-President (from Occasional) shall be the OTBU President who is elected by the Occasional Teachers at their Annual Election Meeting. It is understood that the incumbent, if still eligible for the position, will hold the position until the election or in the case of a June election July 1st.

c) A candidate for a Vice-President position must be a member of that panel at the time of the election.

d) The Election Chair shall:

- i) chair the Nominations Committee
- ii) receive nominations from any member, in writing, for the unit executive offices, as outlined in the Unit Procedures;
- iii) prepare a slate of nominees for the offices of president, vice-presidents, treasurer, secretary, and councillors;
- iv) present the slate of nominees for all contested positions.

e) Any inquiries regarding the election process and/or voter or candidate eligibility shall be directed to Election Chair.

f) In the event that a member wishes to appeal the decision of the election chair, the question shall be referred to the Election Appeals Committee for a final decision.

g) Nominations for all positions to close 20 calendar days prior to election or closest school day at least 20 days prior.

h) Polls will take place on the election date(s).

#### Election Polls:

Ballot Pres and/or VPs (see year) and/or Treasurer (see year) and Secretary

Ballot may be electronic or school based or polling stations as determined by the Nominations Committee.

i) Candidates profiles will be submitted for publication in Wellington Works and/or on Website/email 10-12 calendar days before elections.

j) The order of elections on the ballots (if required) will be:

1. President
2. Vice-Presidents (Elementary and Secondary)
3. Treasurer
4. Secretary
5. Councillor

l) A 'declared candidate' is one who has met the nomination deadline

m) 'Drop-down' will be allowed from the position of president, vice president, treasurer or secretary to councillor only.

n) Nominations from the floor are permitted only if the number of 'declared candidates' plus any candidates who exercise their right to 'drop-down' is less than the number of positions.

o) Elections, for a position, will be held if the number of 'declared candidates' plus any candidates who exercise their right to 'drop-down' is greater than the number of positions.

p) In the event that there are no 'declared candidates' and no nominations from the floor for a position, there will be no election at this time.

q) Voting shall be by secret ballot for contested positions.

r) Polls (if required) at the AGM will remain open until at least 30 minutes before and after the scheduled start time of general election meeting.

s) In the event of a tie in the voting for a position on the Unit Executive, a recount of the ballots will occur under the direction of the Election Chair, with a representative for each candidate present to act as a scrutineer. If a tie still exists, a flip of a coin shall be used.

t) Any member whose name does not appear on the voter list shall be permitted to vote, but the ballot shall be placed in a sealed envelope and sequestered. The member's name shall be recorded. A sequestered ballot(s) shall only be opened in the event that it may affect the outcome of the election. Prior to opening the ballot, the election chairperson must be able to verify that the voter is a teacher in the board and a member of the unit. If this cannot be confirmed then the ballot shall not be counted.

u) The Election Chair shall announce the members of the new executive at the spring annual general meeting.

v) The Unit's Secondary and Elementary Release Officers shall be deemed to be elected to corresponding positions on the bargaining unit executive.

w) No campaigning will occur during the regular school instructional hours.

## 2. Association Representatives (Association Reps)

a) All Association Reps (school based, non-school based and Occasional) shall be elected by September 15th of each year; and all staff shall be given 48 hours notice by email of their OECTA Staff Rep election meeting.

a) To qualify as a candidate for Association Rep, a teacher shall be a member of the group he/she represents, at the time of the election;

b) In electing Association Reps, it is strongly recommended that the teacher have a permanent contract with the board.

d) When an election is required it will be by secret ballot.

## 3. Committees/Work Groups

General Guidelines: the following shall apply to all committees/work groups of the unit.

a) Chairpersons shall be appointed by the executive;

b) Members of all committees/work groups shall be appointed by the executive on an annual basis;

c) Each committee/work group shall report through its chairperson to the executive;

d) Each committee/work group shall be responsible to the executive;

e) Chairpersons shall present to the finance committee/work group or treasurer, in writing, a budget request for the year by September 30th.;

f) All financial transactions conducted by committees/work groups shall be directed to the unit treasurer;

g) All committees/work groups shall seek approval of all meetings and related expenses from the executive;

h) In general, each committee/work group shall be made up of members. An executive liaison member shall be assigned to each committee by the executive.

i) The committees/work group shall take office on September 15th of each year, or at time of

- appointment after that date.
- j) Members of each committee shall receive copies of the minutes and/or reports of their respective meetings.
  - k) Committee chairpersons shall present the minutes and/or reports of committee meetings to the executive for appropriate action.
  - l) The unit executive may establish a committee or work group as may appear necessary from time to time.
  - m) The finance committee shall be formed at the June executive meeting.
  - n) The treasurer shall serve as a member of the finance committee.

#### **4. Delegates to the Annual General Meeting**

The Supreme Body of the Association is the Annual General Meeting that makes the policy by which the members are governed. Therefore, the unit has the responsibility to select the delegates to represent the members of the unit at the Annual General Meeting. In the selection of delegates, the following guidelines shall be considered:

- a) Delegates will be considered in the following order of priorities:
  - i) Executive members
  - ii) Association representatives
  - iii) Committee members
  - iv) Membership-at-large
- b) The final approval and selection of all delegates shall be the responsibility of the unit executive.
- c) If one or more delegates are generated as a result of the occasional teacher membership in the unit, such delegate(s) shall be occasional teacher(s) and selected according to 2.24.3.1, to 2.24.3.4, in the Association Handbook.
- d) All delegates and alternates are obliged to attend all sessions, except in cases of emergency as approved by the head of delegation.

#### **5. Expenses**

- a) All expenses shall be paid in accordance with the provincial guidelines.
- b) All expenses must be approved, in advance, by the local executive unless other arrangements have been agreed upon by the member and the executive.
- c) All claims shall be submitted, within ninety (90) days to the treasurer.
- d) Mileage shall be paid to committee members upon receipt of an itemized claim. This will be extended to those committee members attending authorized meetings and conducting authorized committee business.
- e) i) Hotel accommodation expense is based on double occupancy, whenever possible. ii) When making hotel reservations, members are expected to request and use the corporate rate available to OECTA members at many hotels.

#### **6. Solidarity Fund**

The Terms of reference for administering the Solidarity Fund shall be:

- a) Grants shall be a maximum of \$200 per organization/cause/person per year.

b) Requests shall be brought forward by members or past members. A member may make only one request per year, unless extra funds remain in the fund at the end of the year (End of May).

c) Grants will not be for individual students.

d) Causes shall have an educational connection.

e) Grants subject to approval by the executive.

## **7. Transfer of Information**

All outgoing officers, treasurers, secretaries, committees are obligated to transfer in good readable order to their counterpart who is incoming: The paper files, digital files, equipment, passwords, account access, account locations and other information known and recorded, such as but not limited to:

a) Most updated files paper & electronic;

b) significant deadlines, forms and processes;

c) common practises;

d) accounts & expenses;

e) committee lists & members w/ past projects & next steps;

f) access passwords - phone, computer, email accounts;

g) transfer of names on the accounts for general operations - accounts receivable (phones, phone line, cable, rogers, photocopier, shredding, rent, etc....);

h) most current concerns and pressing issues, recurring concerns;

i) parting gifts;

j) duties, job description, responsibilities;

j) list of current expenses & policies;

k) list of outstanding grievances

## **8. Transfer of Property**

All Officers, treasurers, secretaries, committees and other members handling funds or other property of the Local Union must turn over all funds, property and records to their successors

## **9. Amendments to the Procedures**

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

a) a two-thirds (2/3) vote of the membership present at a general meeting provided notice has been given at least ten (10) calendar days prior to the general meeting;

b) a four-fifths (4/5) majority of the unit executive, subject to ratification at the next unit general meeting.