

**BY-LAWS
FOR
THE ONTARIO COUNCIL FOR TECHNOLOGY EDUCATION**

(Reviewed and Revised, May, 2008)

The By-Laws are considered to be an addendum to the Constitution for the Ontario Council for Technology Education, hereafter referred to as O.C.T.E. These By-Laws are to provide operating procedures to issues, policies, and directions not covered within the body of the Constitution for O.C.T.E. The same directions outlined for the Constitution will guide amendments to the By-Laws.

Article 1: Membership

The O.C.T.E Executive reserves the right to deny or suspend membership to any person or organization who, in a majority consensus of the Executive, is not acting responsibly within the mandate of O.C.T.E.

Article 2: Disputes

Any person(s) or organization(s) that is in dispute with the decisions of the Executive, if requested, shall be given an audience with a quorum of the Executive to appeal the decision. The results of a secret ballot, conducted in the presence of the person(s) or organization, shall be binding.

Article 3: Voice for O.C.T.E.

No one person or persons from the Executive or membership of O.C.T.E. shall be a spokesperson(s) for policies and issues specific to operations and directions of the Council unless so directed by a majority consensus of the Executive. All inquiries about operations and directions, unless established as policy, shall be directed to the Chair, who will seek direction from a majority consensus of the Executive for appropriate answers to the inquiry.

Article 4: O.C.T.E. Logo

No District School Board, school, or outside organization, will be granted use of the O.C.T.E. Logo in any publication that might be deemed as lending support to the directions of the Board, school, or organization, unless in receipt of written permission from the Executive of O.C.T.E. In addition, written permission must be obtained from the O.C.T.E. Executive for any person, group, or organization to place their logo on any publication deemed the property of O.C.T.E. Permissions will be determined by majority consensus of the Executive.

Article 5: Publications

All publications (curriculum documents, resources, etc.), written by the O.C.T.E. membership shall, unless funded through outside sources, be deemed to be the property of O.C.T.E. Documentation funded solely by O.C.T.E. sourcing will be subject to copyright statements within each document and must not be distributed, sold, or in any other means, provide profit to persons or organizations both within and outside the O.C.T.E. membership.

Article 6: Attendance at Executive Meetings

The O.C.T.E. Chair will strive to set meeting dates to coincide with the schedules of the Core Executive. The Core Executive includes: Education and Industry Chairs, Past Chair(s), Vice-Chairs, Executive Secretary, and Treasurer. O.C.T.E. takes the position that attendance of the Core Executive at Executive meetings as mandatory for a professional and constructive facilitation of O.C.T.E. business. Sub-Committee Chairs are not mandated, but encouraged to attend each Executive meeting. In lieu of attendance by Sub-Committee Chairs, a written, oral, or nil report should be provided to the Vice-Chair

responsible for that Sub-Committee and with a copy to the Secretary, prior to the meeting. In circumstances where a member of the Core Executive is not, through conflict, distance of travel, or personal reasons, not able to attend three (3) of the scheduled meetings in a calendar year, he/she may be asked to resign.

Article 7: Conflict of Interest

A member of the O.C.T.E. Executive has a conflict of interest when the member(s), through the performance of his/her Executive duties, at the same time identifies that in the performance of these duties there is the opportunity, either directly or by association, to:

- further his or her personal or professional interests and/or
- be directed by conflicting policies and positions of his/her membership or association with other organizations or associated groups.

A conflict of interest can be identified by:

- the member(s) themselves, or
- a majority consensus of Executive members.

Where a conflict of interest has been identified, the member(s) will voluntarily withdraw from voting on issues in conflict, or by majority consensus of Executive members, be asked to withdraw from voting.

Article 8: Privacy Statement

The Ontario Council for Technology Education (OCTE) respects and ensures that the privacy of its members is maintained. To this end, OCTE has adopted a Privacy Policy to direct the way in which personal information provided by its members is collected and used. The Privacy Policy is consistent with the “Best Practices for the Management of Personal Information” from the Ontario Access and Privacy Office. <http://www.accessandprivacy.gov.on.ca/english/pub/bp.html> . Best Practices include the Collection, Use, Disclosure, Security, Privacy Breach, and Retention and Destruction of personal information.

Definition:

By definition, “personal information” is that recorded information about each OCTE member as an individual Technology Educator, Associate Member, Student Member, or Partner Organization that that is not available in a telephone or business directory.

Collection:

Only information that is required to fulfill the Membership and Registration requirements for OCTE will be collected.

Use:

Personal information will not be used for any other purposes than for which it was collected.

Disclosure:

OCTE membership will have the assurances that the information collected and stored in the OCTE Member’s database will be protected and only used for purposes for which it was collected or for purposes as individual members or Partner Organizations allow.

Security:

Personal information will be kept secure at all times. OCTE, as collectors of personal information, and the assigned Privacy Officer of this information, will respect the privacy wishes of its members.

Privacy Breach:

A privacy breach occurs when personal information, either purposely or inadvertently, is disclosed without permission. A privacy breach must be brought to the attention of the Chair of OCTE immediately.

Retention, Destruction, and Revision:

OCTE will not retain personal information for any individual or partner organization who ceases to be a member or associate member. OCTE will honour any request from the membership of the Council to review his, her, or their data currently within the database and revise as necessary.