



**District 28 Renfrew**  
Ontario Secondary School Teachers' Federation

# **DISTRICT CONSTITUTION**

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# **DEFINITIONS**

**DEFINITIONS**

In this constitution:

1. **"AMPA"** shall mean Annual Meeting of Provincial Assembly.
2. A **"bargaining unit"** shall be those members covered by the same collective agreement.
3. **"Board"** shall mean the Renfrew County District School Board.
4. **"Continuing Education"** is any program offered to students outside of the day program toward OSSDs for secondary school students. Adult day schools and PAL schools are continuing education schools.
5. **"Council"** shall mean the Renfrew County District 28 Council, except where otherwise stated.
6. **"Council members"** shall be members of, and in good standing with, the Ontario Secondary School Teachers' Federation and shall be elected or appointed as prescribed by the bylaws.
7. **"District"** shall mean District 28 Renfrew, OSSTF.
8. **"Executive"** shall mean those members elected at large by the membership at a General Meeting.
9. **"Federation"** shall mean the Renfrew County District Federation membership, except where otherwise stated.
10. **"Occasional teacher"** shall mean a teacher defined as such by the Education Act of Ontario.
11. **"Occasional Teachers' Branch"** shall mean a Branch organization of OSSTF.
12. **"OLRA"** shall mean "Ontario Labour Relations Act".
13. **"OSSTF"** shall mean the provincial Ontario Secondary School Teachers' Federation.
14. **"OTF"** shall mean the Ontario Teachers' Federation.
15. **"Policy"** shall mean a stand or position taken by OSSTF, District 28, Renfrew in accordance with the bylaws on matters whose resolution is beyond the internal legislative power of the District.

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# **ARTICLES**

**ARTICLE ONE - NAME**

- 1.1 This organization shall be known as “OSSTF, District 28, Renfrew” and shall include all members of the Ontario Secondary School Teachers’ Federation employed by the Renfrew County Board of Education.

**ARTICLE TWO - ADHERENCE TO PROVINCIAL OSSTF**

- 2.1 No part of this constitution may contravene any of the constitutions or bylaws of the Provincial OSSTF. If any parts are found to contravene the constitutions or bylaws of the provincial OSSTF, then the provincial constitutions and bylaws shall apply.

**ARTICLE THREE - AIMS OF THE EXECUTIVE AND COUNCIL**

- 3.1 The District Executive and Council shall act in the name of the Federation and shall be responsible for the effective administration within the District of the policy of OSSTF.
- 3.2 The District Executive and Council shall determine and respect the wishes and needs of the membership and ensure that the concerns of the local membership are brought to the attention of OSSTF.
- 3.3 The District Executive and Council shall provide leadership in matters affecting the welfare of the members.
- 3.4 The District Executive and Council shall supervise all committees in the establishment of goals beneficial to the membership in consultation with the committees, and shall assist the committees in their efforts to achieve those goals.
- 3.5 Each Bargaining Unit President shall be responsible for the Collective Agreement or his/her Bargaining Unit.

**ARTICLE FOUR - DISTRICT EXECUTIVE**

- 4.1 There shall be an Executive consisting of the following members: President, 1<sup>st</sup> Vice-President, 2<sup>nd</sup> Vice-President, Secretary-Treasurer, Teacher Bargaining Unit President, Office Managers' Bargaining Unit President and Provincial Councilor. The Past-President and Chief Negotiator will be non-voting members of the Executive. (An individual may occupy more than one office.)
- 4.1.1 Committee Chairs to act as advisors to the Executive, as requested by the Executive.
- 4.2 The Executive shall be structured as prescribed by the bylaws.
- 4.3 The duties of the Executive and its members shall be as prescribed by the bylaws.
- 4.4 The term of office of the Executive shall be July 1 to June 30 of the following year.

**ARTICLE FIVE - COUNCIL**

**5.1** There shall be a District Council consisting of the District Executive and the following additional voting members: Branch Presidents, Educational Services Chair, Human Rights and Status of Women Chair, Communications Political Action Chair, and Occupational Health and Safety Chair.

**5.1.1** The representatives on Council shall abstain from voting on issues relating to the negotiation process outside their own bargaining unit.

**5.2** The Council shall be structured as prescribed by the bylaws.

**5.3** The duties of the Council and its members shall be as prescribed by the bylaws.

**5.4** The term of office of the Council shall be July 1 to June 30 of the following year.

**ARTICLE SIX - COMMITTEES**

**6.1** There shall be District standing committees as designated by the bylaws and special committees, as the Council may from time to time deem necessary.

**ARTICLE SEVEN - FEDERATION**

**7.1** The duties of the Federation shall be as prescribed by the bylaws.

**ARTICLE EIGHT – BRANCH ORGANIZATION**

- 8.1** Each secondary school in Renfrew County (seven high schools plus Continuing Education and the Occasional teachers branch) where Teacher Bargaining Unit members of OSSTF perform their duties shall constitute a Branch of the District.
- 8.1.1** The Occasional Teachers' Branch shall consist of the teachers employed as occasional teachers by the Renfrew County Board of Education in its secondary schools and alternative schools.
- 8.1.2** The Office Managers' Branch shall consist of the office managers employed as office managers by the Renfrew County Board of Education.
- 8.2** Branch Executives shall consist of a President, and can also include a Past-President, Vice-President, Secretary-Treasurer, Communications Political Action Committee (CPAC) Officer, Educational Services Officer, Collective Bargaining Committee Officers, Human Rights and Status of Women Officer, Health and Safety Officer and Parent Council representative.
- 8.3** Office Managers' Executive shall be defined in the OSSTF, District 28, Office Managers' Constitution.
- 8.4** The Branch Executive shall be elected by an annual Branch General Meeting called by the Branch President no later than June 30 of the year before which they are to take office.
- 8.5** The duties of the Branch Executive shall be consistent with their bargaining unit and Provincial bylaws.

**ARTICLE NINE - BYLAWS**

- 9.1** The District, at the Annual General Meeting, provided that there has been fifteen (15) school days prior notice given to the Secretary-Treasurer, who will make them available to Branches ten(10) school days prior to the meeting, may pass bylaws or revisions thereto not inconsistent with the Constitution concerning:
- 9.1.1** the procedure for the election of its various office holders;
  - 9.1.2** the formation of District and Branch organizations;
  - 9.1.3** the management of its property and its own internal organization and administration;
  - 9.1.4** the time, place, and conduct of the annual and other meetings of the Federation;
  - 9.1.5** the establishment, amendment, and rescission of District policy;
  - 9.1.6** all other matters as are deemed necessary or convenient for the promotion of the welfare of the members or the conduct of the business of the District.
- 9.2** For the purpose of this article, a quorum shall be a simple majority of the District Council members.
- 9.3** Interim bylaws or the amendment or rescission thereof may be passed by a two-thirds (2/3) affirmative vote of the Council qualified to vote, present and voting.
- 9.4** Any interim bylaws or policy established by the District Council are subject to ratification at the General District Meeting.

**ARTICLE TEN - AMENDMENTS**

**10.1** Amendments to this constitution may be made:

**10.1.1** at the Annual General District Meeting by a two-thirds (2/3) affirmative vote of the members qualified to vote, present and voting, provided that notice of the proposed amendments shall have been given in writing to the Secretary Treasurer fifteen (15) school days prior to the date of the meeting, and who shall make it available in each Branch ten (10) school days prior to the date of the meeting;

**10.1.2** at the Annual General District Meeting by a nine-tenths (9/10) affirmative vote of the members qualified to vote, present and voting, previous notice as in 10.1.1 not having been given.

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# BYLAWS

**BYLAW ONE – EXECUTIVE**

- 1.1** The members of the Executive shall be elected as follows:
- 1.1.1** the immediate Past President shall be a non-voting member of the Executive for one year following his or her term as President;
    - 1.1.1.1** in the event that there is no immediate past president as defined above, the Council may appoint a member as an executive officer to fill the position;
  - 1.1.2** the District President shall be elected by a vote of the membership at large in accordance with Bylaw 19;
    - 1.1.2.1** each Bargaining Unit shall elect a President at a general meeting by a vote of the members of that Bargaining Unit present and voting;
  - 1.1.3** the 1<sup>st</sup> and 2<sup>nd</sup> Vice-Presidents shall be elected by a vote of the membership at large in accordance with Bylaw 19;
  - 1.1.4** the Secretary-Treasurer shall be elected by a vote of the membership at large in accordance with Bylaw 19;
  - 1.1.5** the Provincial Councilor shall be elected by a vote of the membership at large in accordance with Bylaw 19;
  - 1.1.6** Executive positions shall be for two year terms, except for Past- President, which shall be for a one year term.

**BYLAW TWO - COUNCIL**

**2.1** The members of the Council shall be the Executive as well as the following:

**2.1.1** the Branch Presidents, who shall be elected by the OSSTF members in their Branches;

**2.1.2** the Communications and Political Action, Educational Services, Human Rights and Status of Women, and Occupational Health and Safety Chairs, who shall be elected by their respective committees.

**BYLAW THREE - DUTIES OF EXECUTIVE OFFICERS****3.1 Duties of the Past President:**

- 3.1.1 to act as an advisor to the Executive and Council;
- 3.1.2 to represent the Council on the Grievance Appeals Committee for the Collective Agreement which was negotiated during his/her term of office;
- 3.1.3 to continue at the expressed wish of the Council as representative of the Council in collective bargaining matters for the duration of negotiations initiated during his/her term of office.

**3.2 Duties of the District President:**

- 3.2.1 to call meetings of the Executive, Council and the membership;
- 3.2.2 to preside over all general meetings of the membership;
- 3.2.3 to call separate meetings of all committees for the purpose of electing their chairs;
- 3.2.4 to represent the Council or designate such representation on all committees and maintain contact with all District work;
- 3.2.5 to act as liaison agent between other bodies and the District Executive and Council;
- 3.2.6 to send out nomination forms to the Branches for elections during election years.
- 3.2.7 to be the Communications Officer on the CPAC committee:
  - 3.2.7.1 To work with the District Webmaster to maintain the District website
  - 3.2.7.2 To work with the District Executive to publish a newsletter periodically
  - 3.2.7.3 To communicate with the media

**3.3 Duties of the Bargaining Unit Presidents:**

- 3.3.1 to receive grievances arising from the Collective Agreement, to serve as Grievance Officer, and to act as Chair of the Grievance Committee;

- 3.3.2** to assess the validity of the grievance under the terms of the Collective Agreement and to make appropriate recommendations to the Grievance Committee;
  - 3.3.3** to recommend to the Collective Bargaining Committee and the Council removal of a member from the Table Team if the opinion is that said member is not serving the collective good of the members of the District;
  - 3.3.4** to represent the membership in collective bargaining matters and attend negotiating meetings with the Board, in negotiations initiated during his/her term of office;
  - 3.3.5** To represent the Bargaining Unit at all meetings of their respective Sector Council of Presidents and report back to the Bargaining Unit.
- 3.4 Duties of the 1<sup>st</sup> Vice-President:**
- 3.4.1** to perform the duties of the President if requested by the President or the Council;
- 3.5 Duties of the 2<sup>nd</sup> Vice-President:**
- 3.5.1** to perform the duties of the President if requested by the President or the Council;
  - 3.5.2** to chair all District Council meetings;
  - 3.5.3** to attend Renfrew & District Labour Council meetings.
  - 3.5.4** To act as the District Environmental Officer
    - 3.5.4.1** To monitor the environmental impact of District 28
    - 3.5.4.2** To make environmental recommendations to District 28 Executive.
  - 3.5.5** To act as the District Anti-Harassment Officer as per the guidelines in Policy 6.
- 3.6 Duties of the Secretary-Treasurer:**
- 3.6.1** to record and/or verify all minutes of Executive, Council, General and Annual meetings;
  - 3.6.2** to keep all financial records and to report to District Council;
  - 3.6.3** to make payments for legitimate District and Bargaining Unit purposes;

- 3.6.4 to work in close co-operation with the District President and other Officers;
- 3.6.5 to act upon the recommendations of the duly appointed auditors;
- 3.6.6 to be a member of and act as Chair of the Finance Committee;
- 3.6.7 to serve as the Educational Finance Representative to the Provincial OSSTF;
- 3.6.8 to receive and distribute District constitutional revisions and amendments and District nominations for the AGM;
- 3.6.9 to serve as a member of the Constitution Review Committee;
- 3.6.10 to maintain the District constitution.
- 3.6.11 to chair a Special Committee to review the constitution each year (Constitution Review Committee).

### **3.7 Duties of the Provincial Councilor:**

- 3.7.1 to represent District 28 on the Provincial Council and to report in writing to District Council;
- 3.7.2 to act as liaison agent between District 28, and Provincial OSSTF;
- 3.7.3 to perform such other duties as designated by the Council;
- 3.7.4 to work in close co-operation with the District President;
- 3.7.5 to set up voluntary relief payments upon hearing of a strike or lock-out;
- 3.7.6 to represent District 28 at AMPA and to act as delegation leader;
- 3.7.7 to notify membership of the election for delegates and alternate to AMPA, no later than the 2<sup>nd</sup> week of December.

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**BYLAW FOUR - DUTIES OF THE CHAIRS OF STANDING COMMITTEES****4.1 Duties of the Educational Services Chair:**

- 4.1.1 to assist the Council in the promotion of Professional Activities at the local level;
- 4.1.2 to report to the Council on all matters concerned with Educational Services;
- 4.1.3 to work in co-operation with the Branch Educational Services Officers and the appropriate bodies or persons at the Provincial level;
- 4.1.4 to call and chair meetings of the Branch Educational Services Officers;
- 4.1.5 to prepare a yearly written report on the Committee's activities for presentation at the District Annual Meeting in May.

**4.2 Duties of the Human Rights and Status of Women Chair:**

- 4.2.1 to report to the Council on all matters relating to the human rights and status of women and affirmative action in education;
- 4.2.2 to work in co-operation with the appropriate bodies or persons at the Provincial level;
- 4.2.3 to assist the Council in the promotion of affirmative action at the local level;
- 4.2.4 to call and chair meetings of the Human Rights and Status of Women Committee;
- 4.2.5 to prepare a yearly written report on the Committee's activities for presentation at the District Annual Meeting in May.

**4.3 Duties of the Finance Committee Chair:**

- 4.3.1 to expedite the role of the Finance Committee;
- 4.3.2 to call meetings of the Finance Committee;
- 4.3.3 to solicit budget requests from committee chairs and bargaining unit presidents;
- 4.3.4 to chair all finance committee meetings.

**4.4 Duties of Occupational Health & Safety Committee Chair:**

- 4.4.1** to report to the Council on all matters relating to Occupational Health & Safety within the District;
- 4.4.2** to represent the Council at the Renfrew County District School Board joint Health & Safety Committee;
- 4.4.3** to call and chair meetings of the workplace OSSTF Occupational Health & Safety representatives;
- 4.4.4** to prepare a yearly written report on the Committee's activities for presentation at the District Annual Meeting in May.

**4.5 Duties of Communications Political Action Committee (CPAC) Chair**

- 4.5.1** to report on all matters relating to CPAC within the District;
- 4.5.2** to work in cooperation with appropriate bodies or persons at Province;
- 4.5.3** to call and chair meetings of the CPAC;
- 4.5.4** to prepare a yearly written report on the Committee's activities for presentation at the District Annual Meeting in May.
- 4.5.5** to attend to election duties as outlined in Bylaw 19

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**BYLAW FIVE – DUTIES OF THE APPOINTED OFFICERS**

**5.1** The District Council may appoint officers and duties shall be assigned.

**BYLAW SIX - DUTIES OF THE FEDERATION**

**6.1 Duties of the Federation:**

- 6.1.1** to elect during election years, a Provincial Councilor, President, 1<sup>st</sup> Vice-President, 2<sup>nd</sup> Vice-President and Secretary-Treasurer;
- 6.1.2** to receive and pass upon reports and communications from OSSTF and OTF;
- 6.1.3** to receive and pass upon reports of District Officers, Auditors, and Committees;
- 6.1.4** to determine the action to be taken in regard to the reports received and to instruct the Council and Committee thereon;
- 6.1.5** to consider matters of general interest to education as they affect OSSTF or the District;
- 6.1.6** to adopt bylaws necessary to the transaction of District business and not in contravention to any article or section of this constitution or bylaws, and to file a copy of such bylaws with the Administrative Consultant.

**BYLAW SEVEN - DUTIES OF THE EXECUTIVE**

**7.1 Duties of the Executive:**

- 7.1.1 to meet at the call of the President to consider OSSTF and Federation matters;
- 7.1.2 to meet regularly with the Council;
- 7.1.3 to act on behalf of District Council when District Council is not scheduled to meet
- 7.1.4 to present to District Council any actions taken by Executive
- 7.1.5 to present to the Council for ratification, any actions taken by the Executive.
- 7.1.6 to appoint two elections returning officer

**BYLAW EIGHT - DUTIES OF THE COUNCIL****8.1 Duties of the Council:**

- 8.1.1 to promote within the District the aims and objectives of the OSSTF;
- 8.1.2 to attend all District meetings and meet at other times at the call of the President or at the written request of two members of the Council;
- 8.1.3 to report to the Federation at the Annual Meeting;
- 8.1.4 to carry out the instructions of the Federation;
- 8.1.5 to deal with all matters brought before it from the Branches, which require action, before the next regular Federation meeting;
- 8.1.6 to keep the Federation informed of its activities;
- 8.1.7 to appoint substitutes for District representatives who are unable to act;
- 8.1.8 to authorize and disburse payments incurred in the conduct of business of the Federation;
- 8.1.9 to inform the Provincial Executive of any matters adversely affecting the welfare of the Federation or of one or more of its members;
- 8.1.10 to appoint a resolutions committee to expedite the disposition of resolutions submitted to the Annual General Meeting of the District;
- 8.1.11 to appoint, at its discretion, members to any Board Committee when requested by the Board;
- 8.1.12 to advise and direct the committees of the District to ensure that the wishes and needs of the membership are respected;
- 8.1.13 to receive for ratification, amendment, or rejection, any actions taken by the Executive.

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**BYLAW NINE - POLICY**

- 9.1** No Branch, nor the District, has the right to advocate the contravention of established OSSTF policy and practice.
- 9.2 Establishment and Rescission by Council:**
- 9.2.1** Interim policy, and the amendment or rescission of interim policy, may be made by the Council by a two-thirds (2/3) affirmative vote of the members qualified to vote, present and voting;
- 9.2.2** A proper notice of establishment and rescission of policy is one which begins with the words "It is the policy of OSSTF, District 28, Renfrew that...".
- 9.3 Establishment and Rescission by Annual Meeting:**
- 9.3.1** Policy, and the amendment and rescission of policy, may be made at the annual meeting by a majority of the members qualified to vote, present and voting, provided that a proper notice of policy motion shall have been given in writing to the Secretary-Treasurer fifteen (15) school days prior to the date of the meeting.
- 9.3.2** A proper notice of policy motion for the establishment and rescission of policy is one which begins with the words, "It is the policy of OSSTF, District 28, Renfrew that".
- 9.3.3** Notwithstanding a motion's adherence to Bylaw 9.3.2, it is the duty of the Council to make a final ruling as to whether or not a motion is a policy motion.
- 9.3.4** Any interim policy or interim amendment of policy or interim rescission of policy made by the Council since the previous District Annual Meeting shall be ratified or rescinded by a majority vote of the members of the District qualified to vote, present and voting.

**BYLAW TEN - MEETINGS**

- 10.1** There shall be an Annual General Meeting on or before May 31 to:
- (a) discuss the business of the District and vote on constitutional amendments and the budget;
  - (b) receive reports.
  - (c) to hear election speeches, and
  - (d) for the consideration of motions to be forwarded to the Annual Meeting of the Provincial Assembly.
- 10.2** There shall be a General Meeting at such other times as may be determined by the Council at the call of the President.
- 10.3** Notice of the Annual and General Federation Meetings must be in the hands of the Branch Presidents ten (10) school days prior to the Annual and General Meetings and posted in every school.

**BYLAW ELEVEN - HONORARIA**

- 11.1** The honoraria shall be:
- |                              |     |                     |
|------------------------------|-----|---------------------|
| District Secretary/Treasurer | 1.5 | % of CAT IV maximum |
| 2nd Vice-President           | 1.0 | % of CAT IV maximum |
| Provincial Councilor         | 1.0 | % of CAT IV maximum |
- 11.2** Honoraria for elected positions shall only be given to elected members.

**BYLAW TWELVE - GENERAL STANDING COMMITTEES****12.1** There shall be the following standing committees:

- (a) Educational Services
- (a) Human Rights and Status of Women
- (c) Finance
- (d) Occupational Health & Safety Committee
- (e) Communications Political Action Committee (CPAC)
- (f) Any additional committees as deemed desirable by the Council.

**12.2 Membership of General Standing Committees:**

**12.2.1** The Finance Committee shall consist of the District President, District Treasurer, Bargaining Unit President(s), and the Treasurer(s) from each Bargaining Unit.

**12.2.2** Other committees shall have one representative from the Occasional Teachers Bargaining Unit, one representative from the Office Managers Bargaining Unit, one representative from the ECE Bargaining Unit and one representative from each of the TBU branches.

**12.2.3** All committees, except the Finance Committee, shall elect a Chair subject to ratification by Council.

**12.3 Terms of Reference:**

The terms of reference for District Standing Committees shall be established by the District Council and shall be amendable, as the Council deems advisable.

**12.3.1 Educational Services Committee:**

- 12.3.1.1** to promote professional activity by making the members aware of current educational and in-service programs available to them;
- 12.3.1.2** to encourage active participation in subject councils as a route to professional growth;
- 12.3.1.3** to provide liaison between schools and the Educational Services Committee;
- 12.3.1.4** to assess professional needs of members and to plan and organize programs to satisfy those needs;

- 12.3.1.5 to work with the Board of Education in establishing guidelines for the participation in, and funding for, Educational Services activities;
- 12.3.1.6 to cooperate with other OTF members in Renfrew County on matters of Educational Services;
- 12.3.1.7 to make recommendations to District Council on the allocation of 2010 funds;
- 12.3.1.8 to perform such other duties as designated by District Council.

**12.3.2 Human Rights and Status of Women Committee:**

- 12.3.2.1 to monitor regularly human rights and status of women and to advise the Council on the need for appropriate action with respect to any developing trends;
- 12.3.2.2 to provide a forum for the discussion of issues relevant to women and to human rights;
- 12.3.2.3 to provide the Council with assistance in establishing goals and directions for local human rights and women's issues;
- 12.3.2.4 to perform such other duties as designated by District Council.

**12.3.3 Finance Committee:**

- 12.3.3.1 to set a budget in time for Council consideration in April;
- 12.3.3.2 to recommend to the Council for approval, a compensation rate for mileage;
- 12.3.3.3 to solicit budget requests and consider input from all bargaining units and branches equitably by March for the upcoming year's budget proposal;
- 12.3.3.4 to perform such other duties as designated by District Council.

**12.3.4 Health and Safety Committee:**

- 12.3.4.1 to represent the District on the Board Advisory Health and Safety Committee;
- 12.3.4.2 to ensure members' rights, duties, and responsibilities, under the Ontario Health and Safety Act, are being met;

- 12.3.4.3** to identify potential hazards or dangers on school board property or in school board buildings, evaluate the dangers and/or hazards, recommend corrective action, and follow up on the recommended corrective action;
- 12.3.4.4** to participate in all duties as prescribed in the Occupational Health and Safety Act;
- 12.3.4.5** to perform such other duties as designated by District Council.

**12.3.5 Communications Political Action Committee (CPAC):**

- 12.3.5.1** to provide advice, assistance and training to members in committee activities;
- 12.3.5.2** to provide advice and assistance to the District Executive in relation to lobbying governments and political parties on matters of concern to the Federation;
- 12.3.5.3** to coordinate the District Excellence in Education program by receiving Excellence in Education Project applications and making recommendations to the District Executive for funding;
- 12.3.5.4** to liaise with and/or advise the District Council and to assist them in developing communications and public relations strategies to support the priorities of the District;
- 12.3.5.5** to promote the pride of members in their own skills and in their contributions to their professions, students, clients, media and to their communities;
- 12.3.5.6** to advise the District, and Bargaining Units on matters concerning political activity at the regional and local levels (e.g. OFL);
- 12.3.5.7** to liaise with, and organize actions with, other interest groups in order to deal with areas of mutual concern, subject to the prior approval of the District Executive;
- 12.3.5.8** to advise and communicate with the District Executive, Bargaining Units and membership on current issues in educational funding;
- 12.3.5.9** to attend to election duties as outlined in Bylaw 19
- 12.3.5.10** to perform such other duties as designated by District Council.

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**BYLAW THIRTEEN – SPECIAL STANDING COMMITTEES**

**13.1 Constitution Review Committee:**

**13.1.1** The Constitution Review Committee shall be chaired by the Secretary-Treasurer;

**13.1.2** The membership will include two - four other members, selected first from District Council, then from the membership at large if needed;

**13.1.3** The committee will meet to annually review the Constitution and make recommendations to District Council;

**13.1.4** The committee will meet to review all motions presented to the AGM for approval to ensure that they are in order.

**13.2** The District appointees to joint Board-District Committees shall represent all members of the District and shall report regularly to the Council.

**BYLAW FOURTEEN – REPLACEMENT OF COUNCIL/COMMITTEE MEMBERS**

- 14.1** Executive and Council members may be replaced in the following circumstances:
- 14.1.1** When any voting member of the Council misses two consecutive meetings without replacement or report;
  - 14.1.2** Any member of the Council or of its committees may be expelled by a two-thirds vote of the Council if the member is deemed to be acting contrary to the best interests of the Federation; or
  - 14.1.3** In the case of the resignation of a voting member of Council.
- 14.2** The Council may appoint an interim replacement until such time as a new member can be elected, which shall happen in a timely manner.
- 14.3** The procedure for the replacement of the executive or council member shall be:
- 14.3.1** In the case of the voting member being a Branch President, the Council shall accept any replacement voted upon by the Branch.
  - 14.3.2** In the case of the voting member being a Committee Chair, the Council shall accept any replacement voted upon by the Committee
  - 14.3.3** In the case of the voting member being an Executive member, the remainder of the term shall be filled in the following manner:
    - 14.3.3.1** If the remainder of the term is six or more months, a by-election shall be held in accordance with Bylaw 20.
    - 14.3.3.2** If the remainder of the term is less than six months, the remaining Executive shall nominate candidate(s) to be elected by District Council

**BYLAW FIFTEEN – MINUTES**

- 15.1** The Secretary-Treasurer shall record in the minutes of Executive and Council Meetings:
- 15.1.1** a list of members present, absent and those absent with regrets;
  - 15.1.2** a record of motions passed and defeated;
  - 15.1.3** reports given;
  - 15.1.4** such other matters as the Council may from time to time determine.

***BYLAW SIXTEEN – PUBLIC RELATIONS***

- 16.1** The President or his/her designate shall be authorized to respond to, and correct, general misinterpretations and outright errors as they appear in the local media.

***BYLAW SEVENTEEN – STRIKE ASSISTANCE***

- 17.1** The Provincial Councilor shall facilitate a canvass for voluntary relief payments upon hearing of a strike or lock-out.
- 17.2** In the event that a District/Division or Ontario Labour Relations Act bargaining unit is on strike, the Treasurer may, at the discretion of Council, send financial support to the said District/Division or Ontario Labour Relations Act bargaining unit in the sum of \$300.00.

**BYLAW EIGHTEEN – AMPA DELEGATES**

- 18.1** The delegates to AMPA shall consist of the following:
- (a) Provincial Councilor
  - (b) member/s of TBU executive as prescribed by AMPA FTE rules and appointed by Council
  - (c) member/s of the OTBU as prescribed by AMPA FTE rules and appointed by OTBU Council
  - (d) member/s of the Office Managers Bargaining Unit as prescribed by AMPA FTE rules and appointed by OTBU Council
  - (e) 2 alternates to be elected by District Council.
- 18.2** In the event that there are fewer names than vacancies, the remaining delegates and/or alternates shall be appointed by the TBU Executive.
- 18.3** The consideration of motions to be forwarded to AMPA must be submitted for Council approval at the January Council meeting.
- 18.4** District 28 AMPA delegates and alternates shall be reimbursed for expenses for attending AMPA as follows:
- (a) Mileage according to the Provincial OSSTF rate
  - (b) The cost of the hotel room not covered by Province for Friday, Saturday, Sunday and Monday nights
  - (c) The lesser amount of:
    - i) the total allotment of the Provincial OSSTF meal allowances
    - ii) the total food receipt(s) submitted by the delegate/alternate.
- 18.5** The District shall cover the expense of the Annual Dinner of AMPA for each District 28 alternate and for the spouses/partners of District 28 delegates and alternates.

**BYLAW NINETEEN – NOMINATIONS AND ELECTIONS**

- 19.1** Branches must receive nomination forms from the District President for executive positions fifteen (15) school days prior to the April District Council meeting in years when elections occur.
- 19.2** Nominations for executive positions must be in writing and include the names and signatures of the nominator and seconder. Any member in good standing may make a nomination to the Council meeting.
- 19.3** Nominations are due at the April District Council meeting. Nominations shall be closed by motion at that Council meeting.
- 19.3.1** Notwithstanding 19.3, where there has not been a member in good standing nominated for a position by the above process, nominations may be made from the floor at the Annual Meeting.
- 19.4** District Executive shall appoint two returning officers, who shall not be running for office.
- 19.4.1** Campaigning will start after the April District Council meeting.
- 19.4.1.1** Candidates will provide to the CPAC Chair electronic copies of a picture and a candidate profile of up to 250 words no later than fifteen (15) school days prior to the AGM.
- 19.4.1.2** CPAC will produce a newsletter that will include candidate pictures, profiles and on-time motions and distribute the newsletter to the branches no later than ten (10) school days prior to the AGM.
- 19.4.1.3** CPAC will upload the contents of the newsletter named in 19.4.1.2 to the District website no later than ten (10) school days prior to the AGM.
- 19.4.1.4** Aside from those listed in Bylaw 19.4, no other campaign paraphernalia, gifts or literature is permitted.
- 19.4.1.5** No candidates, including incumbents, may visit schools for the purpose of campaigning
- 19.5** At the AGM, each candidate will be allotted three (3) minutes to make a campaign speech to the membership.
- 19.5.1** The order of speeches will be determined randomly by position in the following order: President, 1<sup>st</sup> Vice-President, 2<sup>nd</sup> Vice-President, Secretary-Treasurer, Provincial Councilor.
- 19.5.2** The candidates' speeches, with the permission of each candidate, shall be uploaded to the District website within 12 hours of the end of the AGM

- 19.6** Ballots will be prepared by the Secretary-Treasurer and sent electronically to each branch president one (1) school day prior to the election day.
- 19.6.1** Each Branch President will prepare a master list of all OSSTF District 28 members (TBU, Occasionals and Office Manager) working in their Branch.
- 19.6.2** Each Branch President will prepare paper ballots for each OSSTF District 28 member working in their Branch.
- 19.6.3** In the case that the Branch President is running for office, an alternate will fulfill the duties of Bylaw 19.6.
- 19.7** Election day shall be two (2) school days following the AGM.
- 19.7.1** Each Branch President shall have the polls open at least fifteen (15) minutes before school, for the duration of lunch and for twenty (20) minutes at the end of the last period.
- 19.7.2** Members must sign the master list to receive their ballot.
- 19.7.3** Voting shall be done by secret ballot.
- 19.7.4** Members shall place their ballots in the provided locked box.
- 19.7.5** The returning officers shall collect the locked ballot boxes from each Branch on election day after the polls close.
- 19.7.6** In the case that the Branch President is running for office, an alternate will fulfill the duties of Bylaw 19.7.
- 19.8** On the first school day following election day, there shall be an Elections meeting, called by the returning officers.
- 19.8.1** The returning officers shall attend the meeting with the locked ballot boxes.
- 19.8.2** Each candidate shall select a scrutineer to attend this meeting.
- 19.8.3** The ballots shall be counted.
- 19.8.4** The returning officers shall email results to Branch Presidents, including overall vote count
- 19.8.5** The Branch Presidents shall post the results, including overall vote count, at their respective worksites.
- 19.9** Defeated candidates may not drop down to run for a lower position.
- 19.10** Any contravention of Bylaw 19 may result in referral to Judicial Council.

**BYLAW TWENTY – BY-ELECTIONS**

- 20.1** Branches must receive nomination forms from the District President for executive positions fifteen (15) school days prior to the due date for nominations.
- 20.2** Nominations for executive positions must be in writing and include the names and signatures of the nominator and seconder. Any member in good standing may make a nomination.
- 20.3** Nominations are due on the due date for nominations. Nominations shall be closed at that time.
- 20.3.1** Notwithstanding 20.3, where there has not been a member in good standing nominated for a position by the above process, nominations may be made from the floor at the District Council meeting where candidate speeches will take place.
- 20.4** District Executive shall appoint two returning officers, who shall not be running for office.
- 20.4.1** Campaigning will start after the due date for nominations.
- 20.4.1.1** Candidates will provide to the CPAC Chair electronic copies of a picture and a candidate profile of up to 250 words no later than fifteen (15) school days prior to the District Council meeting where candidate speeches will take place.
- 20.4.1.2** CPAC will produce a newsletter that will include candidate pictures, profiles and on-time motions and distribute the newsletter to the branches no later than ten (10) school days prior to the District Council meeting where candidate speeches will take place.
- 20.4.1.3** CPAC will upload the contents of the newsletter named in 20.4.1.2 to the District website no later than ten (10) school days prior to the District Council meeting where candidate speeches will take place.
- 20.4.1.4** Aside from those listed in Bylaw 20.4, no other campaign paraphernalia, gifts or literature is permitted.
- 20.4.1.5** No candidates, including incumbents, may visit schools for the purpose of campaigning
- 20.5** At the District Council meeting where candidate speeches will take place, members will be encouraged to attend in order to hear the speeches. Each candidate will be allotted three (3) minutes to make a campaign speech to the membership.
- 20.5.1** The order of speeches will be determined randomly by position in the following order: President, 1<sup>st</sup> Vice-President, 2<sup>nd</sup> Vice-President, Secretary-Treasurer, Provincial Councilor.

- 20.6** Ballots will be prepared by the Secretary-Treasurer and sent electronically to each branch president one (1) school day prior to the by-election day.
- 20.6.1** Each Branch President will prepare a master list of all OSSTF District 28 members (TBU, Occasionals and Office Manager) working in their Branch.
- 20.6.2** Each Branch President will prepare paper ballots for each OSSTF District 28 member working in their Branch.
- 20.6.3** In the case that the Branch President is running for office, an alternate will fulfill the duties of Bylaw 20.6.
- 20.7** By-Election day shall be two (2) school days following the District Council meeting where candidate speeches took place.
- 20.7.1** Each Branch President shall have the polls open at least fifteen (15) minutes before school, for the duration of lunch and for twenty (20) minutes at the end of the last period.
- 20.7.2** Members must sign the master list to receive their ballot.
- 20.7.3** Voting shall be done by secret ballot.
- 20.7.4** Members shall place their ballots in the provided locked box.
- 20.7.5** The returning officers shall collect the locked ballot boxes from each Branch on election day after the polls close.
- 20.7.6** In the case that the Branch President is running for office, an alternate will fulfill the duties of Bylaw 20.7.
- 20.8** On the first school day following by-election day, there shall be an Elections meeting, called by the returning officers.
- 20.8.1** The returning officers shall attend the meeting with the locked ballot boxes.
- 20.8.2** Each candidate shall select a scrutineer to attend this meeting.
- 20.8.3** The ballots shall be counted.
- 20.8.4** The returning officers shall email results to Branch Presidents, including overall vote count
- 20.8.5** The Branch Presidents shall post the results, including overall vote count, at their respective worksites.
- 20.9** Defeated candidates may not drop down to run for a lower position.
- 20.10** Any contravention of Bylaw 20 may result in referral to Judicial Council.

**BYLAW TWENTY-ONE – AMENDMENTS TO THE BYLAWS**

**21.1** Amendments to the bylaws may be made:

**21.1.1** at the Annual General Meeting by a simple majority of the members qualified to vote, present and voting, provided that notice of the proposed amendments shall have been given in writing to the Secretary Treasurer fifteen (15) school days prior to the date of the meeting, and who shall make it available in each Branch ten (10) school days prior to the date of the meeting;

**21.1.2** at the Annual General Meeting by a three-quarters (3/4) affirmative vote of the members qualified to vote, present and voting, previous notice as in 21.1.1 not having been given.

**BYLAW TWENTY-TWO – AUTHORITIES AND RULES OF ORDER**

**22.1** The parliamentary authorities for OSSTF District 28, in order of priority and precedence, are:

**22.1.1** The Rules of Order in this Constitution

**22.1.2** The Rules of Order in the OSSTF Provincial Constitution

**22.1.3** Robert's Rules of Order Newly Revised, Scott, Foresman & Co. (most recent edition)

# POLICIES

## **POLICIES**

### **1. Committees**

The Board has the right to appoint any individual to any committee it chooses but no OSSTF member serving on any committee should be regarded as a members' representative unless he or she is duly appointed by the Executive, Council, or Branch concerned with ratification by Council.

### **2. Physical Conditions in the School**

The results of any investigations of the physical conditions in any school be made available to the members who work in that school.

### **3. Public Elections**

Branch and Bargaining Unit Presidents in co-operation with the District CPAC Chair endeavour to mobilize the Branches and Bargaining Units to:

- 3.1 place ads where the Branch desires it for municipal and school board elections;
- 3.2 organize public meetings where the Branch approves for the municipal or school board elections;
- 3.3 organize a get-out-the-vote program for the elections where the Branch desires it.

### **4. Supervision**

Supervision at school dances, school functions and other extra-curricular activities is of a voluntary nature and full support will be given to any member against whom disciplinary actions are invoked on this account.

### **5. Job Duties**

District members should not change or expand their job duties so as to reduce the work available to members of our own or other bargaining units, nor should they use students or volunteers so as to reduce the work available to our own or other bargaining units.

**6. Anti-Harassment**

It shall be the policy of District 28 that members should feel free to attend all meetings of the District without the fear of being harassed.

A member who believes that s/he has been the target of harassment, should, as a first step, inform the perpetrator that s/he finds the behaviour offensive, and ask that it be stopped. This can be done personally, either in writing or verbally, or with the assistance of a third party.

If the behaviour recurs or persists, or if the member does not feel safe approaching the perpetrator directly, s/he should speak with the designated anti-harassment officer or an executive member of the District. The designated anti-harassment officer will investigate the complaint promptly, including separately interviewing the parties involved and any witnesses, with a view to resolving the problem informally. The investigation shall be handled confidentially; however, all complaints will be reported by the anti-harassment officer to the District President.

If the complaint cannot be resolved informally, the complainant will be asked to put the complaint and all relevant information in writing. If the complainant chooses to provide such a written complaint, it will be submitted to the District President for action and it shall be the joint responsibility of the District President and the Secretariat assigned to District 28 to conduct an investigation, determine if the behaviour falls under the definition of harassment, and decide on appropriate remedial action. The parties involved will receive a written report stating the findings and any action taken.

Resolutions may include but are not limited to apologies, mediation, warnings, temporarily limiting access, or removal/exclusion from the meeting or event. If the decision is made to remove or exclude that member, and where this member is representing a bargaining unit or district, a confidential letter outlining the reasons for this decision will be sent to the President of the District.

Decisions may be reviewed by Judicial Council on the request of a member.

The District President shall keep a confidential file of all records and reports related to the investigation of written complaints for a period of five years.

None of the above restricts a member's right to file a complaint with the Ontario Human Rights Commission or to make a complaint to the police.