



**CONSTITUTION
and
BYLAWS
of
DISTRICT 11
of the
ONTARIO SECONDARY SCHOOL TEACHERS'
FEDERATION**

May 2015

TABLE OF CONTENTS

Article 1 Definitions	3
Article 2 Name	3
Article 3 Objects	3
Article 4 Membership	3-4
Article 5 Fees	4
Article 6 Reserve Accounts	4
Article 7 Organization	4-6
Article 8 Bylaws	6
Article 9 Amendments	6-7
Article 10 Compliance with Provincial OSSTF	7
Bylaw 1 General	7
Bylaw 2 Membership	7
Bylaw 3 Rights, Privileges and Duties	8-13
Bylaw 4 Fees	13
Bylaw 5 Federation Finances	13-14
Bylaw 6 Meetings	15-17
Bylaw 7 Standing Committees	18-24
Bylaw 8 Elections and Appointments	24-26
Bylaw 9 Appeals Procedure	26-27
Bylaw 10 District Policies	27-31

Article 1 Definitions

- 1.1 "OSSTF" shall mean the Ontario Secondary School Teachers' Federation.
- 1.2 Bargaining Unit shall be used to designate the District organization of those members for whom OSSTF holds bargaining rights under the appropriate legislation.
- 1.3 "Branch" shall mean a Branch Organization of the OSSTF.
- 1.4 "The District" shall mean District 11, Thames Valley of the Ontario Secondary School Teachers' Federation.
- 1.5 "Policy" shall mean a stand or position taken by the District in accordance with its Bylaws on matters whose resolution is beyond the internal legislative power of the District.
- 1.6 "Constitution" shall mean a system of fundamental principles according to which the District is governed and within which the Bylaws which govern the basic organization of the District are established.
- 1.7 "Bylaws" shall mean standing rules governing the membership of the District made under this Constitution on matters of internal regulation and matters which are entirely within the control of the District.
- 1.8 "Member" shall mean Active Member except where otherwise stated.
- 1.9 "OTF" shall mean the Ontario Teachers' Federation.
- 1.10 "OLRA" shall mean the Ontario Labour Relations Act.
- 1.11 Workplace shall mean any physical location where ten or more members normally work on a daily basis.
- 1.12 District Workplace shall mean the group of members whose workplace does not meet the criteria as stated in 1.11.
- 1.13 AMPA shall mean the Annual Meeting of Provincial Assembly
- 1.14 A.R.M . shall mean Active Retired Member as defined by OSSTF

Article 2 Name

- 2.1 This organization shall be known as District 11, Thames Valley, of the Ontario Secondary School Teachers' Federation.

Article 3 Objects

- 3.1 The objects of the District shall be as specified in Article 3 - Objects of the Provincial Constitution.

Article 4 Membership

- 4.1 Members of District 11, Thames Valley, of the Ontario Secondary School Teachers' Federation shall be designated according to the Bylaws as (AGM 2004)
 - 4.1.1 Active Members
 - 4.1.2 Active Retired Members
 - 4.1.3 Voluntary Members
 - 4.1.4 Honorary Members

DISTRICT 11 CONSTITUTION

2015/2016

4.2 Active Members shall belong to a Bargaining Unit of District 11, Thames Valley, of the Ontario Secondary School Teachers' Federation. (AGM 2004)

Article 5 Fees

5.1 The District shall establish and administer an internal levy of its membership in accordance with the Bylaws.

Article 6 Reserve Accounts

6.1 Reserve Accounts shall be established and maintained in accordance with the Bylaws.

Article 7 Organization

7.1 District Federation

7.1.1 Consists of all members of the District.

7.1.2 Any member of the District eligible to vote may cast only one vote.

7.2 District Executive Council

7.2.1 There shall be a District Executive Council consisting of:

7.2.1.1 Voting members as follows:

7.2.1.1.1 Immediate Past President;

7.2.1.1.2 President;

7.2.1.1.3 Vice President;

7.2.1.1.4 Secretary;

7.2.1.1.5 Treasurer;

7.2.1.1.6 Bargaining Unit Presidents;

7.2.1.1.6.1 If a Bargaining Unit President is serving in another capacity on the District Executive Council the Vice President of that Bargaining Unit shall serve as the Bargaining Unit President's designate on the District Executive Council.

7.2.1.2 Non-voting members as follows:

7.2.1.2.1 a Federation Services Officer designated by the President;

7.2.1.2.2 Chairperson of District Executive Council;

7.2.2 The members of the District Executive Council shall be elected or appointed in accordance with the Bylaws.

7.2.3 All members of the District Executive Council shall be active members of OSSTF.

7.2.4 Each voting member of the District Executive Council shall have one vote and a quorum shall be a majority of voting members.

7.2.5 In the case of a tie vote the motion shall be declared lost.

7.3 Bargaining Units

7.3.1 There shall be Bargaining Units within the District as follows:

7.3.1.1 Continuing Education Instructors Bargaining Unit

- 7.3.1.2 Professional Student Services Personnel Bargaining Unit
- 7.3.1.3 Secondary Occasional Teachers Bargaining Unit
- 7.3.1.4 Secondary Teachers Bargaining Unit, consisting of both Secondary Teachers and Continuing Education Teachers. (AGM 2004)
- 7.3.2 A Bargaining Unit shall have such constitution and bylaws as are approved by the Bargaining Unit membership. The constitution and bylaws of the Bargaining Unit shall not contravene the Constitution and Bylaws of the District or of the OSSTF.
- 7.3.3 There shall be a Bargaining Unit Executive consisting, at a minimum, of a President, Secretary and Treasurer or Secretary/Treasurer and Chief Negotiator. The Executive may also include additional members as determined by the Bargaining Unit Constitution.
- 7.3.4 A Bargaining Unit may be divided into Branches as determined by the Bargaining Unit in accordance with the Constitution and Bylaws of OSSTF.
- 7.3.5 Each Bargaining Unit shall be provided release time for its officers in accordance with the District Bylaws.

7.4 Workplaces

- 7.4.1 Each Workplace shall name an OSSTF representative.
- 7.4.2 The Workplace representative may be the President of a Branch Organization of a Bargaining Unit.
- 7.4.3 Any member whose normal place of employment has fewer than ten (10) members shall be considered part of the District Workplace.
- 7.4.3.1 Any member of the District Workplace may associate him or herself with an existing Workplace as defined in Article 1.11.
- 7.4.3.2 A member who associates him or herself under Article 7.4.3.1 shall inform the District Secretary by September 30 of each year.

7.5 Standing Committees

- 7.5.1 There shall be the following standing committees of the District:
 - 7.5.1.1 AMPA Committee,
 - 7.5.1.2 District Bargaining Committee,
 - 7.5.1.3 Communications and Excellence in Education Committee,
 - 7.5.1.4 Political Action Committee,
 - 7.5.1.5 Constitution Committee,
 - 7.5.1.6 District Office Maintenance Committee,
 - 7.5.1.7 Educational Services Committee,
 - 7.5.1.8 Finance Committee,
 - 7.5.1.9 Health and Safety Committee,
 - 7.5.1.10 Human Rights and Status of Women Committee,
 - 7.5.1.11 Labour Council Liaison Committee,
 - 7.5.1.12 Nominations Committee.

7.6 District Federation Services Staff

- 7.6.1 There shall be a Federation Services Staff appointed by the District Executive Council in accordance with the Bylaws.
- 7.6.1.1 Federation Services Staff must be appointed from among full-time active members of District 11 - Thames Valley in accordance with the document Hiring of Federation Services Officers District Executive Council Policy and Procedures. (AGM 2005)
- 7.6.1.2 Federation Services Officers shall not hold any elected position within the District or any of its Bargaining Units. (AGM2005)

Article 8 Bylaws

- 8.1 The District may pass Bylaws consistent with the Constitution and existing Bylaws concerning:
 - 8.1.1 the procedures for selection of its various office holders,
 - 8.1.2 the management of its finances and its own internal organization and administration,
 - 8.1.3 the time, place and conduct of its various meetings,
 - 8.1.4 the establishment, amendment or rescission of Policy,
 - 8.1.5 the appointment of auditors,
 - 8.1.6 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.

Article 9 Amendments

- 9.1 Amendments to the Articles of the Constitution may be made: (AGM2005)
 - 9.1.1 at any duly constituted meeting of the District Membership, by a two-thirds affirmative vote of the members qualified to vote, present and voting, provided that notice of the proposed amendment shall have been given in writing through the District Executive Council to each Workplace and posted in the District Office and on the District Website at least three weeks in advance of the meeting at which the motion to amend is to be presented,
 - 9.1.2 at any duly constituted meeting of the District Membership, by a nine-tenths affirmative vote of the members qualified to vote, present and voting, previous notice as in 9.1.1 not having been given.
- 9.2 Amendments to the Bylaws may be made:
 - 9.2.1 at any duly constituted meeting of the District Membership, by a simple majority of the members qualified to vote, present and voting, provided that notice of the proposed amendment shall have been given in writing through the District Executive Council to each Workplace and posted in the District Office and on the District Website at least three weeks in advance of the meeting at which the motion to amend is to be presented,
 - 9.2.2 at any duly constituted meeting of the District Membership, by a two-thirds affirmative vote of the members present, qualified to vote and voting, previous notice as in 9.2.1 not having been given,
 - 9.2.3 at a properly constituted meeting of the District Executive Council, provided that nine-tenths of those qualified to vote, present and voting, vote in favour thereof.

DISTRICT 11 CONSTITUTION

2015/2016

- 9.2.3.1 changes approved in 9.2.3 shall be submitted to the next District Membership Meeting for ratification,
- 9.3 This Constitution and the Bylaws made under it shall supersede all previous motions concerning organization and procedure made by this District

Article 10 Compliance with Provincial OSSTF

- 10.1 No part of the Constitution or Bylaws of the District will contravene the Constitution or Bylaws of the Provincial OSSTF. (AGM2005)

BYLAWS

Bylaw 1 General

- 1.1 In all proceedings of the District, the District Executive Council and its committees, the following Bylaws shall be observed and shall be the rules and regulations for the order and dispatch of the business of the District.
- 1.2 All proceedings of the District, the District Executive Council or its committees not specifically provided for in these Bylaws, shall be dealt with in accordance with Parliamentary procedure, the authority for which shall be as stated in the Provincial Handbook.

Bylaw 2 Membership

2.1 Active Member:

- 2.1.1 shall be as currently defined in the Provincial Constitution and Bylaws which may be amended from time to time.

2.2 Voluntary Member:

- 2.2.1 shall be employed in an educational capacity,
- 2.2.2 shall have been accepted by the Provincial Executive on recommendation of the District Executive Council.
- 2.2.3 shall be approved on an annual basis.

2.3 Honorary Member (District):

- 2.3.1 Honorary Members shall include members who have retired, and on whom Honorary Membership has been conferred by the Provincial Executive on the recommendation of the District Executive Council.

2.4 Active Retired Members

- 2.4.1 shall be members of the local chapter of ARM.

Bylaw 3 Rights, Privileges and Duties

3.1 The rights, privileges, and duties of members shall be as prescribed in the Provincial Bylaws of OSSTF.

3.2 Members of the District

3.2.1 It shall be the duty of the Members of the District to:

3.2.1.1 participate in the activities of the District, including but not restricted to:

3.2.1.1.1 elections at all levels of the District organization,

3.2.1.1.2 decisions on the conduct of District business at meetings of the membership,

3.2.1.2 cooperate with Federation Services Officers in the performance of their duties.

3.3 Officers of the District

3.3.1 **Immediate Past President** - It shall be the duty of the Immediate Past President:

3.3.1.1 to attend all meetings of the District Executive Council and to act in an advisory capacity to the District,

3.3.1.2 to perform such other duties as requested by the President and reported by the President to the District Executive Council.

3.3.2 **President** - It shall be the duty of the District President:

3.3.2.1 General Duties:

3.3.2.1.1 to be the spokesperson for the District,

3.3.2.1.2 to present to the District Executive Council and the membership the District Executive Council Priorities for that year,

3.3.2.1.3 to act as a signing authority for District documents,

3.3.2.1.4 to be responsible for the interpretation of current Federation Policy and the release of official communications regarding it,

3.3.2.1.5 to ensure that each Standing Committee and Ad Hoc Committee has a Chairperson, meets and reports as required,

3.3.2.1.6 to organize, prepare an agenda for, and call meetings of the District Executive Council and District Membership,

3.3.2.1.7 to ensure District representation on all Federation, joint Board, and other associated Committees,

3.3.2.1.8 to appoint District Executive Council members (or others as appropriate) as liaison, or voting representatives for all such committees referred to in 3.3.2.1.7. above,

3.3.2.1.9 to report to the District Executive Council the duty assignments for District Executive Council members and Federation Services Officers,

3.3.2.1.10 to ensure that Officers and Chairpersons of the District fulfil their duties,

3.3.2.1.11 to take an active interest in the work of the Bargaining Units,

3.3.2.1.12 to assist the Workplace representatives,

3.3.2.1.13 to supervise the Federation Services Staff,

3.3.2.1.14 to appoint a Chief Negotiator from among the Teachers Bargaining Unit Federation Services Officers, as recommended by the Teachers Bargaining Unit President, (AGM2005)

3.3.2.1.15 to co-ordinate publications from District Committees and Bargaining Units,

- 3.3.2.1.16 to ensure the maintenance of comprehensive District Central Files
- 3.3.2.1.17 to be a member, ex-officio, of all District Committees.
- 3.3.2.2 Responsibilities to Membership:
 - 3.3.2.2.1 to ensure the implementation of the District Executive Council Priorities, and District Executive Council and Membership decisions,
 - 3.3.2.2.2 to maintain contact with all District Federation committee work either through the appointed District Executive Council liaison representative or through the committee chairpersons,
 - 3.3.2.2.3 Financial:
 - 3.3.2.2.3.1 to consult with the Treasurer and District Finance Committee during the preparation of the proposed budget for the next fiscal year,
 - 3.3.2.2.3.2 to act as a co-signer for the financial transactions of the District,
 - 3.3.2.2.4 to be the official representative of the District and to be a signing officer for the District with the responsibility to:
 - 3.3.2.2.4.1 caution against unnecessary and wasteful expenditures of OSSTF funds, and
 - 3.3.2.2.4.2 submit to District Executive Council for approval, all expenditures of an unusual nature.
 - 3.3.2.2.5 to negotiate any personal services contract(s)
 - 3.3.2.2.5.1 to submit to District Executive Council, for ratification, any negotiated personal services contract(s) (AGM2010)
- 3.3.2.3 **Board and Community Responsibilities:**
 - 3.3.2.3.1 to take the initiative in the District with respect to monitoring the activities of the Board and its Administration,
 - 3.3.2.3.2 to ensure the maintenance of interaction with community groups.
- 3.3.2.4 Provincial and Other Responsibilities:
 - 3.3.2.4.1 to maintain Provincial Executive, Provincial Council, and Secretariat liaison,
 - 3.3.2.4.2 to maintain liaison with other affiliates, Labour Council, and other education employee groups.
- 3.3.2.5 **Transfer of Responsibilities:**
 - 3.3.2.5.1 should the President be temporarily unable to act, the Vice-President shall assume the responsibilities and authority of the President,
 - 3.3.2.5.2 transfer of responsibility and authority as in 3.3.2.5.1 above shall occur by majority endorsement of the District Executive Council,
 - 3.3.2.5.3 transfer of responsibility and authority back to the President shall occur by majority endorsement of the District Executive Council,
 - 3.3.2.5.4 should the position of President be permanently vacated during the term of office, the Vice President shall assume the office of President subject to:
 - 3.3.2.5.4.1 if vacancy occurs up to January 1 of the second year of office then the Vice President shall assume office until an election can be held within the next 30 days,
 - 3.3.2.5.4.2 if vacancy occurs after January 1 of the second year of office then the Vice President shall assume office until the completion of the term.
- 3.3.3 **Vice-President** – It shall be the duty of the Vice-President:
 - 3.3.3.1 to perform additional duties assigned by the President, and reported by the President to the District Executive Council,
 - 3.3.3.2 to maintain active liaison with the District Office

DISTRICT 11 CONSTITUTION

2015/2016

- 3.3.3.3 to provide liaison between the District Executive Council and District Committees as equitably assigned by the President,
- 3.3.3.4 to assume the duties of the President as per Bylaw 3.3.2.5.

- 3.3.4 **Councillors** - It shall be the duty of each Councillor:
 - 3.3.4.1 to perform additional duties assigned by the President, and reported by the President to the District Executive Council,
 - 3.3.4.2 to maintain active liaison with the District Office,

- 3.3.5 **Secretary** - It shall be the duty of the Secretary:
 - 3.3.5.1 to attend all District Executive Council and District Membership meetings,
 - 3.3.5.2 to record the minutes of all District Executive Council and District Federation meetings,
 - 3.3.5.3 to cause the minutes of District Executive Council and District Federation meetings to be distributed to the respective bodies prior to the next regularly called meeting,
 - 3.3.5.4 to respond to correspondence received by the District at the direction of the President,

- 3.3.6 **Treasurer** - It shall be the duty of the District Treasurer:
 - 3.3.6.1 Accounting Functions:
 - 3.3.6.1.1 to prepare, present, and explain monthly statements for the District Executive Council,
 - 3.3.6.1.2 to receive audited financial statements and report same to the District Executive Council and Membership,
 - 3.3.6.1.3 to audit financial records for Standing Committees and Ad Hoc Committees of the District.
 - 3.3.6.2 Financial Functions:
 - 3.3.6.2.1 to act as a signing officer for all cheques authorized by the District,
 - 3.3.6.2.2 to consult with the spending authorities regarding questions of clarification,
 - 3.3.6.2.3 to review petty cash, control and recording,
 - 3.3.6.2.4 to requisition funds from the Provincial Treasurer on a regular basis,
 - 3.3.6.2.5 to requisition funds from the Provincial Treasurer for extraordinary expenditures,
 - 3.3.6.2.6 to submit the approved budget and audited financial statements to the Provincial Treasurer,
 - 3.3.6.2.7 to maintain accurate records for submissions to the Provincial Treasurer,
 - 3.3.6.2.8 to communicate with the Provincial Treasurer when the need arises,
 - 3.3.6.2.9 to caution against unnecessary and wasteful expenditures of OSSTF funds,
 - 3.3.6.2.10 to submit to District, for approval, all expenditures of an unusual nature,
 - 3.3.6.2.11 to act as Treasurer for the various Trust Funds, Scholarships and Awards that the District may establish,
 - 3.3.6.2.12 to invest any funds related to specific Trust Funds in any securities in which insurers are authorized to invest money under the Ontario Corporations Act.
 - 3.3.6.3 District Executive Council Functions:
 - 3.3.6.3.1 to attend all District Executive Council and District Membership Meetings,
 - 3.3.6.3.2 to be a member of the Finance Committee,
 - 3.3.6.3.3 to attend preparatory meetings for AMPA.

DISTRICT 11 CONSTITUTION

2015/2016

- 3.3.7 **Bargaining Unit Presidents** - It shall be the duty of the Bargaining Unit Presidents: (AGM2005)
- 3.3.7.1 to attend all District Executive and District Membership meetings, (AGM2005)
 - 3.3.7.2 to provide for regular written reports from the Bargaining Unit, (AGM2005)
 - 3.3.7.3 to report on Sector Caucus of Presidents meetings to the District Executive Council. (AGM2015)
- 3.3.8 **Federation Services Staff** - It shall be the duty of a Federation Services Officer, as assigned by the President,
- 3.3.8.1 to provide direct member support in:
 - 3.3.8.1.1 personnel matters,
 - 3.3.8.1.2 Collective Agreement interpretation,
 - 3.3.8.1.3 benefits clarification,
 - 3.3.8.1.4 school board policy interpretation,
 - 3.3.8.1.5 federation policy and bylaw interpretation,
 - 3.3.8.2 to provide operational support to the various Standing Committees and Ad Hoc Committees of the District,
 - 3.3.8.3 to provide support to the Bargaining Units,
 - 3.3.8.4 to assist in the vetting of Board of Education policy,
 - 3.3.8.5 to be a representative of the District on joint committees with other organizations,
 - 3.3.8.6 to keep the District Executive Council, Provincial Office and the membership of the District appropriately informed,
 - 3.3.8.7 to prepare recommendations for the District Executive Council,
 - 3.3.8.8 to assist in Bargaining Unit negotiations at the request of the Bargaining Unit and the direction of the District President,
 - 3.3.8.9 to present a list of Workplaces to the District Executive Council at the beginning of each school year,
 - 3.3.8.10 to perform other duties as assigned by the President and the District Executive Council.
 - 3.3.8.11 to be an appointed District Alternate at the Annual Meeting of the Provincial Assembly. (AGM2005)
- 3.4 District Executive Council**
- 3.4.1 It shall be the duty of the District Executive Council:
- 3.4.1.1 to promote within the District, the aims and objectives of the OSSTF,
 - 3.4.1.2 to place before the membership the priorities of the District Executive Council for the year,
 - 3.4.1.3 to meet before all District meetings and at other times at the call of the President or at the written request of five members of the District Executive Council,
 - 3.4.1.4 to carry out the instructions of the District Membership,
 - 3.4.1.5 to act as a legislative body, pass interim policy and recommend same to the next District Membership Meeting,
 - 3.4.1.6 upon the recommendation of the appropriate committee, appoint committee chairpersons at the June Executive Council Meeting as follows:

DISTRICT 11 CONSTITUTION

2015/2016

- 3.4.1.6.1 Communications and Excellence in Education Committee,
- 3.4.1.6.2 Constitution Committee,
- 3.4.1.6.3 District Office Maintenance Committee,
- 3.4.1.6.4 Educational Services Committee,
- 3.4.1.6.5 Finance Committee,
- 3.4.1.6.6 Health and Safety Committee,
- 3.4.1.6.7 Human Rights and Status of Women Committee,
- 3.4.1.6.8 Labour Council Liaison Committee,
- 3.4.1.6.9 Nominations Committee,
- 3.4.1.6.10 Political Action Committee,
- 3.4.1.6.11 any other committee formed by the District Executive Council.
- 3.4.1.7 to deal with all matters brought before it from Bargaining Units and which in its opinion require action before the next regular District Membership Meeting,
- 3.4.1.8 to keep the District Membership informed of its activities,
- 3.4.1.9 to receive (written) reports from each District Standing Committee,
- 3.4.1.10 to receive (written) reports from members who are liaison persons to Board Committees,
- 3.4.1.11 to take appropriate action on issues arising from District Executive Council,
- 3.4.1.12 to select delegates to the Annual Meeting of the Provincial Assembly, with a recorded vote count of all candidates,
- 3.4.1.13 to receive from the Treasurer the monthly financial statements,
- 3.4.1.14 to appoint auditor(s),
- 3.4.1.15 to select five members to the District Nomination Committee,
- 3.4.1.16 to appoint substitutes for District Executive Council representatives, other than those named by Bargaining Units, who are unable to act,
- 3.4.1.17 to authorize and supervise payment of expenses and accounts incurred in the conduct of business of the District,
- 3.4.1.18 to inform the Provincial Executive in writing of any alleged unprofessional conduct in the District,
- 3.4.1.19 to inform the Provincial Executive in writing of any matters adversely affecting the welfare of the Federation or one or more of its members,
- 3.4.1.20 to receive the budget for the next year as submitted by the Finance Committee with power to amend and present to the District Annual General Meeting for ratification by the membership,
- 3.4.1.21 to plan, co-ordinate and conduct the District Annual General Meeting,
- 3.4.1.22 to forward motions to AMPA on behalf of the District,
- 3.4.1.23 to form and authorize whatever Ad Hoc Committees might be necessary to conduct essential business,
- 3.4.1.24 to appoint officers to the Federation Services Staff,
- 3.4.1.24.1 to ratify the terms of reference and the selection criteria for hiring the Federation Services Staff, prior to advertising and/or recruiting for such positions,
- 3.4.1.25 to approve the office staff positions and to negotiate concomitant salary, benefits, and working conditions,
- 3.4.1.26 to elect each year from the District membership, by secret ballot, at the regularly scheduled June District Executive Council meeting, a non-voting Chairperson of District Executive Council,
- 3.4.1.27 to establish schedule of regular meeting dates for each Federation year.

3.4.2 Duties of Chairperson of District Executive Council - It shall be the duty of the Chairperson of District Executive Council:

3.4.2.1 to chair all meetings of:

3.4.2.1.1 District Executive Council,

3.4.2.1.2 District Federation Meetings (at the request of the President).

3.4.2.2 to prepare the agenda for all District Executive Council meetings in conjunction with the President,

3.4.2.3 to approve the District Executive Council action sheets and cause the action sheets to be distributed to all members of District Executive Council,

3.4.2.4 to prepare the report of the District Executive Council for the District Annual General Meeting,

3.4.2.5 to commence duties each year at the end of the regularly scheduled June District Executive Council meeting.

3.4.2.6 to appoint an Anti-Harassment Officer for each meeting of the District Executive Council.

3.5 Bargaining Units

3.5.1 It shall be the duty of each Bargaining Unit to:

3.5.1.1 comply with the duties of a Bargaining Unit as outlined in the Provincial Handbook,

3.5.1.2 submit to the District Secretary, by June 30 of each year, the names of their representatives on District Executive Council for the following Federation year,

3.5.1.2.1 when a representative of a Bargaining Unit is unable to attend a meeting of District Executive Council, the Bargaining Unit President shall inform the Chairperson of District Executive Council of the name of the replacement;

3.5.1.3 submit to the District Executive Council, by May 14 of each year, an Annual Report and Financial Statement for the year ending April 30, signed by the Bargaining Unit President and the Bargaining Unit Treasurer. (AGM 2003)

3.6 Workplace Representative - It shall be the duty of the Workplace Representative:

3.6.1 to facilitate the movement of information between the Workplace and the District Executive Council,

3.6.2 to act or appoint a designate to act as the Workplace Polling Officer for District Membership votes.

Bylaw 4 Fees

4.1 Each member of the District shall contribute a levy of 0.12% of gross pay remitted in accordance with their collective agreement or upon direction of the District Treasurer.

Bylaw 5 Federation Finances

5.1 Federation Year

5.1.1 Shall run from July 01 to the following June 30.

5.2 Conditions of Employment of Federation Services Officers

5.2.1 The employment of a Federation Services Officer shall be from applications received from active members of the District.

- 5.2.2 The work year shall be as specified by the District Executive Council at the time of employment but shall not be less than that defined for a teacher in the Collective Agreement of the Teachers Bargaining Unit.
- 5.2.3 The remuneration for the position of Federation Services Officer shall be as specified by the District Executive Council at the time of employment but shall not exceed, in total, 1.10 times the salary of a teacher at Maximum Category 4 of the Teachers Collective Agreement.
- 5.2.4 The District recognizes for its part that the Federation Services Officer shall maintain all the rights and privileges which would have been accorded to him/her as a full-time member by authority of the appropriate Collective Agreement and any ancillary documents.

5.3 Release Time

- 5.3.1 Federation Services Officers shall be provided time release to the limit of their FTE Federation employment.
- 5.3.2 Each Bargaining Unit shall be provided with release time for Federation business for the greater of:
 - 5.3.2.1 nineteen (19) days, or
 - 5.3.2.2 the equivalent of one (1) full time position for each 1000 FTE members as stated by the OSSTF for the purposes of AM PA delegation size determination.

5.4 Presidents Allowance

- 5.4.1 The District President shall be provided with an allowance equivalent to fifteen percent (15%) of the salary of a teacher at Maximum Category 4 of the Teachers' Collective Agreement.

5.5 Reserve Accounts

5.5.1 General Reserve

- 5.5.1.1 A reserve account shall be established and maintained for the District General and Operating accounts.
- 5.5.1.2 At fiscal yearend any monies in excess of (\$10,000) ten thousand dollars shall be transferred to the District Building Maintenance Reserve Account.

5.5.2 District Building Maintenance Reserve Account

- 5.5.2.1 A reserve account called the "District Building Maintenance Reserve Account" shall be established and maintained for the purpose of providing suitable facilities for the District Office.

Bylaw 6 Meetings

6.1 District Membership

6.1.1 Quorum

6.1.1.1 Two hundred and fifty (250) members of the District shall constitute a quorum at District Membership Meetings called with less than seven calendar days notice in writing in the Workplaces.

6.1.1.2 For District Membership Meetings called with seven calendar days notice, in writing in the Workplaces, a quorum shall be the number present and entitled to vote.

6.1.2 Occurrence

6.1.2.1 There shall be a District Membership meeting in the last ten school days of May (hereinafter referred to as the District Annual General Meeting) to:

6.1.2.1.1 discuss the business of the District,

6.1.2.1.2 receive reports.

6.1.2.2 There shall be District Membership meetings at such other times as may be determined by the District President.

6.1.3 Time and Place of Meetings

6.1.3.1 The exact time and place of any Membership Meeting and the District Annual General Meeting shall be at the discretion of the President of the District. The notice of the meeting shall be given to each Workplace for posting and notification to the members at least seven (7) calendar days before the date of the meeting.

6.1.4 Petition for Meeting

6.1.4.1 Upon receipt of a written petition of at least fifty (50) members requesting a meeting of the District Membership for the consideration of matters pertinent to the business of the District, the President shall call a special meeting.

6.1.5 Commencement of Meetings

6.1.5.1 As soon after the hour designated for a meeting as there shall be a quorum present, the President or the Presiding Officer shall call the meeting to order.

6.1.5.2 Unless a quorum is present within thirty (30) minutes after the time appointed for the meeting, the President may:

6.1.5.2.1 declare the meeting adjourned until another date and time, or

6.1.5.2.2 conduct a meeting of the members present as a Committee of the Whole which shall recommend to the next District Membership Meeting or District Executive Council meeting action on matters listed on the Agenda.

6.1.6 Procedure

6.1.6.1 Meetings of the District shall be conducted according to the following order:

6.1.6.1.1 reading of the OSSTF Pledge,

6.1.6.1.2 minutes of previous meetings and business arising therefrom,

6.1.6.1.3 appointments of temporary committees,

6.1.6.1.4 accounts and business, and business arising therefrom,

6.1.6.1.5 reports of officers,

6.1.6.1.6 reports of committees,

6.1.6.1.7 business arising from reports,

6.1.6.1.8 unfinished business (including matters tabled from previous meetings),

6.1.6.1.9 new business,

- 6.1.6.1.10 adjournment.
- 6.1.6.2 The order of business as set forth in 6.1.6.1 may be varied only with the assent of two-thirds (2/3) of the members present.
- 6.1.7 **Debate and Conduct**
- 6.1.7.1 The Presiding Officer shall preserve order and decorum, and decide questions of order, subject to an appeal to the majority of the members present at meetings of the District.
- 6.1.7.2 No debate shall be held on a topic until there is a motion on the floor (i.e. a question has been moved, seconded and stated to the meeting by the Presiding Officer). All motions shall be written, and presented to the secretary before the vote on the question is called.
- 6.1.7.3 A time limit may be set on debate if the meeting so decides.
- 6.1.7.4 The mover of a motion shall have the privilege of being the first speaker in the debate on the motion, and shall have the further privilege of speaking once more to conclude the debate.
- 6.1.7.5 A member who wishes to speak must first be recognized by the chair, state his/her name and school (or office), and must begin by stating whether he/she supports or opposes the motion.
- 6.1.7.6 A member shall not speak more than once on a motion.
- 6.1.7.7 A member who has already spoken to the question has no right to rise again and propose the adjournment of the meeting.
- 6.1.7.8 If free debate on a topic is desirable without the necessity of having a motion on the floor, the Assembly may go into a Committee of the Whole for such debate. At the conclusion of such free debate, a member may move that the Committee of the Whole "rise and report", at which time any resolutions passed in the Committee of the Whole may be proposed as main motions.
- 6.1.7.9 Motions may be amended by insertion, addition, deletion or deletion and insertion, but no amendment shall be in order the effect of which is to negate a main motion. Only one amendment shall be allowed to an amendment, and any additional amendment must be to the main motion.
- 6.1.7.10 A motion for "the previous question" shall be in order at any time during the debate. Until decided it shall preclude all amendments of the original motion, and it shall be in the following words: "That the question be now put." If the motion for the previous question be resolved in the affirmative, the original motion shall then be disposed of without further debate. If the previous question be resolved in the negative, the original motion may be further debated and amended.
- 6.1.7.11 The following shall be the order of precedence for motions:
 - 6.1.7.11.1 fix time at which to adjourn,
 - 6.1.7.11.2 adjourn,
 - 6.1.7.11.3 recess,
 - 6.1.7.11.4 question of privilege,
 - 6.1.7.11.5 to table (to hold over until the next meeting),
 - 6.1.7.11.6 previous question,
 - 6.1.7.11.7 postpone to a set time,
 - 6.1.7.11.8 commit (refer),
 - 6.1.7.11.9 amend,
 - 6.1.7.11.10 postpone indefinitely,

DISTRICT 11 CONSTITUTION

2015/2016

6.1.7.11.11 main motion.

6.1.7.11.12 With the exception of the Presiding Officer, all members present shall have an equal right to vote on all questions. The Presiding Officer will vote only in the case of a tie vote.

6.1.7.11.13 When necessary, the Presiding Officer will decide whether a motion has two or more independent parts that may be voted on separately.

6.1.7.11.14 Except as otherwise provided in this Bylaw or in the Constitution, a vote of the majority of the members present at a properly constituted meeting shall decide all questions, and the Presiding Officer shall declare the disposition of all questions after the vote is taken, his/her decision being final.

6.1.7.11.15 After any question has been decided, any member who voted in the majority may move for reconsideration thereof, but no action shall be taken by the District on the main question until such motion for reconsideration is put and three-quarters (3/4) of the members present vote in favour of the reconsideration.

6.1.8 **Interpretation and Appeal**

6.1.8.1 Whenever a point of order arises, it shall immediately be taken into consideration; and the Presiding Officer shall decide it, interpreting the Section from this Bylaw which applies or such other authority applicable to the case.

6.1.8.2 The decision of the Presiding Officer shall be final unless an appeal is made to the District in session, in which case the question: "Shall the ruling of the chair be sustained?" shall be determined without debate.

6.1.9 **Requests (no vote required)**

6.1.9.1 Question of Privilege - relates to any matter affecting rights and immunities of the Assembly collectively, or to the position, reputation and conduct of members in their respective character.

6.1.9.2 Point of Order - to call attention to a violation of the rules or to an error in procedure.

6.1.9.3 Point of Information- (parliamentary inquiry)

6.1.9.3.1 question to Presiding Officer relating to procedures or to the meaning or effect of the impending motion,

6.1.9.3.2 question to the speaker or proposer of the motion about the pending motion.

6.1.9.3.3 Division of Meeting - to verify an indecisive vote by a show of hands, voters may be required to rise, and if necessary, be counted.

6.2 **District Executive Council**

6.2.1 The District Executive Council shall meet on a regular basis at the call of the District President.

6.2.2 The District Executive Council shall meet at irregular times at the call of the District President or at the written request of five (5) members of the District Executive Council.

6.2.3 Interim policy matters shall be voted upon according to the following:

6.2.3.1 one vote for each member,

6.2.3.2 a majority shall be 75% of the members present, eligible to vote and voting,

6.2.3.3 interim policy will be presented to the next District Membership Meeting for ratification.

6.3 **District Committees**

6.3.1 Committees of the District shall report by majority report to the District Executive Council which shall take appropriate action.

Bylaw 7 Standing Committees

7.1 Committees and Councils

- 7.1.1 The District President shall be an ex officio member of all District Committees.
- 7.1.2 The District President shall assign a Federation Services Officer to all District Committees.
- 7.1.3 Committee Chairpersons will report the names of committee members to the District President before the end September of each year.
 - 7.1.3.1 The Federation Services Officers will communicate to the District Membership the activities of the committees on a regular basis.
 - 7.1.3.2 Committee Chairpersons will submit their annual priorities to the District Executive Council at the first District Executive Council meeting of the school year.
 - 7.1.3.3 Committee Chairpersons will report their operating structures to the District President before September 30th of each year.
 - 7.1.3.4 Committee Chairpersons will submit budget requests with supporting rationale consistent with the District Priorities to the Finance Committee prior to the preparation of the District budget.
 - 7.1.3.5 The Committee Chairperson will be the spending authority for the Committee and will provide a financial statement as requested by the District Treasurer.

7.2 District Bargaining Committee

7.2.1 Composition

- 7.2.1.1 District President as chairperson,
- 7.2.1.2 Bargaining Unit Presidents,
- 7.2.1.3 the Federation Services Officer(s) assigned negotiations and/or contract maintenance duties,
- 7.2.1.4 Chairperson of each Bargaining Units Collective Bargaining Committee,
- 7.2.1.5 the Chief Negotiator of each Bargaining Unit.

7.2.2 Terms of Reference

- 7.2.2.1 the District Bargaining Committee shall meet at the call of the District President,
- 7.2.2.2 the District Bargaining Committee may discuss issues of common interest regarding collective bargaining,
- 7.2.2.3 the District Bargaining Committee shall discuss strategies regarding implementation of the District negotiating priorities as determined by the District Executive Council
- 7.2.2.4 the District Bargaining Committee shall recommend to the District Executive Council the name of a member to be the recipient of the Mike Montag Award. (AGM2003)

7.3 Communications and Excellence in Education Committee

7.3.1 Composition

- 7.3.1.1 up to one representative from each Workplace.

7.3.2 Terms of Reference - The Communications and Excellence in Education Committee shall: administer the District level of the annual Marion Drysdale Awards contest, which includes: (AGM 2003)

- 7.3.2.2.1 judging the entries submitted to the District level of the contest, (AGM 2003)
- 7.3.2.2.2 forwarding the District winning entries to the provincial office, (AGM 2003)

- 7.3.2.2.3 ordering medallions for presentation to the school level winners and trophies for presentation to the District level winners; (AGM 2003)
- 7.3.2.3 budget funding for the Bishop Townshend Awards of Educator Excellence and assist the Bargaining Unit Awards committee(s), if necessary, with administering this award; (AGM 2003)
- 7.3.2.4 administer Communications/Excellence in Education initiatives, including: (AGM 2003)
- 7.3.2.4.1 making submissions to the provincial office for the AMIE Award and Ray Connolly Award for Journalism, if appropriate, (AGM 2003)
- 7.3.2.4.2 other projects assigned or approved by the District Executive Council, (AGM 2003)
- 7.3.2.4.3 the purchase of promotional items, if appropriate; (AGM 2003)
- 7.3.2.5 support the Annual Dinner to honour the retiring members of the District by: (AGM 2003)
- 7.3.2.5.1 budgeting funds for the dinner, (AGM 2003)
- 7.3.2.5.2 producing the Retirement Booklet to be distributed to retiring members; (AGM 2003)
- 7.3.2.6 recommend to the District Executive Council, candidate(s) for the position of Committee Chairperson for the following year, prior to the June District Executive Council meeting. (AGM 2003)

7.4 Political Action Committee

7.4.1 Composition

- 7.4.1.1 up to one representative from each Workplace
- 7.4.1.2 up to one member of the local A.R.M. chapter representing each political party,
- 7.4.2 **Terms of Reference** - The Political Action Committee shall:
 - 7.4.2.1 evaluate Board candidates,
 - 7.4.2.2 organize candidates' meetings,
 - 7.4.2.3 interview, gather data and research local candidates for Municipal, Provincial and Federal Elections and release information subject to approval by the District President,
 - 7.4.2.4 prepare and organize meetings with community and political leaders during election campaigns, (AGM 2004)
 - 7.4.2.5 monitor the activities of the Board of Education,
 - 7.4.2.6 promote cooperation with other organizations for the purpose of common political action,
 - 7.4.2.7 recommend to the District Executive Council, candidate(s) for the position of Committee Chairperson for the following year, prior to the June District Executive Council meeting,
 - 7.4.2.8 carry out any other projects assigned or approved by the District Executive Council,
 - 7.4.2.9 to promote awareness among District members of relevant political issues as directed by the Provincial Executive, (AGM 2004)
 - 7.4.2.10 to lobby elected representatives on issues, policies and actions as determined by the Provincial Executive and/or AMPA. (AGM 2004)

7.5 Educational Services Committee

7.5.1 Composition

- 7.5.1.1 up to one representative from each Workplace.
- 7.5.2 **Terms of Reference** - The Educational Services Committee shall:
 - 7.5.2.1 identify the professional and educational issues and concerns of members and make recommendations to the District Executive Council for action,
 - 7.5.2.2 promote, encourage and support education related research and effective models of professional development at District levels,
 - 7.5.2.3 provide equality of access to professional growth,

- 7.5.2.3.1 Administer individual P.D. funding assistance for members of District 11 under disbursement rules established yearly by the committee. (AGM 2003)
- 7.5.2.4 Organize and promote professional activities throughout the year.(AGM 2003)
- 7.5.2.5 Promote and seek funding for our District members at Provincially sponsored P.D. events. (AGM 2003)
- 7.5.2.6 provide materials in the areas of research, professional development, curriculum and issues of educational concern,
- 7.5.2.7 recommend to the District Executive Council, candidate(s) for the position of Committee Chairperson for the following year, prior to the June District Executive Council meeting,
- 7.5.2.8 carry out any other projects assigned or approved by the District Executive Council.

7.6 Nominations Committee

7.6.1 Composition

- 7.6.1.1 Chairperson named by District Executive Council,
- 7.6.1.2 five members named by the District Executive Council,
- 7.6.1.3 members of the Committee must be members of the District in good standing (AGM2015)
- 7.6.1.4 Members who are candidates in an election over which the committee has jurisdiction must recuse themselves from the committee for the duration of the election period. (AGM2015)

7.6.2 Terms of Reference - The Nominations Committee shall:

7.6.2.1 Election of Officers of the District

- 7.6.2.1.1 receive in writing, nominations for the various elected positions by the dates stated in Bylaw 8. Notwithstanding the above, nominations shall open 28 days prior to the election and shall close 14 days prior to the election,
- 7.6.2.1.2 actively seek out, after the first week of nominations, candidates for positions for which no nominations have been received,
- 7.6.2.1.3 conduct the election of the President,
- 7.6.2.1.4 conduct the election of all District Executive Council positions in accordance with Bylaw 8,
- 7.6.2.1.5 provide candidates with limited text space, as determined by the committee, on the District 11 website elections page for candidates to present themselves to the membership, (AGM 2004)
- 7.6.2.1.6 conduct at the regularly scheduled June District Executive Council meeting the election of the Chairperson of District Executive Council. (AGM 2004)

7.6.2.2 Appointment of Members to Standing Committees

- 7.6.2.2.1 The Nominations Committee will recommend to the District Council appointment of members to the following Standing Committees:
 - 7.6.2.2.1.1 Constitution Committee
 - 7.6.2.2.1.2 Finance Committee
 - 7.6.2.2.1.3 Human Rights and Status of Women Committee
 - 7.6.2.2.1.4 District Office Maintenance Committee
 - 7.6.2.2.1.5 Labour Council Liaison Committee
- 7.6.2.2.2 The Committee shall advertise such positions to the membership, receive applications, and present the Committee's recommendations to District Executive Council for appointment.
- 7.6.2.3 Election of District Alternates for the Annual Meeting of the Provincial Assembly (AGM2005)
 - 7.6.2.3.1 call for nominations for the remaining District Alternate positions (AGM2005)

DISTRICT 11 CONSTITUTION

2015/2016

- 7.6.2.3.2 conduct the election of District Alternates at the second District Executive Council meeting after September 1st in accordance with Bylaw 8. (AGM2005)
- 7.6.2.4 The **Chairperson** shall:
 - 7.6.2.4.1 inform candidate(s) within 24 hours of further nominations to the position and arrange a meeting, at the close of the nomination period, of those candidates to explain campaign and election rules and procedures as determined by the Nominations Committee.(AGM 2004)
 - 7.6.2.4.2 prepare the report of the Nominations Committee for the Annual Report,
 - 7.6.2.4.3 make available the report of the Nominations Committee to the appropriate electorate at least seven (7) calendar days before any election,
 - 7.6.2.4.4 report to the membership the results of the Presidential election within five (5) school days of the election,
 - 7.6.2.4.5 conduct that portion of the District Annual General Meeting relating to the election of officers,
 - 7.6.2.4.6 report to the membership the results of the District Executive Council elections (other than President),
 - 7.6.2.4.7 report to the District Executive Council the recommendations for appointment to the appropriate Standing Committees,
 - 7.6.2.4.8 report to the District Executive Council the results of the election of the Chairperson of District Executive Council.

7.7 Constitution Committee

7.7.1 Composition

- 7.7.1.1 Chairperson named by the District Executive Council
- 7.7.1.2 the Bargaining Unit Presidents
- 7.7.1.3 members appointed by the District Executive Council.

7.7.2 Terms of Reference

- 7.7.2.1 The Committee will maintain an ongoing review and update of the District Constitution and Bylaws.
- 7.7.2.2 The Committee will receive submissions concerning proposed changes to the District Constitution and Bylaws.
- 7.7.2.3 The Committee will recommend Constitution and Bylaw amendments to the District Executive Council.

7.8 Finance Committee

7.8.1 Composition

- 7.8.1.1 District Treasurer,
- 7.8.1.2 Bargaining Unit Treasurers,
 - 7.8.1.2.1 If a Bargaining Unit Treasurer is elected to the position of District Treasurer, that Bargaining Unit shall name a member to serve as the Treasurer's designate.
- 7.8.1.3 two other members of the District to be appointed annually by the District Executive Council.

DISTRICT 11 CONSTITUTION

2015/2016

- 7.8.2 **Terms of Reference** - The Finance Committee shall:
- 7.8.2.1 review the financial records of the District in January and June of each school year and report without prejudice to the District Executive Council. The June review is in preparation for the audit,
 - 7.8.2.2 receive and consider budget requests from committees and Bargaining Units on the basis of the District Priorities,
 - 7.8.2.3 prepare the annual District budget for presentation to the District Executive Council, prior to the District Annual General Meeting,
 - 7.8.2.4 discuss such financial matters as may be recommended from time to time by the District Executive Council and to make recommendations concerning these to the District Executive Council,
 - 7.8.2.5 review Provincial OSSTF finances and proposed motions related to OSSTF financial matters and report recommendations periodically to the District AMPA Committee in preparation for AMPA,
 - 7.8.2.6 receive from the District Executive Council the District annual audited financial statements and recommendations from the auditor
 - 7.8.2.7 recommend to the District Executive Council, candidate(s) for the position of Committee Chairperson for the following year, prior to the June District Executive Council meeting.

7.9 AMPA Committee

7.9.1 Composition

- 7.9.1.1 the District President or designate shall serve as Chairperson of the Committee; (AGM 2012)
- 7.9.1.2 voting Delegates as selected by the Bargaining Unit Executives at the first Bargaining Unit Executive meeting in October (AGM2015)
- 7.9.1.3 the Federation Services Officers, who shall be appointed as District Alternates, (AGM2005)
- 7.9.1.4 any remaining Alternates, elected by the District Executive Council, prior to November 30, from the names submitted to the Nominations Committee. (AGM2015)

7.9.2 Terms of Reference - The AMPA Committee shall:

7.9.2.1 Chairperson

- 7.9.2.1.1 establish sufficient meeting dates to ensure full discussion and debate on all issues and motions being brought to AMPA,
- 7.9.2.1.2 inform District Executive Council and the AMPA Committee which of the members will be voting delegates and which will be alternate delegates.

7.9.2.2 Delegates and Alternates

- 7.9.2.2.1 attend all meetings of the AMPA Committee,
- 7.9.2.2.2 have a working knowledge of the OSSTF "Rules of Order",
- 7.9.2.2.3 be informed on all AMPA motions.
- 7.9.2.2.4 prepare background material for all motions being brought to the floor of AMPA,
- 7.9.2.2.5 report directly to the District Executive Council any concerns which would lead to District motions being filed for AMPA,
- 7.9.2.2.6 prepare and submit to the District Executive Council any District motions for AMPA
- 7.9.2.2.7 report to the District Executive Council (through the Chairperson) on a monthly basis.

7.10 Human Rights and Status of Women Committee

7.10.1 Composition

7.10.1.1 up to twenty members.

7.10.2 Terms of Reference - The Committee shall:

7.10.2.1 advance and promote OSSTF policies as they relate to Human Rights and the Status of Women,

7.10.2.2 generate awareness among the District members of the issues relating to Human Rights, the Status of Women and equal opportunity,

7.10.2.3 monitor Board promotional practices relating to the women and visible minority members of the District.

7.10.2.4 recommend to the District Executive Council, candidate(s) for the position of Committee Chairperson for the following year, prior to the June District Executive Council meeting,

7.10.2.5 monitor Board policy and practices relating to a working environment that supports human rights for all members. (AGM2005)

7.11 Health and Safety Committee

7.11.1 Composition

7.11.1.1 one representative from each Workplace,

7.11.1.2 one District Executive Council liaison appointed by the District President,

7.11.1.3 the certified Health and Safety Officers as appointed by District Executive Council.

7.11.2 Terms of Reference

7.11.2.1 **The Committee** shall:

7.11.2.1.1 consider matters pertinent to Health & Safety issues in the workplace and make recommendations to the District Executive Council,

7.11.2.1.2 ensure full inspections of all Workplaces.

7.11.2.2 **The Health and Safety Officers** shall:

7.11.2.2.1 serve as the certified District representatives on the Joint Health & Safety Committee,

7.11.2.2.2 report to the District Executive Council the proceedings of the Joint Health and Safety Committee, and on general matters of health and safety,

7.11.2.2.3 be knowledgeable about health and safety issues,

7.11.2.2.4 coordinate and oversee District health and safety matters,

7.11.2.2.5 participate in workplace inspections as required through the Joint Health and Safety Committee terms of reference,

7.11.2.2.6 provide training sessions for Workplace Health & Safety representatives,

7.11.2.2.7 participate in Critical Injuries investigations,

7.11.2.2.8 recommend to the District Executive Council a certified person as candidate for the position of Chairperson of the District Health and Safety committee,

7.11.2.2.9 receive and pursue concerns of Workplace Health & Safety Representatives or District members.

7.11.2.3 **The Workplace Health & Safety Representative** shall:

7.11.2.3.1 receive and pursue Health & Safety concerns of members at the workplace,

7.11.2.3.2 be a Health & Safety information resource for members,

7.11.2.3.3 participate in workplace health & safety inspections, as required,

7.11.2.3.4 participate in Critical Injuries investigations, as required,

7.11.2.3.5 attend training workshops on health & safety matters,

7.11.2.3.6 be the workplace representative on the District Health & Safety committee.

7.12 District Office Maintenance Committee**7.12.1 Composition**

7.12.1.1 the Chairperson as named by District Executive Council,

7.12.1.2 three representatives from the members at large,

7.12.1.3 the District President,

7.12.1.4 the District Treasurer,

7.12.2 Terms of Reference - The District Office Maintenance Committee shall:

7.12.2.1 be responsible for the management of real property owned or leased by the District,

7.12.2.2 make recommendations for the use of the District Building Maintenance Reserve Account,

7.12.2.3 recommend to the District Executive Council, candidate(s) for the position of Committee Chairperson for the following year, prior to the June District Executive Council meeting.

7.13 Labour Council Liaison Committee**7.13.1 Composition**

7.13.1.1 The number of members who are delegates shall be determined by each Labour Council.
The Labour Councils are:

7.13.1.1.1 Oxford

7.13.1.1.2 St. Thomas and Elgin

7.13.1.1.3 London and Middlesex.

7.13.2 Terms of Reference - The Committee shall:

7.13.2.1 attend all meetings of the Labour Council to which they have been assigned,

7.13.2.2 promote communication between the District and each Labour Council,

7.13.2.3 report through the Chairperson to the District Executive Council on a regular basis,

7.13.2.4 cause local labour council newsletters to be distributed to members of District Executive Council,

7.13.2.5 recommend to the District Executive Council, candidate(s) for the position of Committee Chairperson for the following year, prior to the June District Executive Council meeting.

Bylaw 8 Elections and Appointments**8.1 Elections****8.1.1 District Executive Council**

8.1.1.1 Voting for President, Vice-President, Secretary and Treasurer of District Executive Council positions shall be by secret ballot in the Workplaces on the day following the District Annual General Meeting in even numbered years.

8.1.1.2 The term of office shall be the two year term commencing July 01 of that year.

8.1.1.3 Speeches by candidates shall occur during the District Annual General Meeting.

8.1.1.4 The successful candidate shall be the person receiving the greatest number of votes on one ballot.

8.1.2 Chairperson of District Executive Council

8.1.2.1 The Nominations Committee shall call for and receive from the membership nominations to the position of Chairperson of District Executive Council at least two weeks prior to the June meeting of District Executive Council.

- 8.1.2.2 The Nominations Committee shall circulate to the members of District Executive Council at least seven days prior to the June meeting of District Executive Council the list of nominees to the position of Chairperson of District Executive Council.
- 8.1.2.3 The Nominations Committee shall conduct the election of the Chairperson of District Executive Council at the June meeting of District Executive Council.
- 8.1.2.4 The Chairperson-elect of District Executive Council shall assume office at the end of the June meeting of District Executive Council. (AGM2005)
- 8.1.3 Election of District Alternates to the Annual Meeting of the Provincial Assembly (AGM2005)
- 8.1.3.1 The Nominations Committee shall call for and receive from the membership nominations to the positions of District Alternates. (AGM2005)
- 8.1.3.2 Nominations Committee shall conduct the election. (AGM2005)
- 8.1.3.3 All voting members of the District Executive Council shall be eligible to cast a ballot. (AGM2005)
- 8.1.3.4 Votes may be cast by those District Executive Council members present, qualified to vote and voting. (AGM2005)
- 8.1.3.5 Successful candidates shall be those with the highest recorded vote count on one ballot. (AGM2005)
- 8.1.3.6 Should a tie vote occur in determining the final Alternate position, a second tie breaker ballot will occur with only the names of those holding the tied vote count appearing on the ballot. (AGM2005)
- 8.1.3.7 The successful candidate in a tie vote shall be the one with the highest vote count. (AGM2005)
- 8.1.3.8 A list and vote count shall be maintained of the unsuccessful candidates. (AGM2005)
- 8.1.3.9 This list shall be used, according to the highest votes received, to replace an elected District Alternate should circumstances necessitate the withdrawal of an Alternate. (AGM2005)
- 8.1.4 **Time Lines**
- 8.1.4.1 Alternate time lines to be followed in the event that unforeseen circumstances cause disruption to the election process shall be included as part of the Nominations Committee report prior to an election.
- 8.2 **Appointments**
- 8.2.1 The Federation Services Officers shall be appointed in accordance with the Hiring of Federation Services Officers District Executive Council Policy and Procedures document.(AGM2005)
- 8.2.1.1 The recommendations for appointment will occur in April, in odd numbered years, for a two year term, running from July 1 to June 30. (AGM2005)
- 8.2.1.2 The maximum number of Federation Services Officers shall be one (1) for every five hundred (500) full time equivalent members.
- 8.2.1.3 Candidates recommended by the Selection Committee as described in the Hiring of Federation Services Officers District Executive Council Policy and Procedures document shall be confirmed by majority vote of the District Executive Council. (AGM2005)
- 8.2.2 **District Councillors** shall be named according to the Bargaining Unit constitutions based on the following:
 - 8.2.2.1 each Bargaining Unit shall be entitled to one Councillor for each 150 FTE members as stated by the OSSTF for the purposes of AMPA delegation size determination
 - 8.2.2.2 the Bargaining Unit shall inform the District Secretary of the names of the Councillor(s) appointed by the Bargaining Unit by June 30 each year. (AGM 2003)
- 8.2.3 The appointments shall commence July 01 of that year.

8.3 Vacancies

- 8.3.1 A vacancy in the position of District President shall be filled in accordance with Bylaw 3.3.2.5.4.(AGM 2004)
- 8.3.2 During a term of office a vacancy on the District Executive Council in the positions of Vice-President, Secretary or Treasurer shall be filled by a member appointed by the District Executive Council. (AGM 2004)
 - 8.3.2.1 Candidates named by a selection committee formed by the District Executive Council shall be confirmed by a two-thirds vote of the District Executive Council. (AGM2003)
- 8.3.3 During a term of office a vacancy on the District Executive in any of the positions designated by the respective Bargaining Units shall be filled according to the applicable Bargaining Unit Constitution and Bylaws.
- 8.3.4 If a vacancy in a Federation Services Officer position occurs prior to February 1st of the second year of a term, the position will be filled for the remainder of the term following the same process as in Bylaw 8.2. (AGM2005)
 - 8.3.4.1 If a vacancy in a Federation Services Officer position occurs on or after February 1st of the second year of a term, the position will remain vacant until the end of the term. (AGM2005)
- 8.3.5 A Federation Services Officer, who assumes an OSSTF Provincial Secretariat position, may take a leave of absence for the provincial probationary period. (AGM2015)
 - 8.3.5.1 The Federation Services Officer on leave of absence will provide the District President with two weeks written notice of their intent to return. (AGM2015)
 - 8.3.5.2 The vacancy created by the leave of absence will be filled for the period of the leave in accordance with Article 8.2.1 of the District 11 Constitution; Hiring of Federation Services Officers: Policies and Procedures document. (AGM2015)

Bylaw 9 Appeals Procedure

- 9.1 Members of the District affected by a Grievance Officer's decision to deny a grievance may appeal this decision using the following procedure. The Grievance Officer shall not allow an appeal to stale date a grievance.
 - 9.1.1 Within three days of the decision, the affected member (herein called the Appellant) shall request in writing from the District President an Appeal Hearing.
 - 9.1.2 Within two days of receiving the request, the District President shall appoint three voting members of the District Council to an Appeal Committee.
 - 9.1.2.1 Notwithstanding 9.1.2, neither the District President nor the Grievance Officer shall be appointed to the Appeal Committee.
 - 9.1.3 Within three days, the Appeal Committee shall meet to hear the appeal.
 - 9.1.4 The District President shall notify the Appellant, the Grievance Officer and the Appeal Committee of the date and time of the Appeal Hearing.
 - 9.1.5 The Appellant may bring one other OSSTF member for support.
 - 9.1.6 The Appeal Hearing shall be conducted as follows:
 - 9.1.6.1 The Grievance Officer shall give his/her reasons for denying the grievance.
 - 9.1.6.2 The Appellant shall give his/her reasons why the grievance should not be denied.
 - 9.1.6.3 Each side shall have one opportunity for rebuttal and summation.
 - 9.1.7 Within two days, the Appeal Committee shall render its judgement, with reasons, either in support of the grievance or against it.

- 9.1.8 Within two days, the District President shall communicate in writing the decision of the Appeal Committee to the Appellant.
- 9.1.8.1 The judgement shall be considered final and not subject to appeal.
- 9.1.9 In the case where the Appeal Committee finds for the Appellant, the Grievance Officer shall proceed with the grievance forthwith in the manner outlined in the Collective Agreement.

Bylaw 10 District Policies**10.A Principles of Respectful Workplace and Federation Environments**

1. OSSTF District 11 expects co-operation from all OSSTF members in maintaining every members right to a respectful union environment free from harassment.
2. OSSTF District 11 believes that acts of harassment are always unacceptable. Members of District 11 OSSTF must have as their goal the promotion of mutual respect and trust. Members cannot tolerate intimidating, demeaning, hostile and aggressive behaviour against another member. Members must speak out against this conduct and stand together to protect one another. Members must take action.
3. District 11 OSSTF is committed to strengthening member solidarity, and in addition to representing members interests in the workplace, takes seriously its own responsibility to ensure that members are treated with respect and dignity at District 11 OSSTF events and meetings.
4. Any member who feels targeted by harassment must be able to speak up and know that his or her concerns will be responded to in a timely fashion in accordance with District 11 Policies and Bylaws and the Resolution and Complaint Procedure as approved by District Executive Council.
5. District 11 members are entitled to make complaints without reprisal or threat of reprisal. District 11 members who engage in any retaliation or reprisal resulting from a complaint or who make frivolous or vexatious complaints of harassment against other OSSTF members are subject to appropriate union disciplinary action.

10.B Policy and Procedure**What is Harassment?**

Harassment is objectionable conduct or comment directed toward a person that serves no legitimate professional purpose and is intimidating, humiliating or offensive. Such behaviour, occurring on a single or repeated basis, is known or ought reasonably to be known, to be unwelcome or unwanted.

What is not Harassment?

Vigorous professional debate or disagreement during federation discussions or during meetings, in and of itself, does not constitute harassment. Similarly, firm advice given by federation officers/representatives does not constitute harassment nor do innate personal attributes in and of themselves, such as a naturally loud voice or substantial physical size.

What to do if you feel you are harassed at an OSSTF District 11 sponsored activity: Every individual has the right to decide how to respond to harassment. Any member who believes that he or she has been the target of harassment at any District 11 OSSTF meeting or event is encouraged to take immediate action to ensure this behaviour is stopped. Depending on the circumstances, a member may wish to address a problem by doing one of the following:

- * discussing it directly with the individual involved;
- * seeking assistance to reach an informal resolution;
- * filing a formal complaint.

OSSTF District 11 Complaint Resolution Procedure:

Step 1

The member claiming to have been harassed should make it clear to the other member that he or she finds the behaviour offensive, and ask that it be stopped. This can be done personally, either verbally or in writing, or with the assistance of a third party.

Step 2

If the behaviour recurs or persists, or if the claiming member (claimant) does not feel safe in approaching the other member, the claimant should speak with the designated harassment officer(s) (DHO) and ask the officer for assistance. For all District executive and committee meetings, the DHO will be the Federation Services Officer assigned. If, for some reason, no DHO has been designated, the member should speak with the Federation Services Officer (FSO) or the Executive member in charge of the meeting/event to ask that one be appointed.

Step 3

The DHO will investigate the complaint promptly, which may include separately interviewing the parties involved and any witnesses, with a view to resolving the problem informally. During this process, the DHO with the approval of the District President, may remove the respondent member temporarily from the meeting if circumstances warrant. The investigation shall be handled confidentially; however, all complaints will be reported immediately by the DHO to the appropriate Bargaining Unit President(s) and the District President.

Step 4

If the complaint cannot be resolved informally, the claimant will be asked to put his or her concerns and all relevant information in writing. If the claimant chooses to provide his or her concerns in writing, it will be submitted to the District President. Actions taken shall be the joint responsibility of the District President, the appropriate Bargaining Unit President(s) and the Federation Services Officer or Executive Member in charge. Under normal circumstances, actions taken will include conducting an investigation, determining if the behaviour falls under the definition of harassment, and deciding on appropriate remedial action. The parties involved, including the respondent and the claimant, will receive a written report stating the findings and any action(s) taken.

Resolutions may include, but are not limited to, apologies, mediation, warnings, temporarily limiting access, or removal/exclusion from current and/or future meetings/events. If a decision is made to remove or exclude that member, and where this member is a recognized OSSTF representative of or within a Bargaining Unit, a confidential letter outlining the reasons for the decision will be sent to the President of the appropriate body from the District President.

Decisions may be reviewed by Provincial Judicial Council on the request of the member. The District President, and possibly the appropriate Bargaining Unit President(s) shall keep a confidential file of all records and reports related to the investigation of written complaints for a period of five (5) years.

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



**ONTARIO SECONDARY SCHOOL TEACHERS'
FEDERATION DISTRICT 11 THAMES VALLEY**
Passed March 30, 2005

POLICY AND PROCEDURES: Hiring of Federation Services Officers

Policy

The selection of Federation Services Officers and the filling of vacancies of Federation Services Officers shall be done in accordance with the District Constitution and Bylaws (Article 7.6, Bylaws 2.1, 5.2, 8.2 and 8.3) and the procedures as described in this document. District 11–Thames Valley Active Members, as defined by the Provincial Bylaw, with full-time entitlement in their current position who meet the criteria as described in the Job Posting are eligible to apply for Federation Services Officer positions.

Procedures

1.0 Job Posting for Federation Services Officer(s)

1. The Job Posting will contain the following sections:
 - 1.1.1 The number of positions available,
 - 1.1.2 A brief description of the term and ideal candidate(s),
 - 1.1.3 Responsibilities as defined by District Bylaw 3.3.9,
 - 1.1.4 General Duties and Responsibilities
 - 1.1.5 Qualification and Skill Requirements
 - 1.1.6 Application Package Requirements
 - 1.1.7 Information regarding the application and interview process, the general selection criteria, and timelines
- 1.2 The Job Posting shall be placed on the website and be distributed for posting in all branches and work sites for two weeks.

2.0 Selection Committee

- 2.1 Selection Committee members are to be appointed in accordance with District Bylaw 8.2.
- 2.1.1 The Bargaining Unit Presidents shall be voting members of the Selection Committee.
- 2.1.1.1 If the Bargaining Unit President is unavailable, unwilling or unable to participate as a voting member of the Selection Committee, he/she may propose a designate from the same Bargaining Unit from among voting members of District Executive Council, such appointment to be ratified by motion at District Executive Council. If there is no other member from that Bargaining Unit on District Executive Council, one may be proposed from the Bargaining Unit Executive.
- 2.1.2 The fifth voting member of the Selection Committee, and two alternates, shall be appointed by District Executive Council from among the Teacher members of the District Executive Council.
- 2.1.2.1 Teachers' Bargaining Unit Members shall put their names forward to sit on the Selection Committee and District Executive Council will vote by secret ballot for ONE name on the list. The individual receiving the most votes will be the fifth voting member of the Selection Committee. The two individuals with the next most votes will be the two alternates, ranked by the number of votes received.
- 2.1.3 In the event that a voting member needs to withdraw from the committee, the alternate with the most votes shall take the place of that voting member.
- 2.1.3 The District President shall be the non-voting Chairperson of the Selection Committee.
- 2.1.4 No District Executive Council member with a conflict of interest may agree to sit as a Selection Committee member.

3.0 Duties of the Selection Committee

- 3.1 The Selection Committee shall agree to fulfil their duties impartially and to the best of their abilities in accordance with the Constitution, Bylaws and Policies of OSSTF.
- 3.2 The Selection Committee shall agree that all matters related to the selection of Federation Services Officers are subject to the same conditions as Executive Session as defined by Provincial Rules of Order 5.10.3.
- 3.3 The Selection Committee shall meet prior to the Interviews to:
 - 3.3.1 using the process outlined in "Section 4: Selection of Candidates", confirm the list of applicants to be interviewed;
 - 3.3.2 go over the interview process, and discuss questions and selection criteria.
- 3.4 The Selection Committee shall interview the candidates as per "Section 5: Interview Process".

4.0 Selection of Candidates to be Interviewed

- 4.1 Subject to section 4.2, incumbent Federation Services Officers who apply for subsequent term(s) will automatically be granted an Interview.
- 4.2 Applicants who have not submitted a complete package as described by the Job Posting will not be granted an interview.
- 4.3 The Selection Committee shall evaluate the application packages, individually and independently of each other as per the selection criteria and the scoring sheet, to select a list of applicants to be interviewed.
 - 4.3.1 The scores of the application packages will be retained to be added to the scores of the interviews.

5.0 Interview Process

- 5.1 The interview process will consist of three (3) parts which will last 60 minutes in total—a case study (15 minutes), a practical task (20 minutes), and questions by the interview panel (25 minutes).
- 5.2 The recommendation of successful candidate(s) will be based on the assessment by the Selection Team of the application package and the interview.
- 5.3 During the Interviews, the Selection Committee shall evaluate the candidates individually and independently of each other as per the selection criteria and the scoring sheet.
- 5.3.1 Questions of clarification may be asked but otherwise there will be no discussion of the interviews among the Selection Committee during or between the interviews.
- 5.4 Initially, the interviews will be scored and then the scores totalled by the Chairperson who shall then determine whether the totalled scores of the applicant(s) clearly indicate preferred candidate(s) for the number of positions available. A clear indication shall mean a greater than 3% difference in the scores of candidates where selection would mean the elimination of one or more.
 - 5.4.1 If the totalled scores of the applicant(s) clearly indicate preferred candidate(s) for the number of positions available, the Chairperson shall look for consensus to recommend to District Executive Council that those candidates be appointed as Federation Services Officer(s).
 - 5.4.2 If the totalled scores are too close to declare clearly preferred candidates or enough preferred candidates, then the Chairperson shall recommend that the candidates whose scores are close together be discussed further. Only elements of the application package, the interview answers, and the written task may be discussed.
 - 5.4.2.1 Once discussion is completed, the Selection Team shall rank those candidates in order of preference by secret ballot. These shall be tallied by the Chairperson.
 - 5.4.2.2 If the rankings clearly indicate preferred candidate(s) for the number of positions available, the Chairperson shall look for consensus to recommend to District Executive Council that those candidates be appointed as Federation Services Officer(s).
 - 5.4.2.3 If the rankings do not clearly indicate preferred candidates, the process outlined in 5.4.2 through 5.4.2.2 shall continue until consensus is reached.

6.0 Post-Interview Process

- 6.1 Following the conclusion of the interviews, the Chairperson shall contact all of the candidates interviewed to inform them of the name(s) of those to be recommended for appointment to the position(s) of Federation Services Officer(s).
 - 6.1.1 The Chairperson shall first contact the candidate(s) to be recommended for the position(s) and to ask whether he/she will accept the position if endorsed by District Executive Council.
 - 6.1.2 Then all remaining candidates will be informed of the recommendation(s) to be made and informed that they may request a debriefing if they wish.
- 6.2 At the next District Executive Council meeting, the following resolution(s) will be moved by the District President:
 - 6.2.1 BIRT District Executive appoint (name of candidate) to the position of Federation Services Officer for the term (dates of the term).
 - 6.2.2 Discussion of this motion may be general in nature but may not reveal specific information from the interview process which was conducted subject to the same conditions as Executive Session as defined by Provincial Rules of Order 5.10.3

