

**Constitution, By-laws
and Policies**

DISTRICT 23

**Ontario Secondary School
Teachers' Federation**

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ARTICLE 1 - DEFINITIONS

- 1.1 In this Constitution and By-laws:
 - 1.1.1 "OSSTF" shall mean the Ontario Secondary School Teachers' Federation.
 - 1.1.2 "District" shall mean District 23 of the OSSTF.
 - 1.1.3 "Unit" shall mean a Bargaining Unit of the OSSTF District 23.
 - 1.1.4 "Member" shall mean a member in good standing in OSSTF District 23.
 - 1.1.5 "Constitution" shall mean this Constitution being a system of fundamental principles according to which District 23, OSSTF, is governed and the basic organization of OSSTF District 23.
 - 1.1.6 "By-Laws" shall mean standing rules governing the membership of OSSTF, made under this Constitution on matters of internal regulation and matters which are entirely within the control of OSSTF District 23.
 - 1.1.7 "Policy" shall mean a stand or position taken by the OSSTF District 23, in accordance with its By-Laws on matters whose resolution is beyond the internal legislative power of OSSTF District 23.
 - 1.1.8 "District Business Meeting" shall mean a meeting of all members of District 23.
 - 1.1.9 "TBU" shall mean Teachers' Bargaining Unit.
 - 1.1.10 "ESS" shall mean Educational Support Staff Bargaining Unit.
 - 1.1.11 "PSSP" shall mean Professional Student Services Personnel Bargaining Unit.
 - 1.1.12 "OT" shall mean Occasional Teachers' Bargaining Unit.
 - 1.1.13 "PSS" shall mean Plant Support Staff Bargaining Unit.
 - 1.1.14 Other definitions shall be those specified in Article 1 of the OSSTF Constitution.

ARTICLE 2 - NAME AND MEMBERSHIP

- 2.1 The name shall be Ontario Secondary School Teachers' Federation District 23 Grand Erie.
- 2.2 Membership in District 23, OSSTF shall be in accordance with the OSSTF Provincial Constitution and Bylaws.

ARTICLE 3 - OBJECTS

- 3.1 The objects of District 23 shall be as stated in the OSSTF Constitution.

ARTICLE 4 - ORGANIZATION

4.1 DISTRICT COMMITTEES

- 4.1.1 There shall be the following District Committees:
 - Co-ordinating;
 - Communication, Excellence in Education, Political Action;
 - Education Services;
 - Finance;

Health and Safety;
Human Rights;
Status of Women.

4.2 DISTRICT CO-ORDINATING COMMITTEE

4.2.1 There shall be a District Co-ordinating Committee consisting of:

- (i) the President of each Bargaining Unit;
- (ii) a second member from each Unit selected by the Bargaining unit;
- (iii) the District Treasurer.

4.3 DISTRICT FINANCE COMMITTEE

4.3.1 There shall be a District Finance Committee consisting of all the bargaining unit treasurers.

4.4 DISTRICT HEALTH AND SAFETY COMMITTEE

4.4.1 There shall be a District Health and Safety Committee consisting of each bargaining unit's representative on the Joint Occupational Health and Safety Committees.

4.5 OTHER DISTRICT COMMITTEES

4.5.1 All other District committees shall consist of up to two representatives from each bargaining unit.

4.6 UNITS

4.6.1 There shall be Units within District 23.

4.6.2 The structure and rules governing each of the Units shall be established by the Constitution and By-Laws of each Unit.

4.6.3 The Constitution of the Unit shall not contravene the Constitution and By-Laws of District 23 or the Constitution and By-Laws of the OSSTF.

ARTICLE 5 - ANTI-HARASSMENT AND ANTI-BULLYING

5.1 The District shall have Anti-Harassment and Anti-Bullying Policies and Procedures.

ARTICLE 6 - AMENDMENTS

6.1 Amendments to this Constitution may only be made:

6.1.1 by approval of greater than 50% vote of those present, eligible to vote, and voting at 4 of the 5 units' Annual General Meetings representing over 50% of the general membership. Notice of the proposed amendment must be received by the District President 20 school days prior to each of the meetings and notice of the proposed amendment must be circulated to the general membership 10 school days prior to the meetings; or

6.1.2 by approval of greater than 50% vote of those present, eligible to vote, and voting at a District Business Meeting provided that notice has been given as in Article 6.1.1; or

- 6.1.3 by nine-tenths vote of the members present, eligible to vote, and voting at a District Business Meeting previous notice as in Article 6.1.1 having not been given.

BYLAW 1 - FEDERATION YEAR

- 1.1 The Federation fiscal and membership year shall be the same as that in the OSSTF Provincial Bylaws.

BYLAW 2 - DUTIES OF THE DISTRICT CO-ORDINATING COMMITTEE

- 2.1 It shall be the duty of the District Co-ordinating Committee (DCC) to:
- 2.2 In June of each year, elect a District President, Vice-President and Secretary from among the members of the DCC to hold office in the following Federation year;
- 2.3 facilitate the exchange of information among the bargaining units ;
- 2.4 receive, review and approve the District Budget proposal of the District Finance Committee;
- 2.5 forward a finalized District budget to the Bargaining Unit Executives;
- 2.6 meet at least four times during the Federation year;
- 2.7 appoint alternates to the Annual Meeting of Provincial Assembly;
- 2.8 receive, review and approve recommendations from District Standing Committees;
- 2.9 administer the District Anti-Harassment and Anti-Bullying Policies.

BYLAW 3 - PROCEDURE AT MEETINGS

3.1 Rules of Order

Meetings shall be conducted in accordance with the rules of order adopted by the Annual Meeting of the Provincial Assembly (1974) and as amended from time to time by the Provincial Council and/or Annual Meeting of the Provincial Assembly.

3.2 Quorum

- 3.2.1 A quorum of the DCC shall be representatives of 4 of the Bargaining Units representing 50% of the full time equivalent membership (FTE) of the District.
- 3.2.2 A quorum of a District Standing or Ad Hoc Committee shall be 50% of the committee members.

3.3 Electronic Meetings

- 3.3.1 The District Co-ordinating Committee may determine that a meeting will be held entirely by means of a telephone, electronic or other communication method that permits all Members to communicate adequately with each other, in the opinion of the District Co-ordinating Committee.
- 3.3.2 A person participating in a meeting by such means is deemed to be present at the meeting.

- 3.3.3 Notwithstanding any other provision of these Bylaws, any person participating in a meeting of Members pursuant to this section who is entitled to vote at that meeting may vote by means of any telephone, electronic or other communication method that the District Co-ordinating Committee has made available for that purpose.

BYLAW 4 - DUTIES OF MEMBERS OF DISTRICT CO-ORDINATING COMMITTEE

4.1 DISTRICT PRESIDENT

It shall be the duty of the District President to:

- 4.1.1 call and chair all District Business meetings and District Co-ordinating Committee meetings;
- 4.1.2 call for agenda items prior to District Business and DCC meetings;
- 4.1.3 set the agenda for District Business and DCC meetings;
- 4.1.4 receive and secure all records and minutes from the District Secretary at the conclusion of each District Business and DCC meeting;
- 4.1.4 act as a signing authority of the District;

4.2 VICE-PRESIDENT OF THE DISTRICT CO-ORDINATING COMMITTEE

- 4.2.1 It shall be the duty of the Vice-President of the District Co-ordinating Committee to:
- 4.2.2 assist the President in performing all duties when necessary;
- 4.2.3 assume the duties of the President in his/her absence;
- 4.2.4 in the event of the vacancy of the President, carry out the duties of the President until the DCC elects a replacement.

4.3 DISTRICT SECRETARY

- 4.3.1 It shall be the duty of the District Secretary to:
- 4.3.2 be responsible for all records and minutes of DCC and District Business Meetings, such records and minutes to be given to the District President at the conclusion of each meeting.

4.4 DISTRICT TREASURER

- 4.4.1 It shall be the duty of the District Treasurer to:
 - 4.4.1.1 supervise the maintenance of District and bargaining unit financial records;
 - 4.4.1.2 submit a District Financial Statement to each unit treasurer;
 - 4.4.1.3 act as a signing officer for the payment of all accounts as per ByLaw 9;
 - 4.4.1.4 act as Chairperson of the District Finance Committee.

BYLAW 5 - DISTRICT STANDING COMMITTEES

5.1 DUTIES OF THE CHAIRPERSONS OF DISTRICT COMMITTEES

- 5.1.1 It shall be the duty of the Chairpersons of District Committees to:
 - 5.1.1.1 call and chair the meetings of their committees;
 - 5.1.1.2 provide an agenda for each meeting;
 - 5.1.1.3 ensure that accurate minutes of meeting are kept and distributed to each bargaining unit and each committee member, and that a copy is on file at Federation Office;

- 5.1.1.4 be the spending authority for the committee;
- 5.1.1.5 be the District Officer for that Committee;
- 5.1.1.6 seek the timely approval for committee recommendations from DCC.

5.2 DUTIES OF THE COMMUNICATIONS/EXCELLENCE IN EDUCATION/ POLITICAL ACTION COMMITTEE (CEEPAC)

- 5.2.1 It shall be the duty of the CEEPAC to:
 - 5.2.1.1 promote the dissemination of information within District 23, with Provincial OSSTF Members, and the wider community;
 - 5.2.1.2 make recommendations for communications strategies;
 - 5.2.1.3 respond to Provincial Political Action initiatives;
 - 5.2.1.4 provide advice and assistance to bargaining unit executives and the DCC in regard to lobbying governments, political parties, and trustees on matters of concern to the federation;
 - 5.2.1.5 liaise with and organize actions with other interest groups and unions in order to deal with areas of mutual concern subject to prior approval by the DCC;
 - 5.2.1.6 promote the outstanding work and abilities of the students of District 23 within the community;
 - 5.2.1.7 report to the District Co-ordinating Committee in a timely manner;
 - 5.2.1.8 elect a Chairperson from among the committee's members.

5.3 DUTIES OF THE EDUCATIONAL SERVICES COMMITTEE

- 5.3.1 It shall be the duty of the Educational Services Committee to:
 - 5.3.1.2 promote educational services and plan programs throughout the year;
 - 5.3.1.3 report to the DCC in a timely manner;
 - 5.3.1.4 elect a Chairperson from among the committee's members.

5.4 DUTIES OF THE FINANCE COMMITTEE

- 5.4.1 It shall be the duty of the District Finance Committee to:
 - 5.4.1.1 prepare the District Budget to be presented to DCC by March 31st;
 - 5.4.1.2 recommend to DCC, at the end of the financial year, the disposition of any funds, surplus to the needs of the District;
 - 5.4.1.3 act as an advisory body to the District on District financial and budgetary matters;
 - 5.4.1.4 report to DCC in a timely manner;
 - 5.4.1.5 meet after the election of bargaining unit treasurers and before the June meeting of DCC to elect a District Treasurer from among its members.

5.5 DUTIES OF THE HEALTH AND SAFETY COMMITTEE

- 5.5.1 It shall be the duty of the Health and Safety Committee to:
 - 5.5.1.2 discuss health and safety concerns of the membership and recommend resolutions to those concerns;
 - 5.5.1.3 co-ordinate health and safety concerns and initiatives among the bargaining units;
 - 5.5.1.4 report to DCC in a timely manner;
 - 5.5.1.5 elect a Chairperson from among the committee's members.

5.6 DUTIES OF THE HUMAN RIGHTS COMMITTEE

5.6.1 It shall be the duty of the Human Rights Committee to:

5.6.1.2 recommend to DCC goals to be achieved and policies and actions to be implemented in order to safeguard human rights;

5.6.1.3 recommend to DCC policies and actions that will ensure equity and inclusion for all individuals in the workplace and all members of OSSTF;

5.6.1.4 report to DCC in a timely manner;

5.6.1.5 elect a Chairperson from among the committee's members.

5.7 STATUS OF WOMEN COMMITTEE

5.7.1 It shall be the duty of the Status of Women Committee to:

5.7.1.1 regularly monitor the professional status of women members of District 23 and advise DCC on the need for appropriate action with respect to any developing trends;

5.7.1.2 provide a forum for the discussion of issues relevant to the professional careers of the women of District 23;

5.7.1.3 identify the needs and recommend to DCC educational programs designed to promote equality of opportunity with respect to the women of District 23;

5.7.1.4 support the establishment of employment equity programs within the Board;

5.7.1.5 elect a Chairperson from among the committee's members.

BYLAW 6 - DUTIES OF EACH MEMBER

6.1 It shall be the duty of each member of the District to:

6.1.1 adopt by-laws and/or policies necessary for the transaction of any Articles or Section of this Constitution;

6.1.2 receive the approval of DCC before releasing to any outside body a brief or communication which could be interpreted as representing District policy.

BYLAW 7 - DISPUTE MECHANISM

7.1 In the event of a dispute arising among Units, the following steps, in order, shall be used to resolve the issue.

7.1.1 The District Co-ordinating Committee shall attempt to resolve the dispute at the Committee level.

7.1.2 The District Co-ordinating Committee shall recommend a solution for acceptance by all Bargaining Unit Councils or Bargaining Unit Executives where Councils do not exist.

7.1.3 The District Co-ordinating Committee shall request a mediator be appointed by the Provincial Executive for non-binding arbitration.

7.1.4 The District Co-ordinating Committee shall submit the issue to a District Business Meeting for final resolution.

BYLAW 8 - DISTRICT BUDGET

- 8.1 The District Budget shall identify:
 - 8.1.1 District income;
 - 8.1.2 District expenses;
 - 8.1.3 District reserve fund;
- 8.2 The District Budget shall allocate:
 - 8.2.1 Bargaining Unit funds from an amount consisting of the total of the regular rebate less District Expenses;
 - 8.2.2 remittances to each Unit shall be based upon full-time equivalent membership percentage;
- 8.3 proposed District Expenditures shall not exceed District revenue;
- 8.4 approved Unit Budgets shall be submitted to the District Treasurer.

BYLAW 9 - DISTRICT RESERVE FUND

- 9.1 There shall be a District 23 Reserve Fund which:
 - 9.1.1 shall comprise such funds as are declared surplus at the end of the financial year by the District Finance Committee.
- 9.2 Funds may be expended from the District Reserve Fund on recommendation from the District Finance Committee and by a majority vote of DCC.

BYLAW 10 - AUTHORIZED ACCOUNTS

- 10.1 The District Treasurer shall pay all District accounts.
- 10.2 The District Treasurer shall pay all bargaining unit expenses other than non-District ESS expenses.
- 10.3 All expenses other than non-District ESS expenses, must be submitted to the District Treasurer on District vouchers duly signed by the signing officer(s) of the District or Bargaining Unit.

BYLAW 11 - DISTRICT BUSINESS MEETINGS

- 11.1 A District Business Meeting may be called by the District President:
 - 11.1.1 to amend the District Constitution;
 - 11.1.2 to resolve a dispute arising among bargaining units that cannot be resolved as per Bylaw6;
 - 11.1.3 at a time and place approved by the District Co-ordinating Committee.
- 11.2 The District President shall call a District Business Meeting upon the receipt of a petition signed by at least ten (10) percent of the District membership, such petition to state the reason for calling the meeting, the meeting to occur at a time and place approved by the District Co-Ordinating Committee.
- 11.3 Quorum
 - 11.3.1 the quorum for a District Business Meeting shall be those present, eligible to vote, and voting.