

O.S.S.T.F. DISTRICT 19 CONSTITUTION AND BYLAWS

Article 1 - Definitions

1.1 In this Constitution and Bylaws:

- .1 "O.S.S.T.F." shall mean the Ontario Secondary School Teachers' Federation.
- .2 "District" shall mean District 19 of the O.S.S.T.F.
- .3 "Unit" shall mean a Bargaining Unit of the O.S.S.T.F. District 19.
- .4 "Member" shall mean an active member in O.S.S.T.F. District 19.
- .5 "Constitution" shall mean this Constitution being a system of fundamental principles according to which District 19, O.S.S.T.F. is governed and the basic organization of the O.S.S.T.F. District 19.
- .6 "Bylaws" shall mean standing rules governing the membership of the O.S.S.T.F., made under this Constitution on matters of internal regulation and matters which are entirely within the control of the O.S.S.T.F. District 19.
- .7 "Policy" shall mean a stand or position taken by the O.S.S.T.F. District 19, in accordance with its Bylaws on matters whose resolution is beyond the internal legislative power of the O.S.S.T.F. District 19.

Article 2 - Name and Membership

2.1 The name shall be Ontario Secondary School Teachers' Federation, District 19 Peel.

2.2 Membership

- .1 Membership shall consist of all active members of District 19.
- .2 Active members who bargain collectively shall constitute a Unit.

Article 3 - Objects

3.1 The objects of the District shall be:

- .1 first and foremost to protect its members both individually and collectively, in their profession, and to ensure that none of the civil, human and legal rights enjoyed by other Ontario residents shall be denied its members,
- .2 to promote and advance the cause of education, and
- .3 to adhere to a code of ethics as outlined in the Constitution and Bylaws of the O.S.S.T.F.

Article 4 - Organization

4.1 District 19 shall operate as a District within the boundaries determined by the O.S.S.T.F.

District Executive Council

.1 There shall be a District Executive Council.

.2 The District Executive Council shall consist of the following voting members from each of the bargaining units:

- a) The Unit Presidents
- b) The Unit Chief Negotiators
- c) The Unit Treasurers

Provincial Councillor

.1 There shall be a District Provincial Councillor.

.2 The President of the District Executive shall be the District Provincial Councillor.

District Finance Committee

.1 There shall be a District Finance Committee

.2 The District Finance Committee shall consist of each of the Unit Treasurers.

District Annual General Meeting

.1 There shall be a District Annual General Meeting.

.2 The District Annual General Meeting shall consist of all eligible voters from the District who attend.

District Standing Committees

.1 There shall be the following District Standing Committees:

- a) Communications/Excellence in Education
- b) Educational Services
- c) Human Rights and Status of Women
- d) Political Action
- e) Health and Safety

.1 Each District Standing Committee shall be comprised of 2 voting members from each of the bargaining units.

.2 The Chair of each District Standing Committee will be elected by and from the voting members of the committee.

Article 5 - Bylaws

5.1 A duly constituted District General Meeting may pass Bylaws not inconsistent with the Constitution.

Article 6 – Procedures

- 6.1 A duly constituted District General Meeting may pass Procedures not inconsistent with the Constitution and Bylaws.

Article 7 - Amendments

- 7.1 Amendments to this Constitution may be proposed at the District General Meeting.
- 7.2 Amendments to this District Constitution shall be made consistent with the Constitution and Bylaws of O.S.S.T.F.
- 7.3 Amendments to the Constitution may be proposed at any District General Meeting following due notice of motion.
- .1 Due notice of motion shall be considered given when:
- .1 the District President receives written notice of the proposed amendment at least twenty-one (21) days prior to the meeting and
- .2 the membership has been informed in writing seven (7) days prior to the meeting.
- 7.4 Amendments to the Constitution shall require:
- .1 the support of two-thirds (2/3) of the members to the District General Meeting qualified to vote, present and voting, where due notice has been given, and
- .2 the support of nine-tenths (9/10) of the members to the District General Meeting qualified to vote, present and voting, where due notice of motion has not been given.
- 7.5 Amendments to the Constitution adopted at the District Annual General Meeting shall be effective the subsequent July 1, unless stated otherwise in the preamble of such amendments.

BYLAWS

Bylaw 1 - District Federation Year

- 1.1 The District Federation Year shall be from July 1 to the following June 30.

Bylaw 2 - Anti-Harassment and Anti-Bullying Policy

- 2.1 The District shall have an Anti-Harassment and Anti-Bullying Policy and Procedure to be followed at all OSSTF workplaces and functions.
- 2.2 The Anti-Harassment and Anti-Bullying Policy and Procedure and any amendments to it shall be approved by the District Executive Council.

Bylaw 3 – Anti-Harassment and Anti-Bullying Appeal Procedure

- 3.1 Members of the District affected by a decision resulting from a complaint under the District Anti-Harassment and Anti-Bullying Procedure may appeal this decision using the Appeal procedures outlined by the District.

Bylaw 4 - District Executive Council

- 4.1 The District Executive Council shall be comprised of the Unit President, the Unit Chief Negotiator, and the Unit Treasurer from each of the bargaining units.
- 4.2 The President of the District Executive shall be the Bargaining Unit President who represents 50%+1 or more of the District's FTE members.
 - .1 Should the membership of the largest Bargaining Unit not consist of 50%+1 or more of the District's FTE members, the District President will be elected from the Bargaining Unit Presidents by the members present and eligible to vote at the District Annual General Meeting.
- 4.3 The District President shall serve as the District Provincial Councillor.
- 4.4 The Vice-President of the District Executive shall be elected annually by and from the other members of the District Executive.
- 4.5 The District Secretary-Treasurer shall be the Treasurer who represents 50%+1 or more of the FTE members of the District.
 - .1 Should the membership of the largest Bargaining Unit not consist of 50+1% or more of the District's FTE members, the District Treasurer will be elected from the Bargaining Unit Treasurers by the members present and eligible to vote at the District Annual General Meeting.

Bylaw 5 - Duties

- 5.1 District Executive Council
 - .1 It shall be the duty of the District Executive Council and its members:

- .1 to abide by the Constitution, Bylaws and Procedures established by the District,
 - .2 to promote within the District the Objects of the O.S.S.T.F. and District 19,
 - .3 to establish interim District policy,
 - .4 to facilitate the transfer of information among the Units,
 - .5 to review the management and operation of the District office,
 - .6 to establish ad hoc District Committees as required,
 - .7 to receive and review the District budget proposal of the District Finance Committee,
 - .8 to recommend the District budget to the District Annual General Meeting,
 - .9 to appoint a committee responsible for the District Annual General Meeting, and
 - .10 to assign other responsibilities as needed from among its members.
- .2 Notwithstanding the duties above, each Bargaining Unit reserves its right to control its own unit business as dictated by its own Constitution and Collective Agreement.

5.2 District Executive President

- .1 It shall be the duty of the District Executive President:
 - .1 to chair meetings of the District Executive,
 - .2 to refer matters of concern to the appropriate Units,
 - .3 to advise and assist Unit officers as requested,
 - .4 to act as signing officer for the District,
 - .5 under direction of the District Executive, to be responsible for the operation of the District office;
 - .6 to represent the District at the annual meetings of the Units as requested,
 - .7 to perform duties as directed by the District Executive,
 - .8 to report annually to the District Assembly, and
 - .9 to be an ex officio member of all District Standing Committees.

5.3 District Vice-President

- .1 It shall be the duty of the District Vice-President:
 - .1 notwithstanding Bylaw 8.1, to perform duties of the District President in his/her absence, and
 - .2 to act as signing officer for the District.

5.4 District Secretary-Treasurer

- .1 It shall be the duty of the District Secretary-Treasurer:
 - .1 to keep an account of all monies received and disbursed in accordance with accepted accounting practices,
 - .2 to chair the District Finance Committee,
 - .3 to issue receipts for all monies received as required,
 - .4 to submit a statement of income and expenses and a budget report for the District,
 - .5 to present the Annual Budget to the District Annual General Meeting for approval,
 - .6 to act as a liaison between the District and the Provincial O.S.S.T.F. on financial matters and
 - .7 to act as signing officer for the District.

5.5 District Finance Committee

- 1 It shall be the duty of the District Finance Committee:
 - .1 to draft the annual District budget,
 - .2 to act as an advisory body to the District on financial and budgetary matters.

5.6 District Provincial Councillor

- .1 It shall be the duty of the Provincial Councillor:
 - .1 to attend all meetings of the Provincial Council of the OSSTF,
 - .2 to represent the members of the District, and
 - .3 to lead the District Delegation at the Annual Meeting of the Provincial Assembly.

5.7 District Membership

- .1 It shall be the duty of each member of the District:
 - .1 to comply with the O.S.S.T.F. Objects and Ethics, and
 - .2 to receive the approval of the District Executive or the District Chair before releasing to any outside body a brief or communication which could be interpreted as representing District policy.

5.8 District AMPA Delegation

- .1 It shall be the duty of the AMPA delegation:

- .1 to attend meetings called by the District Provincial Councillor for the purpose of discussing business related to AMPA, prior to the Annual Assembly, and
- .2 to ensure that all District delegates are present while the business of the house is discussed and voted upon at AMPA.

Bylaw 6 - District Budget

- 6.1 The District budget shall be drafted annually for the following year by the District Finance Committee for submission to the District Executive.
- 6.2 Amounts allocated by the Provincial Office in the Funding Master to the individual bargaining units remain with those bargaining units.
- 6.3 Amounts allocated by the Provincial Office in the Funding Master to the District will be divided amongst the bargaining units on a prorated basis based on FTE.
- 6.4 Account #2000 funds will be divided amongst the bargaining units on a prorated basis based on FTE. Any funds that remain unclaimed by a bargaining unit after May 1 each year can be claimed by the remaining bargaining units on a first come first served basis after consultation with the District Executive.
- 6.5 The District budget shall be distributed to the District membership seven (7) days prior to its presentation at the District Annual General Meeting.
- 6.6 District funds will be made available for the Bargaining Unit Presidents who represent the smaller Bargaining Units to attend Provincial Council.

Bylaw 7 - Meetings

- 7.1 District Annual General Meeting
 - .1 There shall be a District Annual General Meeting in each Federation year to be held during a time mutually agreed upon by the Bargaining Units.
 - .2 It shall be the duty of the District Annual General Meeting:
 - .1 to amend the District Constitution and Bylaws,
 - .2 to establish, amend or rescind District policy,
 - .3 to receive and approve the report of the District Treasurer,
 - .4 to approve the District budget, and
 - .5 to conduct such other business as determined by the District Executive or the district membership.
- 7.2 District General Meetings
 - .1 There may be District General Meetings:
 - .1 at the call of the District President in consultation with the District Executive, or

- .2 at the written request of ten (10) members of the District representing at least two (2) Bargaining Units. The request shall be forwarded to the District President stating the purpose for the meeting.

7.3 District Executive

- .1 The District Executive shall meet:
 - .1 at least four (4) times in each Federation Year,
 - .2 at other times at the call of the District President, and
 - .3 at the call of the District President within ten (10) days of a written request from two (2) members of the District Executive or a written request from a Unit Executive.

7.4 District Standing Committees

- .1 District Standing Committees shall meet in accordance with their terms of reference or as determined by the District Executive.

Bylaw 8 - Vacancies

- 8.1 Should a permanent vacancy occur in the office of District President, the incoming President of the Bargaining Unit that represents 50%+1 or more of the District's FTE members will be appointed President by the District Executive Council.
 - .1 Should the largest Bargaining Unit not represent 50%+1 or more of the District's FTE members, a replacement will be elected by and from the other members of District Executive Council.
- 8.2 Should a permanent vacancy occur in the office of District Vice-President, a replacement will be elected by and from the other members of the District Executive Council.
- 8.3 Should a permanent vacancy occur in the office of District Treasurer, the incoming Treasurer of the Bargaining Unit that represents 50%+1 or more of the District's FTE members will be appointed Treasurer by the District Executive Council.
 - .1 Should the largest Bargaining Unit not represent 50%+1 or more of the District's FTE members, a replacement will be elected by and from the other members of District Executive Council.
- 8.4 Vacancies thus filled shall be for the duration of the unexpired term under the provisions of the Constitution and Bylaws
- 8.5 Should a temporary vacancy occur in any of the Executive positions, it must be filled by a member of the Bargaining Unit from which the vacancy issued and at the discretion of that Bargaining Unit.

Bylaw 9 - Quorum

- 9.1 A quorum for any District General Meeting shall be those members present and eligible to vote.

- 9.2 A quorum for meetings of the District Executive shall be one member from each of the bargaining units present.
- .2 Notwithstanding Bylaw 9.2, should thirty minutes pass from the agreed start time of a duly called District Executive meeting and one representative from each Bargaining Unit is still not present, quorum will then be declared to be those Executive members present and eligible to vote.
 - .3 Should Bylaw 9.2.2 be enacted, a detailed report of all decisions made at the meeting in question must be provided in writing to the absent Bargaining Unit within five (5) school days of the meeting.
- 9.3 A quorum for meetings of the District Finance Committee shall be one member from each of the bargaining unit present.
- .2 Notwithstanding Bylaw 9.3, should thirty minutes pass from the agreed start time of a duly called District Finance Committee meeting and one representative from each Bargaining Unit is still not present, quorum will then be declared to be those Committee members present and eligible to vote.
 - .3 Should Bylaw 9.3.2 be enacted, a detailed report of all decisions made at the meeting in question must be provided in writing to the absent Bargaining Unit within five (5) school days of the meeting.
- 9.4 A quorum for meetings of the District Standing Committees shall be one member from each of the bargaining units present.
- .2 Notwithstanding Bylaw 9.4, should thirty minutes pass from the agreed start time of a duly called District Standing Committee meeting and one representative from each Bargaining Unit is still not present, quorum will then be declared to be those Committee members present and eligible to vote.
 - .3 Should Bylaw 9.4.2 be enacted, a detailed report of all decisions made at the meeting in question must be provided in writing to the absent Bargaining Unit within five (5) school days of the meeting.

Bylaw 10 – District Annual Meeting of Provincial Assembly (AMPA) Delegation

- 10.1 There will be a District AMPA delegation.
- 10.2 The number of Delegates for each Unit will be designated by Provincial O.S.S.T.F. The District AMPA delegation shall consist of delegates selected by each Unit according to each Unit's Bylaws.
- 10.3 The District AMPA delegation shall also consist of alternates as allotted to each bargaining unit in the same proportion as the delegates.

Bylaw 11 - Amendments to the Bylaws

- 11.1 Amendments to these Bylaws shall be made consistent with the Constitution and Bylaws of O.S.S.T.F. and with the Constitution of District 19.
- 11.2 Amendments to these Bylaws may be proposed at any District General Meeting following due notice of motion.
 - .1 Due notice of motion shall be considered given when:
 - .1 the District President receives written notice of the proposed amendment at least twenty-one (21) days prior to the meeting and
 - .2 the membership has been informed in writing seven (7) days prior to the meeting.
- 11.3 Amendments to these Bylaws shall require:
 - .1 the support of the majority of the members to the District General Meeting qualified to vote, present and voting, where due notice has been given, and
 - .2 the support of two-thirds (2/3) of the members to the District General Meeting qualified to vote, present and voting, where due notice of motion has not been given.

Bylaw 12 - Amendments to the Procedures

- 12.1 Amendments to these Procedures shall be made consistent with the Constitution and Bylaws of O.S.S.T.F. and with the Constitution and Bylaws of District 19.
- 12.2 Amendments to these procedures may be proposed at a District General Meeting following due notice of motion.
 - .1 Due notice of motion shall be considered given when:
 - .1 the District President receives written notice of the proposed amendment at least twenty-one (21) days prior to the meeting, and
 - .2 the membership has been informed in writing seven(7) days prior to the meeting.
- 12.3 Amendments to these Procedures shall require:
 - .1 the support of the majority of the members to the District General Meeting qualified to vote, present and voting, where due notice has been given, and
 - .2 the support of two-thirds (2/3) of the members to the District General Meeting qualified to vote, present and voting, where due notice of motion has not been given.