O.S.S.T.F.

District 14

2017 - 2018

CONSTITUTION

Ontario Secondary School Teachers' Federation District 14 Constitution
(amended June 2017)

TABLE OF CONTENTS

ARTICLES:

ARTICLE 1 – MEMBERSHIP AND SCOPE …… 3
ARTICLE 2 – DEFINITIONS ……... 3
ARTICLE 3 – OBJECTS OF THE DISTRICT …….. 4
ARTICLE 4 – FUNCTIONS OF THE DISTRICT ……. 5
ARTICLE 5 – DISTRICT ORGANIZATION …… 5
ARTICLE 6 – AMENDMENTS ……. 7

BYLAWS:

BYLAW 1 – FEDERATION YEAR / FISCAL YEAR …… 8
BYLAW 2 – DUTIES OF MEMBERS ……. 8
BYLAW 3 – DUTIES OF MEMBERSHIP …….. 8
BYLAW 4 – DISTRICT EXECUTIVE …… 8
BYLAW 5 – DUTIES OF DISTRICT EXECUTIVE OFFICERS …….. 9
BYLAW 6 – COMMITTEE PROCEDURE AND DUTIES …… 12
BYLAW 7 – DISTRICT COUNCIL ……. 12
BYLAW 8 – STANDING COMMITTEES ……... 13
BYLAW 9 – ELECTIONS ……. 14
BYLAW 10 – AMPA DELEGATES ……. 15
BYLAW 11 – TERMS OF OFFICE …….. 15
BYLAW 12 – MEETINGS …… 16
BYLAW 13 – FEES / SPECIAL LEVIES …… 16
BYLAW 14 – RELEASE OF DISTRICT OFFICERS ……. 17
BYLAW 15 – EXPENSES …… 17
BYLAW 16 – EXECUTIVE ASSISTANT …… 17
BYLAW 17 – CASH SURPLUS AND THE RESERVE FUND …….. 18
BYLAW 18 – RULES OF ORDER …… 18
BYLAW 19 – BOARD / DISTRICT COMMITTEES …….. 18
BYLAW 20 – ANTI-HARASSMENT & ANTI-BULLYING POLICY ……. 18
BYLAW 21 – ANTI-HARASSMENT & ANTI-BULLYING APPEALS PROCEDURE 18

CONSTITUTION OF DISTRICT 14 OSSTF

ARTICLES

ARTICLE 1: MEMBERSHIP and SCOPE

A1.1 This organization shall be known as District 14, Ontario Secondary School Teachers' Federation, or District 14 OSSTF.

A1.2 District 14 OSSTF shall consist of those Members as defined in accordance with the Constitution of the OSSTF and its Bylaws who shall be active Members of OSSTF under the jurisdiction of the Kawartha Pine Ridge District School Board.

A1.3 The District shall have such Constitution and Bylaws as approved by a general meeting of the Membership. The District Constitution shall not contravene the Constitution or Bylaws of the Provincial OSSTF. The Provincial OSSTF Constitution and its Bylaws shall take precedence over any part of this Constitution.

ARTICLE 2: DEFINITIONS

A2.1 "AMPA" shall mean the Annual Meeting of the Provincial Assembly of the OSSTF.

A2.2 "Bargaining Unit" shall mean a Bargaining Unit of the OSSTF; an organization of those Members for whom OSSTF holds bargaining rights under the appropriate legislation.

A2.3 "Board" shall mean Kawartha Pine Ridge District School Board.

A2.4 "Branch" shall mean the OSSTF organization of those Members employed in any one school, institution, or any unit within the Board duly constituted under the Ontario Labour Relations Act.

A2.5 "Bylaws" shall mean standing rules made under this Constitution which are enactments binding upon all Members of the District.

A2.6 "CBC" shall mean Collective Bargaining Committee.

A2.7 "Constitution" shall mean a system of fundamental principles according to which OSSTF District 14 is governed.

A2.8 "CPAC" shall mean Communications/Political Action Committee.

A2.9 "DAGM" shall mean District Annual General Meeting.

A2.10 “District” shall mean District 14, OSSTF.

A2.11 “ESC” shall mean Educational Services Committee.

A2.12 “District Executive” shall mean District 14 Executive.

A2.13 “Ex-officio” shall mean "by virtue of office".

A2.14 “Federation” shall mean Ontario Secondary School Teachers’ Federation.

A2.15 “FTE” shall mean Full Time Equivalent.

A2.16 “General Meeting” shall mean a meeting of the Members of the District called by the District President.

A2.17 “Member” shall mean an active Member of OSSTF employed by the Kawartha Pine Ridge District School Board.

A2.18 “Teacher” shall mean a person employed as a teacher whether full-time or part-time, permanent or probationary, continuing education, or occasional.

A2.19 “OLRA” shall mean Ontario Labour Relations Act.

A2.20 “OSSTF” shall mean Ontario Secondary School Teachers' Federation.

A2.21 “OTBU” shall mean the Occasional Teacher Bargaining Unit of the District.

A2.22 “OTF” shall mean Ontario Teachers' Federation.

A2.23 “TBU” shall mean the Teacher Bargaining Unit of the District.

ARTICLE 3: OBJECTS OF THE DISTRICT

A3.1 Those objects as specified in Article 3 of the Constitution of OSSTF.

A3.2 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.

A3.3 To promote and advance the cause of public education.

A3.4 To secure for Members equal collective bargaining rights and to bargain collectively on behalf of the Members.

A3.5 To promote a high standard of professional ethics and competence.

A3.6 To secure for Members active participation in formulating educational policies and practices affecting secondary schools.

A3.7 To secure responsibility for our professional growth.

A3.8 To promote political action to ensure that legislation regulating educational structures and policies is in the best interests of Members, students and the community.

A3.9 To support and promote equal opportunity for Members, students, and employees of the District.

A3.10 To foster and promote the dignity of all persons regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sexual orientation, gender, perceived gender, age, marital status, family status or disability.

ARTICLE 4: THE FUNCTIONS OF THE DISTRICT

A4.1 To implement the bylaws, regulations and policies of the Federation.

A4.2 To obtain, disburse and account for funds from the Federation or District in order to carry out the objects and functions of the District.

A4.3 To give instruction to new Members of the Federation in their duties, obligations, rights and privileges and to communicate policies and procedures of the Federation to Members.

A4.4 To communicate with Provincial Office in matters relating to the Membership of District 14.

A4.5 To represent the Members in matters with the Board.

A4.6 To provide professional development opportunities to Members.

A4.7 To encourage leadership and provide leadership opportunities.

A4.8 To co-ordinate and help in activities of the TBU Branches and the OTBU.

A4.9 To represent Members in co-operation with other Affiliates of the Ontario Teachers' Federation in any matter of shared professional interest.

A4.10 To represent Members when communicating with the media or the public.

ARTICLE 5: DISTRICT ORGANIZATION

A5.1 There shall be a **District Executive** consisting of:

A5.1.1.1 District President, who shall be the elected President of one of the Bargaining Units.
A5.1.1.2 District Vice-President who shall be the elected President of the other Bargaining Unit.
A5.1.1.3 District Secretary
A5.1.1.4 District Treasurer
A5.1.1.5 District Officer

A5.1.2.1 The District Secretary**,** District Treasurer, and District Officer shall be elected at the DAGM prior to the end of their terms of office.
A5.1.2.2 The Presidents of the OTBU and TBU shall be elected according to the Constitutions of the respective Bargaining Units.
A5.1.2.3 The incoming District Executive shall meet at the call of the incumbent District President prior to June 30. At this meeting, the incoming District Executive will appoint one of the incoming Bargaining Unit Presidents as District President. The other Bargaining Unit President shall be District Vice-President. The newly appointed District President and Vice-President shall assume office effective July 1.

A5.1.3 Any vacancy occurring on the District Executive during the term of office shall be filled according to the following:

A5.1.3.1 Should a vacancy occur for the position of District President, the District Vice-President will carry out the duties until such time as the vacant Bargaining Unit Presidency is filled according to the Constitution of the Bargaining Unit. Thereafter, at the next meeting of the Executive, the Executive shall appoint one of the Bargaining Unit Presidents as District President.
A5.1.3.2 Should a vacancy occur for the position of District Vice-President, the Executive shall appoint a Member of the Executive to carry out the duties until such time as the vacant Bargaining Unit Presidency is filled according to the Bargaining Unit Constitution.
A5.1.3.3 Should a vacancy occur for the position of District Secretary, District Treasurer, or District Officer, the District Executive shall fill the position by appointment.
A5.1.3.4 Should a vacancy occur for the position of OTBU President or TBU President, the vacancy shall be filled according to the Constitutions of the respective Bargaining Units.

A5.1.4 No person may hold more than one position on the Executive at the same time.

A5.1.5 Each Member of the Executive shall have one vote.

A5.1.6 A quorum shall be 4 Members.

A5.2 The **District Committees** shall consist of the following:

A5.2.1 **Standing Committees**: Budget, Constitution, Health & Safety, Education Services, Equity and Diversity, Nominating, District 14 Appeals, and Communications and Political Action.

A5.2.2 **Ad Hoc Committees** established by the Executive when deemed necessary. These Committees shall report to the Executive at specified times.

A5.2.3 The District Executive shall appoint representatives to such committees as authorized by this Constitution.

A5.2.4 The composition and duties of the District Committees shall be determined by the Bylaws.

A5.2.5 In the event the OTBU is represented by a co-presidency, both OTBU Presidents may attend and participate in all District Executive meetings, but shall be afforded one vote.

A5.3 There shall be a District Council consisting of the Members of the OTBU Executive, the TBU Executive and the District Executive.

ARTICLE 6: AMENDMENTS

A6.1 A General Meeting of the District may adopt or rescind Bylaws which are not inconsistent with the Provincial Constitution and Bylaws of the OSSTF concerning:

A6.1.1 the procedure for the election of District Officers, and delegates to the Annual Meeting of the Provincial Assembly;

A6.1.2 its own internal organization and administration;

A6.1.3 the time, place and conduct of General and other meetings of the District;

A6.1.4 all other matters duly brought to the meeting.

A6.2 Amendments to Articles of this Constitution may be made by a two-thirds majority vote of the Members present, qualified to vote, and voting, at a General Meeting of the District providing that notice of the amendment has been given to the District President no fewer than twenty (20) teaching days prior to the General Meeting.

A6.3 Amendments to Bylaws of this Constitution may be made by a two-thirds majority vote of the Members present, qualified to vote, and voting, at a General Meeting of the District providing that notice of the amendment has been given to the District President no fewer than twenty (20) teaching days prior to the General Meeting.

A6.4 The District President shall ensure that notice of all on-time amendments to the Constitution and Bylaws is communicated to the Membership through the OTBU President, TBU President and TBU Branch Presidents not fewer than ten (10) teaching days prior to the General Meeting.

A6.5 Notice of the proposed amendment(s) not having been given in accordance with Articles 6.1 or 6.2, amendments may be made by a nine-tenths vote of the Members present, qualified to vote, and voting at a General Meeting.

BYLAWS

BYLAW 1: FEDERATION YEAR/FISCAL YEAR

B1.1 The Federation fiscal and Membership year shall be from July 1 to the following June 30.

BYLAW 2: DUTIES OF MEMBERS

B2.1 The duties of Members are those prescribed for Members of OSSTF in the Provincial OSSTF Handbook.

BYLAW 3: DUTIES OF MEMBERSHIP

B3.1 It shall be the duty of the Membership at a District General Meeting to:

B3.1.1 consider amendments to the Constitution, Bylaws and Policies;
B3.1.2 elect District Executive Members as outlined in the Bylaws;
B3.1.3 receive and act upon reports and communications from Officers and committees;
B3.1.4 levy fees in a manner prescribed through the collective agreement(s), or in any manner prescribed by the General Meeting(s).

BYLAW 4: DISTRICT EXECUTIVE

B4.1 The **District Executive** shall:

B4.1.1 provide leadership in all matters affecting the welfare of District 14 Members;
B4.1.2 act in the name of the District between General meetings;
B4.1.3 carry out the instructions of General meetings;
B4.1.4 appoint substitutes for delegates or representatives who are unable to act;

B4.1.5 meet prior to each District General meeting to discuss issues coming to the General meeting and to expedite the business of the General meeting;

B4.1.6 be responsible for the maintenance, renovation and repair/replacement of District assets within budgetary limits;

B4.1.7 meet on the call of the District President or at the written request of two Members of the District Executive;

B4.1.8 appoint representatives to District, District-Board and special or Ad Hoc committees;

B4.1.9 appoint a Member of the District Executive to carry out the duties of the District President or First Vice-President should he/she temporarily be unable to carry out those duties;

B4.1.10 be responsible for issues related to tenants and leases;

B4.1.11 receive and act upon reports and recommendations from District Committees;

B4.1.12 appoint the District Health & Safety, Education Services, Status of Women/Human Rights, and Communications Officers;

B4.1.13 hire an Executive Assistant;

B4.1.14 appoint five (5) Members to the District 14 Appeals Committee.

BYLAW 5: DUTIES OF DISTRICT EXECUTIVE OFFICERS

B5.1 The **District President** shall:

B5.1.1 be the presiding officer and official representative of the District and be responsible to the District Executive;

B5.1.2 be the Chairperson of District Executive and District Council and be a Member, ex-officio, of all official bodies, committees, boards, commissions and councils appointed by District Executive or a General Meeting;

B5.1.3 co-ordinate all activities as specified under the responsibilities of the District Executive;

B5.1.4 call, chair and prepare the agenda for the District Executive, General Meetings and DAGMs, or at their discretion, appoint the Chairperson of the General Meeting(s);

B5.1.5 be the principal spokesperson for District 14 OSSTF and the District Executive;

B5.1.6 be responsible for studying new developments in education, for making recommendations to the District Executive concerning these developments, and for reporting Provincial OSSTF policy to the District Executive;

B5.1.7 provide for attendance at Board Meetings/Board Committee Meetings;

B5.1.8 provide for the keeping of all records except financial which shall be kept by the Treasurer;

B5.1.9 be a Member of the Nominating Committee;

B5.1.10 hire and direct office staff within the budget limits in consultation with the District Executive;

B5.1.11 report to each meeting of the Membership;

B5.1.12 be responsible for receiving, answering and/or filing of correspondence;

B5.1.13 be the principal spokesperson for the District, District Executive, and/or District Council;

B5.1.14 notify the Membership of the election for delegates and alternates to AMPA no later than the October TBU Council meeting;

B5.1.15 receive reports from the District Officer;

B5.1.16 assign duties, not otherwise covered elsewhere, to any or all Members of the District Executive;

B5.1.17 ensure that each committee Chairperson fulfills the duties of the office.

B5.1.18 select three (3) Members of the District 14 Appeals Committee to hear any appeal brought forward under Bylaw 21.

B5.1.19 act as the leader of the delegation to the Annual Meeting of the Provincial Assembly;

B5.2 The **District Vice-President** shall:

B5.2.1 assist the District President;

B5.2.2 perform those duties as assigned by the District President;

B5.2.3 make reports to the District Executive and District Council as requested;

B5.2.4 inform and consult with the District Executive about matters to be discussed at the Provincial meetings;

B5.2.5 provide a written report to the District Executive after each Provincial Council meeting.

B5.3 The **Treasurer** shall:

B5.3.1 assist Bargaining Units and committees in the preparation of their yearly budgets;

B5.3.2 assist in the preparation of proposed projects and present summarized costing totals for such projects;

B5.3.3 prepare a draft balanced budget for the District and present it to the District Executive for amendment at a meeting prior to the DAGM;

B5.3.4 present the amended budget at the DAGM for approval. The Treasurer will forward to the Provincial Office a copy of an approved budget;

B5.3.5 be responsible for securing any and all funds from any event or for any purpose authorized by the District;

B5.3.6 make arrangements for the collection of any funds from any event or for any purpose authorized by the District;

B5.3.7 record all financial transactions of the District according to the generally accepted accounting principles as outlined in the Canadian Institute of Chartered Accountants' Handbook such that detailed financial statements can be prepared regularly;

B5.3.8 pay all accounts to a maximum of $1,000, without prior written approval from the District Executive, where appropriate source documents have been provided;

B5.3.9 present an unaudited financial report to the District Executive at least three times a year, upon request by the District Executive;

B5.3.10 present to the District Executive at the meeting prior to the DAGM, a financial statement containing a complete analysis of income and expenditures for the fiscal year;

B5.3.11 present to the DAGM and have approved a Financial Report for the fiscal year (Treasurer's Report) including:

- B5.3.11.1 an “actual spending” column to the end of the previous year
- B5.3.11.2 a “spending to date” column as close to the DAGM as possible
- B5.3.11.3 a present budget column approved for the fiscal year
- B5.3.11.4 statements reporting receipts shall be reported on Account 2000 Basic District Rebate
- B5.3.11.5 the budget allotment for each District committee.

B5.3.12 submit in a timely manner required financial documents to the Provincial Office, OSSTF;

B5.3.13 send TBU Branch P.D. rebates to each TBU Branch, within 30 days of receiving the appropriate supporting documentation from the Branch;

B5.3.14 pay for Professional Development those amounts covered by appropriate supporting documentation, to the maximum approved by the District Executive, to be reimbursed by Provincial Office, OSSTF;

B5.3.15 be a Member of the District Budget Committee and call and chair its first meeting;

B5.3.16 regularly provide activity reports to District Executive to be shared by Bargaining Unit Presidents with the Bargaining Unit Executives for scrutiny.

B5.4 The **District Secretary** shall

B5.4.1 record and produce minutes of all District Executive, District Council and District General meetings;

B5.4.2 submit to the District President for distribution, the minutes of District Executive, District Council, and District General meetings for distribution to the members of these respective bodies;

B5.4.3 create, maintain and distribute, as necessary, an Action Items List resulting from decisions taken at District Executive and District General meetings.

B5.5 The **District Officer** shall:

B5.5.1 serve as the TBU Grievance Officer;

B5.5.2 be a resource for the OTBU President in grievance issues;

B5.5.3 provide regular written reports to the TBU Executive, TBU Council and the CBC regarding grievance and staffing issues;

B5.5.4 chair the TBU Grievance Committee;

B5.5.5 assist the Bargaining Unit Presidents in the disposition of Members’ issues;

B5.5.6 report to the District President;

B5.5.7 attend meetings of TBU Council, TBU Executive, and OTBU Executive where requested, and provide reports where required;

B5.5.8 sit on the System Staffing committee as an OSSTF representative.

BYLAW 6: COMMITTEE PROCEDURE AND DUTIES

B6.1 Each committee, except those cases prescribed by the Constitution, shall elect its own Chairperson (presiding officer) at its initial meeting.

B6.2 Any committee that foresees an over-expenditure must get approval for the over-expenditure from the District Executive.

B6.2.1 An unapproved over-expenditure by a committee will be deducted from the committee budget for the following year.

B6.3 The **Committee Chairperson** (presiding officer) shall:

B6.3.1 upon request, provide written reports to District Executive and General Meeting(s) regarding findings and recommended courses of action;

B6.3.2 call and preside at meetings of the committee;

B6.3.3 ensure that the committee functions in accordance with the instructions of District Executive or General Meeting(s);

B6.3.4 ensure that motions to be considered by the District Executive or at General Meeting(s) are presented in a timely, written report;

B6.3.5 submit a committee budget for the following year to the District Treasurer on or before April 1;

B6.3.6 present Notices of Motion to the District Executive and/or the Constitution Committee.

B6.4 The **District Executive** Member or designate acting as liaison to a standing committee shall:

B6.4.1 facilitate meetings by assisting the committee Chair to arrange a meeting place, to provide copies of necessary documents, to supply refreshments, to provide expense forms, and to communicate with committee Members;

B6.4.2 attend committee meetings whenever possible;

B6.4.3 assist the Chair in preparation of a committee budget;

B6.4.4 carry communications from District Executive to the committees;

B6.4.5 report to District Executive on committee activities;

B6.4.6 in the absence of the committee Chair or designate, present a report to District Council on behalf of the committee;

B6.4.7 not have voting privileges.

BYLAW 7: DISTRICT COUNCIL

B7.1 The District Council shall meet twice yearly at the call of the District President.

B7.2 District Council meetings shall be chaired by the District President.

B7.3 The District Council will consider issues of common interest to the Bargaining Units, including bargaining strategies, Constitutional matters, District finances, matters pertaining to AMPA, and other issues brought forward by District Council Members.

B7.4 The District Council shall report to the District Executive.

BYLAW 8: STANDING COMMITTEES

B8.1 The **Educational Services Committee** shall:

- B8.1.1 consist of two Members from the TBU Educational Services Committee and two Members from the OTBU;
- B8.1.2 have a Member of the District Executive as a liaison between the Committee and the District Executive;
- B8.1.3 elect a Chairperson from among the Members of the Committee;
- B8.1.4 recommend to District Executive one representative from its Membership to be appointed as the District Educational Services Officer;
- B8.1.5 assist with the co-ordination of Professional Development activities in the District.

B8.2 The **Equity and Diversity Committee** shall:

- B8.2.1 consist of two Members from the TBU Equity and Diversity Committee and two Members from the OTBU;
- B8.2.2 have a Member of the District Executive as a liaison between the Committee and the District Executive.;
- B8.2.3 elect a Chairperson from among the Members of the Committee;
- B8.2.4 recommend to District Executive one representative from its Membership to be appointed as the District Human Rights/Status of Women Officer;
- B8.2.5 provide leadership in matters of equity and diversity within the District.

B8.3 The **Health and Safety Committee** shall:

B8.3.1 consist of two Members from the TBU Health and Safety Committee and two Members from the OTBU;

B8.3.2 have a Member of the District Executive as a liaison between the Committee and the District Executive;

B8.3.3 elect a Chairperson from among the Members of the Committee;

B8.3.4 encourage and promote healthy and safe working conditions for Members;

B8.3.5 recommend to District Executive one representative from its Membership to be appointed as the District Health and Safety Officer.

B8.4 The **Constitution Committee** shall:

B8.4.1 consist of two Members of the TBU Executive, two Members of the OTBU Executive, and three Members at large;

B8.4.2 have the first meeting at the call of the District President;

B8.4.3 elect a Chairperson from among the Members of the Committee;

B8.4.4 undertake such reviews and make such recommendations as are requested by the Membership.

B8.5 The **Nominating Committee** shall:

B8.5.1 consist of the District President, the District Officer and the District Vice-President;

B8.5.2 be chaired by the Past President, or in the event there is no available Past President, the District Officer;

B8.5.3 present to the DAGM a complete slate of candidates for the elected District Executive positions.

B8.6 The **District Budget Committee** shall:

B8.6.1 consist of the Treasurers and Presidents of both Bargaining Units, the TBU First Vice-President, the OTBU Vice-President, and three Members at large (2 from TBU and 1 from OTBU)
B8.6.2 have the District Treasurer call the first meeting;
B8.6.3 elect a Chairperson from among the Members of the Committee;
B8.6.4 make recommendations on the proposed budget to the District Executive in a timely manner, or on the specific request of the District Executive.

B8.7 The **District Communications and Political Action Committee** shall:

B8.7.1 consist of two Members from the TBU Communications/Political Action Committee and two Members from the OTBU;
B8.7.2 meet at the call of the District President;
B8.7.3 periodically review the District web site and make recommendations to the District President;

B8.8 **Standing Committees** shall endeavour to utilize electronic communications in order to minimize the number of physical meetings required.

BYLAW 9: ELECTIONS

B9.1 The Membership shall elect the District Secretary annually from the Membership at large at the DAGM.

B9.2 The Membership shall elect the District Treasurer annually from the Membership at large at the DAGM.

B9.3 The District Membership shall elect the District Officer every two years from the TBU candidates present at the DAGM.

B9.4 Nominations shall be submitted in writing to the Chair of the Nominating Committee at least 10 teaching days prior to the meeting or, if no one has declared, shall be advanced verbally at the meeting;

B9.5 Candidates for the above offices must indicate in writing or verbally at the DAGM their willingness to serve.

B9.6 Candidates for election shall be provided the opportunity to speak for up to five minutes at the DAGM.

B9.7 Chairpersons shall be elected or appointed by their respective committees.

B9.8 Vacancies during a term of office, with the exception of the District Executive, shall be filled by the original electing or appointing body.

BYLAW 10: AMPA DELEGATES

B10.1 Bargaining Units shall be allocated AMPA delegates in proportion to their FTE. Where the allocation results in a fraction of a delegate to each Bargaining Unit, the allocation of the delegate shall be determined by lot under the supervision of the Bargaining Unit Presidents.

B10.2 Notwithstanding B10.1, the OTBU President, TBU President, and TBU First Vice-President shall be AMPA delegates.

B10.3 The remainder of the delegation shall be elected by the appropriate body within each Bargaining Unit according to the Bargaining Unit Constitutions.

B10.4 If a Bargaining Unit is unable to supply the number of delegates allocated to it, the other Bargaining Unit will fill the vacancy.

B10.5 Bargaining Units shall not appoint delegates unless there are insufficient candidates for election.

BYLAW 11: TERMS OF OFFICE

B11.1 Except where otherwise specified, the terms of office shall be for a period of one year, commencing July 1 and ending June 30;

B11.2 An Officer may be removed from office for just cause by the body which elected or appointed that person to that office.

BYLAW 12: MEETINGS

B12.1 A **District General Meeting** shall be called at any time by the District President on the request of the District Executive.

B12.1.1 A District General Meeting shall be called upon written request of 20 Members who must indicate in writing the reason for such a request. The meeting shall be held within 10 teaching days of receipt of the above request in writing by the District President.

B12.1.2 Any group or individual may approach the District Executive through the TBU President or the OTBU President and ask for a meeting with the District Executive

to request a District General Meeting. In this case, the District Executive shall decide upon the advisability and method of delivery of a District General Meeting at that time.

B12.1.3 The quorum for a General Membership meeting shall be those members present, qualified to vote, and voting.

B12.1.4 Motions brought forward at District General Meetings and the District Annual General Meetings will be passed by a 50% plus 1 majority vote of the members present, qualified to vote, providing that the notice of the motion is given, including the exact wording of the motion, to the District President no fewer than twenty (20) teaching days prior to the meeting.

B12.1.5 The District President shall ensure that notice of all on-time motions for District General Meetings and Annual General Meetings is communicated to the membership through the Branch Presidents not fewer than ten (10) teaching days prior to the meeting.

B12.1.6 Motions not having been given in accordance with B12.1.4 may be passed by a nine-tenths vote of the members present and qualified to vote.

B12.1.7 Amendments to motions from the floor, provided they are ruled as germane by the steering committee, will be passed by a 50% plus 1 vote.

B12.2 There shall be a District General Meeting, the DAGM, called annually, which shall be convened on a teaching day on or before May 31.

B12.2.1 At the DAGM, elections of the District Executive as per Article 5.1 will take place and amendments to the District Constitution, Bylaws and Policies shall be considered.

B12.2.2 At the DAGM, any honours or awards shall be presented.

B12.2.3 Written notice of the DAGM shall be posted to the Bargaining Unit Presidents and in each TBU Branch at least twenty (20) teaching days prior to the meeting.

B12.2.4 A draft agenda for the DAGM shall be posted to the Bargaining Unit Presidents and in each TBU Branch at least seven (7) teaching days prior to the meeting.

BYLAW 13: FEES/SPECIAL LEVIES

B13.1 The fee for Members shall be as prescribed in the Bylaws of OSSTF.

B13.2 The District levy shall be 0.2% of each teacher's annual salary.

B13.2.1 Potential changes to Bylaw 13.2 must be initiated by a specific motion at the DAGM to amend Bylaw 13.2 by substitution, and be passed successfully under the applicable section of Article 6.

B13.2.2 For a successful motion under B13.2.1, a draft budget(s) applying the changes, must be made available in the TBU Branches by the following November 1.

B13.2.3 To become effective, any change to Bylaw 13.2 must be supported by a simple majority of the Membership in a vote taken in each TBU Branch between November 21 and 30 (following B13.2.1 above). A simple majority is defined as 50% plus 1 of the Members qualified to vote and voting.

B13.2.4 Changes to Bylaw 13.2 will occur and be effective no sooner than the budget year following the vote in each Branch.

B13.3 By a majority vote of a General Meeting of the Members, special fees may be levied to finance specific projects. The total amount levied for each project may not exceed $1000. Larger amounts must be supported by a simple majority of the Membership taken by vote in each TBU Branch.

BYLAW 14: RELEASE OF DISTRICT OFFICERS

B14.1 The District Officer will be provided with full time release from teaching duties in order to fulfill the mandate as outlined in B5.6.

B14.2 Bargaining Units may provide release time for Bargaining Unit Executive Officers within budget limits.

BYLAW 15: EXPENSES

B15.1 Because of the extensive responsibilities of the office, the District Officer shall receive an honorarium of 3% of Category IV maximum of the current TBU Collective Agreement upon the vote of District Executive on or before June 30.

B15.2 Because of the extensive responsibilities of the office, the District Treasurer shall receive an honorarium of 2% of Category IV maximum of the current Collective Agreement upon the vote of District Executive on or before June 30.

B15.3 Bargaining Units may provide expense allowances to Bargaining Unit Executive Members within budget limits.

B15.4 A travel allowance shall be paid to Members for attending business or committee meetings. The mileage rate for the current year shall be the established Provincial OSSTF rate.

B15.5 In the event that an office is held by more than one individual during the term, the honorarium will be pro-rated to reflect the percentages served.

BYLAW 16: EXECUTIVE ASSISTANT

B16.1 The District Executive may hire an Executive Assistant to carry out office and secretarial duties outlined in a job description approved by the District Executive.

B16.2 The job description, salary, benefits and working conditions shall be reviewed annually on or before May 1 by the District Executive.

BYLAW 17: CASH SURPLUS AND THE RESERVE FUND

B17.1 At the end of the fiscal year, the District Treasurer, upon direction of District Executive, may transfer monies from the District's current account (if any) to the Reserve Fund.

B17.2 Monies transferred into the Reserve Fund may be transferred into Special Funds to be used for special purposes as determined by the District Executive.

B17.2.1 Examples of special purposes would include, but not be limited to, Property Fund, Negotiations Fund, Property Improvement Fund, or Capital Equipment Fund.

B17.2.1.1 Property Fund: This fund is to provide for the maintenance of the District building. Expenditures from this fund must be approved by a motion of the District Executive.

B17.2.1.2 Negotiations Fund: This fund is to finance any special expenses arising from negotiations with the Board. Expenditures from this fund must be approved by a motion of the Bargaining Unit Executive and District Executive. The Negotiations Fund may also be used to provide interest free loans of up to $2,000 to Bargaining Unit Members who are on strike for more than two weeks.

B17.2.1.3 Capital Equipment Fund: This fund is to provide for the purchase, replacement or repair of office equipment, when the need was not anticipated and was not budgeted for in the General Operating Budget. Expenditures from this fund must be approved by motion of the District Executive.

B17.2.1.4 Property Improvement Fund: This fund is to provide for the improvement and upgrades of Property, where the need cannot be met through the General Operating Budget. Expenditures from this fund must be approved by motion of the District Executive.

B17.2.2 Special Funds totals shall not exceed 100% of Reserve Funds equivalent totals.

BYLAW 18: RULES OF ORDER

B18.1 Meetings of the OSSTF shall be conducted in accordance with the Rules of Order adopted by AMPA, as outlined in the Provincial OSSTF Handbook.

B18.2 In all matters requiring a vote, it is the duty of each Member to vote in person, not by proxy.

BYLAW 19: BOARD/DISTRICT COMMITTEES

B19.1 No Member shall represent the District on a Board or joint Board/District committee unless appointed by the District President subject to the approval of the District Executive.

BYLAW 20: ANTI-HARASSMENT and ANTI-BULLYING POLICY

B20.1 District 14 shall have an Anti-Harassment and Anti-Bullying Policy and Procedure to be followed at all OSSTF workplaces and functions.

B20.2 The Anti-Bullying and Anti-Harassment Policy and Procedure and any amendments to it shall be approved by the District 14 Executive.

B20.3 The Anti-Bullying and Anti-Harassment Policy and Procedure can be found on the District 14 website (http://www.d14.osstf.ca) under District Documents.

BYLAW 21: ANTI-HARASSMENT and ANTI-BULLYING APPEALS PROCEDURE

B21.1 Members of District 14 affected by a decision resulting from a complaint under the District14 Anti-Harassment and Anti-Bullying Procedure may appeal this decision using the following procedure:

B21.1.1 Within five days of the decision, the affected Member (herein called the Appellant) shall submit a request in writing to the District14 President for an Appeal Hearing**.**

B21.1.2 Within two days of receiving the request, the District14 President shall appoint three Members of the District 14 Appeals Committee to consider the appeal.

B21.1.3 Within three days, the District 14 Appeals Committee shall meet to consider the appeal.

B21.1.3.1 The District 14 Appeals Committee shall review the complaint, the investigation process and findings, and the decision.

B21.1.3.2 Following the review, the Committee shall either confirm or modify the decision.

B21.1.3.3 The decision of the District 14 Appeals Committee shall be consistent with the District14 Anti-Harassment and Anti-Bullying Policy and Procedures**.**

B21.1.3.4 The District 14 Appeals Committee shall report the decision on the Appeals to the District 14 President within five (5) days after meeting at which the Appeal is considered.

B21.1.3.5 Within two days of receiving the decision of the District 14 Appeals Committee, the District 14 President shall communicate the decision to the Appellant in writing.

B21.1. 3.6 The decision of the District 14 Appeals Committee shall be considered final and not subject to any appeal.

B21.2 If a complaint under the District14 Anti-Harassment and Anti-Bullying Policy and Procedure is brought against the President of District 14, the District 14 Vice-President shall perform all of the duties of the President outlined in Bylaw 21.