

CONSTITUTION AND BY-LAWS

FOR

DISTRICT 9, GREATER ESSEX

OSSTF

July 1, 2018

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ARTICLE I - NAME AND MEMBERSHIP

- 1.1 The name of the Windsor/Essex OSSTF organization shall be District 9, Greater Essex.
- 1.2 A Member must be a Member in good standing of the OSSTF in the employ of the Greater Essex County District School Board.

ARTICLE II - ORGANIZATION

- 2.1 There shall be a **District Executive**.
 - 2.1.1 A District Executive member must be an active member in good standing to hold a position(s) in Article II.
 - 2.1.2.1 There shall be the following voting Members on the District Executive elected by ballot by the District Membership at the Annual Meeting:
 - 2.1.2.1 District President;
 - 2.1.2.2 District Vice-President;
 - 2.1.2.3 District Treasurer;
 - 2.1.2.4 District Secretary;
 - 2.1.2.5 District Educational Services Officer;
 - 2.1.2.6 District Communications/Political Action Officer;
 - 2.1.2.7 District Equity Officer;
 - 2.1.2.8 District Health and Safety Officer; and
 - 2.1.2.9 District Member Engagement Officer.
 - 2.1.3 There shall be the following voting Members on the District Executive who are appointed and/or elected by a group other than the District Membership:
 - 2.1.3.1 Past President; and
 - 2.1.3.2 Bargaining Unit Presidents.
 - 2.1.4 The above mentioned District Officers shall be elected for a one year term, with the exception of Past President who shall serve for one year immediately following his/her leaving office as District President.
 - 2.1.5 There shall be the following non-voting Member on the District Executive who is appointed and/or elected by a group other than the District Membership:
 - 2.1.5.1 District 9 ARM Chapter Representative;
 - 2.1.5.2 District 9 Labour Council Liaison.
- 2.2 There shall be a **District Council**.
 - 2.2.1 There shall be the following voting Members on the District Council:
 - 2.2.1.1 the District Executive; and
 - 2.2.1.2 one (1) District Councillor for every forty-five (45) FTE Members from a Bargaining Unit. Each bargaining unit's constitution will outline how councillors will be elected.
 - 2.2.1.3 Notwithstanding 2.2.1.2, every Bargaining Unit is guaranteed one representative on District Council.
 - 2.2.2 There shall be the one representative of the local A.R.M. chapter on the District Council as a non-voting Member.
 - 2.2.3 any Member in good standing in District 9 can attend District Council meetings as a non-voting Member.

ARTICLE III - DUTIES OF THE DISTRICT EXECUTIVE OFFICERS

- 3.1 It shall be the duty of the **District President/Designate** to:
- 3.1.1 be the official representative of the District;
 - 3.1.2 call all meetings of the District Executive, District Council and District General Meetings;
 - 3.1.3 present a written report on behalf of the District Executive at each District Council meeting;
 - 3.1.4 prepare a written report for the District Executive, District Council and the District Membership after every Provincial Council meeting;
 - 3.1.5 report promptly to the District Executive all action items from Provincial Council meetings;
 - 3.1.5 be one of the signing officers for the District; and
 - 3.1.6 to chair all District Executive Meetings.
- 3.2 It shall be the duty of the **District Vice-President** to:
- 3.2.1 perform the duties of the District President in case of the latter's absence, resignation or death;
 - 3.2.2 chair all meetings of District Council; and
 - 3.2.3 act as Executive liaison to the District Health and Safety Committee.
 - 3.2.4 Be one of the signing officers for the District.
 - 3.2.5 coordinate with other affiliates to appoint worker health and safety representatives at each worksite
- 3.3 It shall be the duty of the **District Treasurer** to:
- 3.3.1 keep an account of all monies received and disbursed in the District organization;
 - 3.3.2 oversee the deposit all monies received in any insured financial institution in the name of OSSTF District 9;
 - 3.3.3 oversee the payment all authorized expenses and in accordance with the Constitution and By-Laws of the District;
 - 3.3.4 forward all monies to the Provincial organization in accordance with Provincial regulations;
 - 3.3.5 present to the Annual Meeting detailed audited Statements of Revenues and Expenditures for all District accounts for the preceding fiscal year;
 - 3.3.5.1 Notwithstanding 3.3.5 in the year(s) the Financial Statements are not audited by Provincial Office, the Treasurer shall present to the Annual Meeting a year end budget report for all District accounts for the previous fiscal year.
 - 3.3.6 Distribute a financial report for all District accounts at each District Council meeting. Such reports shall include a statement of revenues and expenses to date
 - 3.3.7 report to the District Council ways and means of improving the financial efficiency of the District organization;
 - 3.3.8 maintain, as required by Provincial Office, a list of District property and equipment and their distribution;
 - 3.3.9 act as one of the signing officers for the payment of all accounts authorized by District Council and/or Bargaining Unit spending authorities in accordance with budgets which have been duly adopted at the Annual Meeting and/or Bargaining Unit(s) Business Meetings;
 - 3.3.10 submit annually the Membership dues to the Windsor District Labour Council for each of the bargaining units of District 9;
 - 3.3.11 act as liaison with the Bargaining Unit Treasurers and the Provincial OSSTF on

- financial matters;
- 3.3.12 bring forward the proposed District budget to the District Annual Meeting.
- 3.3.13 invite the Bargaining Unit Treasurers, Bargaining Unit Presidents and Committee Chairs to a meeting to be held prior to the April District Executive meeting for consultation and input into the District budget.
- 3.3.14 Ensure the District's Annual Financial Report and the current District Annual Budget is submitted to Provincial office by November 1st of each year.
- 3.3.15 monitor the District Equity Account to meet the minimum reserves as outlined in B2.4.5
- 3.4 It shall be the duty of the **District Secretary** to:
- 3.4.1 record the accurate minutes and motions for the Annual Meeting and for all District Executive, District Council and District Membership Meetings;
- 3.4.2 ensure distribution of the minutes of District meetings to the Membership;
- 3.4.3 arrange the Annual Meeting or other General Membership Meetings that are called; and
- 3.4.4 co-ordinate the dissemination of District agendas and notices of meetings; and
- 3.4.5 receive and disseminate all AMPA materials for the District.
- 3.5 It shall be the duty of the **District Educational Services and Professional Development Officer** to:
- 3.5.1 chair the District Educational Services and Professional Development Committee;
- 3.5.2 oversee all Provincial professional development funds for the District; and
- 3.5.3 represent the District on a regional and provincial level with the Educational Service Committee.
- 3.6 It shall be the duty of the **District Past President** to:
- 3.6.1 attend all District Council meetings;
- 3.6.2 advise and give opinions to the District Executive and District Council; and
- 3.6.3 undertake special roles, when required on behalf of the District Council, District Executive or the District Membership.
- 3.7 It shall be the duty of the **District Communications/Political Action Officer** to:
- 3.7.1 chair the District Communications/Political Action Committee;
- 3.7.2 oversee all District political action activities;
- 3.7.3 provide on-going communication and information for the Members of District 9;
- 3.7.4 act as one of the representatives to Windsor and District Labour Council;
- 3.7.5 promote the best public image for our Members and our school system; and
- 3.7.8 co-ordinate District nominations for Board, District and Provincial awards.
- 3.7.9 to bring proposals to the District Executive for approval prior to spending funds out of the Special Projects/Donations/Contributions budget line.
- 3.8 It shall be the duty of the **District Equity Officer** to:
- 3.8.1 liaise with the District Human Rights sub-Committee;
- 3.8.2 liaise with the District Status of Women sub-Committee; and
- 3.8.3 provide support for the liaison to the GECDSDB Gender and Sexuality Alliance for Staff.
- 3.9 It shall be the duty of the **District Health and Safety Officer** to:
- 3.9.1 chair the District Health and Safety Committee;

- 3.9.2 oversee all District Health and Safety activities;
 - 3.9.3 provide on-going communication and information to the membership regarding health and safety issues; and
 - 3.9.4 assume, with the approval of the District Executive, any Board-sponsored time release for health and safety duties.
- 3.10 It shall be the duty of the **District Member Engagement Officer** to:
- 3.10.1 chair the Member Engagement Committee;
 - 3.10.2 oversee all District member engagement activities; and
 - 3.10.3 provide on-going communication and information to the membership regarding membership engagement activities.
 - 3.10.4 liaise with the District President and Treasurer on Community Outreach Initiatives.
- 3.11 It shall be the duty of the **District 9 Labour Council Liaison** to:
- 3.11.1 act as one of the representatives to Windsor and District Labour Council;
 - 3.11.2 co-ordinate Bargaining Unit delegations to the Windsor and District Labour Council; and
 - 3.11.3 to represent District 9 at any Ontario Federation of Labour and Canadian Labour Congress Conventions.

ARTICLE IV - DUTIES OF THE DISTRICT EXECUTIVE

- 4.1 It shall be the duty of the District Executive to:
- 4.1.1 promote the aims and objectives of OSSTF within District 9;
 - 4.1.2 promote the aims and objectives of District 9 at the Provincial level;
 - 4.1.3 report at each District Council meeting as required;
 - 4.1.4 report in writing to the Membership at the District Annual Meeting;
 - 4.1.5 promote liaison with other organizations of OTF, the Labour Community, parent organizations and community groups within Essex County;
 - 4.1.6 oversee the operations and upkeep of the District Office;
 - 4.1.7 appoint executive liaisons to District Standing Committees;
 - 4.1.8 appoint additional delegates to any Ontario Federation of Labour and Canadian Labour Congress Conventions in the event that District 9 is entitled to more than one delegate.
 - 4.1.9 authorize the hiring of specialized personnel, resource persons and services when required for the District;
 - 4.1.10 distribute, collect or dispose of any materials or equipment being the property of District 9 or OSSTF when so required;
 - 4.1.11 pass resolutions to be forwarded to AMPA for consideration;
 - 4.1.12 make appointments to the District Executive in the event of vacancy, resignation, death or removal from office;
 - 4.1.13 appoint five (5) members to the District Anti-Harassment and Anti-Bullying Appeals Committee prior to September 30 of each year; and
 - 4.1.13.1 nominate candidates, if desired, to positions such as: the Provincial Executive or OTF Governor; and
 - 4.1.14 appoint a District 9 Labour Council Liaison.
 - 4.1.15 to review previous fiscal year surpluses and determine if any of these funds should be used to add to the Building Fund and/or pay down the mortgage
 - 4.1.16 At the April District Executive meeting, vote on the minimum dollar amounts

allocated to the bargaining units based on the overall District funds for the following school year.

- 4.1.11 To approve expenditures out of the Special Projects/Donations/Contributions budget line.

ARTICLE V - DUTIES OF THE DISTRICT COUNCIL

- 5.1 It shall be the duty of District Council to:
- 5.1.1 meet regularly to:
- 5.1.1.1 promote liaison between the Membership and District Executive;
- 5.1.1.2 promote the aims and objectives of District 9, OSSTF; and
- 5.1.1.3 promote the aims and objectives of OSSTF.
- 5.1.2 act as the governing body of District 9 between Annual Meetings to:
- 5.1.2.1 authorize the payment of extraordinary expenses and accounts not approved in the District Budget incurred by the District Executive, the District Standing Committees, the District Council and other District bodies in the completion of their duties ;
- 5.1.2.2 recommend to the Membership collective courses of action deemed necessary concerning matters on policy, activities or future directions for the welfare of District 9;
- 5.1.2.3 determine the actions to be taken in regard to the reports received and to instruct the District Executive and District Standing Committees;
- 5.1.2.4 establish District Ad Hoc Committees with appropriate representation from each Bargaining Unit to work on a project(s) or proposal(s) of mutual interest to all Bargaining Unit(s); and
- 5.1.2.5 act on the removal from office of District Officers using the following process: where an officer of the District acts contrary to District Council direction and/or the best interests of OSSTF, that officer may be removed from office by a 3/4 vote of District Council Members qualified to vote, present and voting.

ARTICLE VI - DUTIES OF BARGAINING UNITS

- 6.1 It shall be the duty of each Bargaining Unit Executive for each Bargaining Unit (B.U.) of District 9 to:
- 6.1.1 ensure the B.U. has a constitution and by-laws governing the structure and rules of the B.U. that has been approved by the Membership of the B.U.;
- 6.1.2 prepare a financial report and projected budget for the B.U. for approval at the Annual Meeting of the B.U.;
- 6.1.3 administer the business of the B.U. between Annual Meetings of the B.U. Membership;
- 6.1.4 act in the name of the B.U. between Annual Meetings of the B.U. Membership;
- 6.1.5 hold an Annual Business Meeting of the B.U. to elect the B.U. Executive;
- 6.1.6 provide a process for writing, negotiating and Membership ratification of the B.U.'s collective agreement;
- 6.1.7 provide contract maintenance for the Members of the B.U.;
- 6.1.8 provide protective services for the Members of the B.U.;

- 6.1.9 communicate regularly with the OSSTF Members of the B.U. regarding the management of the B.U. business;
- 6.1.10 co-operate with and assist other Bargaining Units within District 9 when requested; and
- 6.1.11 provide a process to ensure representation for the bargaining unit on the District Council and/or other appropriate District bodies.

ARTICLE VII - MEETINGS

- 7.1 There shall be a **District Annual Meeting** of District 9 to:
 - 7.1.1 elect a District Executive;
 - 7.1.2 receive and/or accept reports and communications from OSSTF and OTF;
 - 7.1.3 receive and/or accept the written reports and communications of all District Officers and Standing Committees;
 - 7.1.4 consider matters of a general or specific interest regarding education as they affect OSSTF provincially and/or at the District level;
 - 7.1.5 adopt constitutional amendments to the District Constitution or its By-Laws which do not contravene provincial regulations and to file such changes in writing with the General Secretary of OSSTF;
 - 7.1.6 consider matters affecting policy priorities, activities and/or future directions for the welfare of the Membership of District 9; and
 - 7.1.7 conduct such other business as arises from the Members present at the District Annual Meeting.
- 7.2 There shall be other District 9 Membership Meetings at such other times as may be determined by the District Executive.
- 7.3 In addition to the regularly scheduled District Executive meetings, The District Executive shall meet at the call of the District President or on the written request of two voting Members of the District Executive.
- 7.4 The District Council shall meet on a regular basis.
- 7.5 The District Standing Committees shall meet on a regular basis.
- 7.6 Voting for District Constitutional amendments or by-law amendments will occur only at the District Annual Meeting.

ARTICLE VIII - AMENDMENTS TO THE CONSTITUTION

- 8.1 Amendments to this Constitution may be made at a District Annual Meeting by:
 - 8.1.1 a two-thirds vote of the Members qualified to vote, present and voting, provided that the notice of the amendment(s) has been submitted to the District Office ten (10) days prior to the Annual Meeting; or
 - 8.1.2 a nine-tenths vote of the Members qualified to vote, present and voting, previous notice in 7.1.1 not having been given.
- 8.2 On time amendments to the Constitution shall be posted to the Membership at least five (5) days prior to the District Annual Meeting

BY-LAWS OF DISTRICT 9, GREATER ESSEX

BY-LAW 1 - DISTRICT LEVY

- B1.1 The amount of the levy, if any, shall be brought forth by the District Executive at an Annual Meeting of District 9, and will be voted upon by open show of hands by those present, qualified to vote and voting.
- B1.2 The purpose of the monies received from the Members levy will be to maintain the expenditures of the District to the extent that it is not funded by the Provincial Office and these Restricted Funds are to be maintained in a separate account.

BY-LAW 2 - BUDGETS/FUNDING

- B2.1 The District Budget shall be drafted by the District and Bargaining Unit Treasurers and Bargaining Unit Presidents for approval at the District Annual Meeting and shall:
- B2.1.1 identify District income;
 - B2.1.2 identify District levy, if required;
 - B2.1.3 identify District expenses for at least the following:
 - B2.1.3.1 AMPA,
 - B2.1.3.2 District Annual Meeting,
 - B2.1.3.3 Office Manager expenses,
 - B2.1.3.4 allocated by Council,
 - B2.1.3.4 District Council expenses,
 - B2.1.3.5 District Educational Services Committee,
 - B2.1.3.6 District Communications/Political Action Committee,
 - B2.1.3.7 District Health and Safety Committee,
 - B2.1.3.8 District Status of Women sub-Committee,
 - B2.1.3.9 District Human Rights sub-Committee,
 - B2.1.3.10 District Member Engagement Committee,
 - B2.1.3.11 mortgage,
 - B2.1.3.12 taxes,
 - B2.1.3.13 utilities,
 - B2.1.3.14 phone,
 - B2.1.3.15 insurance,
 - B2.1.3.16 repair and maintenance,
 - B2.1.3.17 office supply/services,
 - B2.1.3.18 duplicating and printing,
 - B2.1.3.19 equipment and equipment rental;
 - B2.1.3.20 mutual security fund
 - B2.1.3.21 The District Budget shall identify a negotiation/contract maintenance expense line for each Bargaining Unit based on 15% of the District Funding Master, and allocated to the Bargaining Units on a per Member basis in any year when contract negotiations may occur.
 - B2.1.3.22 The District Budget shall identify a Bargaining Unit expense line for each Bargaining Unit and divide all remaining District funds on a per Member basis to the Bargaining Units, having first satisfied By-laws B2.1.3; and

B2.1.3.23 No Bargaining Unit will be allocated more money than the amount generated in their line of the Funding Master from Provincial Office.

District Building Account

B2.2 District Building Account

B2.2.1 In addition to the District Budget there shall be a District Building Account.

B2.2.2 The District Building Account is to be used to accumulate funds for District 9 capital projects.

B2.2.3 Funds may be withdrawn from the District Building Account by a majority vote of District Executive and/or Council.

Equity Account

B2.3 Equity Account

B2.3.1 There shall be a District 9 Equity Account which:

B2.3.2 shall comprise such of funds that have been declared surplus in the District portion of the budget at the end of each financial year and in accordance with B2.2 and Article 4.1.16

B2.3.3 shall not exceed 15% of the District Funding Master; and

B2.3.4 shall have any amount in excess of 15% of the District Funding Master transferred to the Bargaining Units on a per Member basis.

B2.3.5 Shall the District Equity Account drop below \$25,000, the District Treasurer shall allocate money, in the District Budget, in subsequent budget years, to build up the Equity Account to a minimum \$25,000.

B2.3.6 Expenditures in excess of \$5,000 may be allocated from the District Equity Account:

B2.3.7 by a majority vote of District Council; or

B2.3.8 by the District Membership at the District Annual Meeting.

B2.3.9 Expenditures from the equity account that are less than \$5,000 may be spent with the approval of the District Executive and/or District Council.

B2.3.10 Funds may be used from the District Equity Account for the following purposes:

B2.3.11 to support collective bargaining of a Bargaining Unit where funds at the Bargaining Unit are insufficient, and no additional funding is available from OSSTF Provincial Office;

B2.3.12 to provide repayable loans to Bargaining Units in temporary need of extra funds;

B2.3.13 to provide for emergency expenditures; and/or

B2.3.14 to provide funding for special activities.

Bargaining Unit Budgets

B2.4 Bargaining Unit Budgets shall be submitted to the Bargaining Unit (B.U.) Membership for approval at the Annual Meeting of the B.U.

B2.4.1 B.U. budgets may include provisions for a B.U. levy.

B2.4.2 Surplus funds of a B.U. shall remain funds of the B.U. and carry over from year-to-year. This includes surplus funds in both the B.U. Expense and Negotiation lines.

B2.4.3 Approved B.U. budgets, including procedures and policies governing appropriate spending for expense lines, shall be submitted to the District Treasurer by the B.U. Treasurer by September 15th of each year.

B2.4.4 Funding for time release positions will be provided at the Bargaining Unit level.

Payment of Authorized Accounts

B2.5 Payment of Authorized Accounts

B2.5.1 The District Treasurer shall supervise payment of all authorized vouchers by the appropriate District or Bargaining Unit officer.

B2.5.2 All financial transactions must be signed by two (2) signing officers of the District.

B2.5.3 Bargaining Unit authorized expenditures must be submitted to the District Treasurer for payment. All such expenditures must be submitted on an expense form with the signature of the Bargaining Unit Treasurer or by another Officer in accordance with the Bargaining Unit's constitution and by-laws.

Non-Compliance by Bargaining Units

B2.6 Non-Compliance by Bargaining Units

In the event a bargaining unit is not in compliance with the District 9 Constitution and By-Laws, the District Executive may, by majority vote, recommend to District Council that the District Executive become the sole spending authority for the bargaining unit, except for monies generated through a bargaining unit levy.

BY-LAW 3 - AMPA

B3.1 AMPA delegates will be elected at a Business Meeting of the Bargaining Unit(s) entitled to delegates.

B3.2 AMPA alternates (2 TBU and 1 OT, 2 ESS), will be elected at the Business Meetings of the TBU, OT and ESS Bargaining Units. Based on FTE.

B3.3 On the occasion that a bargaining unit is unable to fill their full compliment of delegates, or has a vacancy, the following will occur.

B3.3 (a) All bargaining units other than TBU and ESS will have the opportunity to fill the delegate vacancy from within their bargaining unit. In the event that the bargaining unit is unable to fill the delegate vacancy, A TBU vacancy will be offered to the OT bargaining unit. An ESS vacancy will be offered to the other non teaching bargaining units, in order of FTE

(b) TBU and ESS bargaining unit will move the alternate with the next highest number of votes into the delegate position and the alternate vacancy will be filled as outlined in B3.3(c)(d)

(c) In the event that an alternate position in the TBU is vacant, the bargaining unit will have the opportunity to fill the vacancy from within their own bargaining unit. In the event that the bargaining unit is unable to fill the alternate vacancy, the vacancy will be offered to the OT bargaining unit.

(d) In the event that an alternate position in the ESS bargaining unit is vacant, the bargaining

unit will have the opportunity to fill the vacancy from within their own bargaining unit. In the event that the bargaining unit is unable to fill the alternate vacancy, the vacancy will be offered to Non-teaching bargaining units based on FTE.

- B3.4 In the event that a vacancy occurs in any bargaining unit after the February District Executive meeting, the position will be filled by a member to be determined by the District President.

BY-LAW 4 - PROCEDURAL ORDER

- B4.1 All duly constituted OSSTF meetings in the District shall be conducted in accordance with Rules of Order adopted by the Annual Meeting of the Provincial Assembly (AMPA) and outlined in the OSSTF Handbook.
- B4.2 Quorum for mass meetings or the Annual Meeting shall be the members present, eligible to vote and voting.

BY-LAW 5 - DISTRICT STANDING COMMITTEES

- B5.1 There shall be the District Standing Committees consisting of:
- B5.1.1 Communications/Political Action Committee;
 - B5.1.2 Educational Services Committee;
 - B5.1.3 Occupational Health and Safety Committee;
 - B5.1.4 Status of Women Committee; and
 - B5.1.5 Human Rights Committee.
- B5.2.1 Committee chairs will be provided with names of committee members from each Bargaining Unit by September 15th each year.
- B5.2.2 Committee chairs will submit the names of their committee members to the District Executive by October 15 each year. Names of additional members added to a committee after this date must be submitted to District Executive for approval before they are recognized as voting members of the committee.
- B5.3 It shall be the duty of the Chairs of District Standing Committees to:
- B5.3.1 act in accordance with this Constitution and its related By-Laws;
 - B5.3.2 coordinate the activities of the Committee;
 - B5.3.3 report the issues, finances and concerns of the Committee at every District Council meeting;
 - B5.3.4 submit to the District Treasurer a budget proposal for the following year;
 - B5.3.5 prepare a written report of the Committee's activities for inclusion in the booklet for the Annual Meeting;
 - B5.3.6 turn over to the incoming Chair all records and relevant materials;
 - B5.3.7 ensure that District President and Committee Members are informed of the date, time and location of all meetings;
 - B5.3.8 where necessary, as outgoing Chair, call the first meeting of the incoming Committee; and
 - B5.3.8.1 supervise the election of a new Chair where he/she is not seeking re-election; or
 - B5.3.8.2 request the District President to preside over the election of the new Chairperson, when he/she is seeking re-election.
- B5.4 It shall be the duty of the Communications/Political Action Committee to:
- B5.4.1 produce and disseminate a newsletter to the Membership of District 9;

- B5.4.2 assist the District Executive with the dissemination of information, newsletters, notices and flyers to the Membership;
- B5.4.3 implement programs whether, local or provincial, to promote the best public image of our school system and best morale position for the Members;
- B5.4.4 provide activities to recognize the achievements of individual Members or groups of Members; and
- B5.4.5 work with the Board, when possible, to promote the public image of the public school system.
- B5.4.6 be responsible for the relationship with District 9 and area MPs and MPPs;
- B5.4.7 establish and raise the level of awareness of our Members within the political arena;
- B5.4.8 monitor local Board Members and their decisions;
- B5.4.9 study the various concepts and changes in legislation which may affect our Members;
- B5.4.10 monitor the Provincial Government through affiliation with the Provincial OSSTF CPAC Committee;
- B5.4.11 establish liaison, subject to the prior approval of District Council, with local labour and public sector employees to deal with areas of mutual concern, including actions of all levels of government; and
- B5.4.12 advise Members on matters concerning political action at a district and provincial level.

- B5.5 It shall be the duty of the Educational Services Committee to:
 - B5.5.1 implement programs, whether local or provincial, to promote the educational and professional goals of OSSTF;
 - B5.5.2 provide information sessions for the Membership and the public on current educational issues and trends; and
 - B5.5.3 coordinate and disseminate materials on Provincial OSSTF, Board and Community Awards to encourage the nomination of District 9 Members.

- B5.6 It shall be the duty of the Occupational Health and Safety Committee to:
 - B5.6.1 be knowledgeable about health and safety matters;
 - B5.6.2 advise the District Council on occupational health and safety issues relevant to the Membership;
 - B5.6.3 liaise with the OSSTF representatives on Joint Occupational Health and Safety Committees; and
 - B5.6.4 provide information to the Bargaining Unit(s) and Provincial Collective Bargaining Committees on occupational health and safety issues as required.

- B5.7 It shall be the duty of the Status of Women sub-Committee to:
 - B5.7.1 monitor regularly the professional status of women Members of District 9 and advise the District Council on the need for appropriate action with respect to any developing trends;
 - B5.7.2 provide a forum for the discussion of issues relevant to the professional careers of women Members of District 9;
 - B5.7.3 recommend to District Council research and educational programs designed to promote equality of opportunity with specific reference to women Members;
 - B5.7.4 provide assistance to District Standing Committees and Councils in meeting the needs of women Members;
 - B5.7.5 recommend to the District Council on an annual basis, goals to be achieved in order to implement the OSSTF affirmative action statements;
 - B5.7.6 establish and maintain an effective two-way communications network between the District and the Provincial Status of Women Committee;

- B5.7.7 recommend targets, priorities and programs to the District Council and the Provincial Status of Women Committee; and
- B5.7.8 elect a chair.

- B5.8 It shall be the duty of the Human Rights sub-Committee to:
 - B5.8.1 be knowledgeable about human rights issues;
 - B5.8.2 advise the District Council on human rights issues relevant to the Membership;
 - B5.8.3 establish and maintain an effective two-way communications network between the District and the Provincial Human Rights Committee; and
 - B5.8.4 elect a chair; and
 - B5.8.5 elect a liaison to the GECDSB Gender and Sexuality Alliance for Staff.

- B5.9 It shall be the duty of Member Engagement Committee to:
 - B5.9.1 arrange and plan membership activities to engage new and current members of the District 9 OSSTF.
 - B5.9.2 recommend to District Executive activities designed to promote and encourage participation of all members of the District 9 OSSTF.

BY-LAW 6 - REMUNERATION

- B6.1 The rate for mileage will be that of the Provincial OSSTF mileage.

BY-LAW 7 - AMENDMENTS TO THE BY-LAWS

- B7.1 Amendments to these By-Laws may be made at the District Annual Meeting by:
 - B7.1.1 a majority of the Members qualified to vote, present and voting, provided that notice of the amendment(s) have been submitted to the District Office ten (10) days prior to the Annual Meeting; or
 - B7.1.2 a two thirds votes of those Members qualified to vote, present and voting, previous notice as outlined in B7.1.1 above not having been given.
- B7.2 On time amendments to the Bylaws shall be posted to the Membership at least five (5) days prior to the District Annual Meeting.

BYLAW 8- ELECTIONS

B8.1 District Officers

- B8.1.1 The following District Officers shall be elected by the District Membership at the District Annual Meeting:
 - B8.1.1.1 District President;
 - B8.1.1.2 District Vice President;
 - B8.1.1.3 District Treasurer;
 - B8.1.1.4 District Secretary;
 - B8.1.1.5 District Educational Services Officer;
 - B8.1.1.6 District Communications/Political Action Officer;
 - B8.1.1.7 District Equity Officer;
 - B8.1.1.8 District Health & Safety Officer; and
 - B8.1.1.9 District Member Engagement Officer

B8.2 District President

- B8.2.1 The District President shall be elected annually at the District Annual Meeting.
- B8.2.2 A Member shall be qualified to run for the position of District President if he/she is the President-Elect for his/her Bargaining Unit.
- B8.2.3 In the event that no Bargaining Unit President runs for the position of District President, any Member that is a Member of his/her Bargaining Unit Executive will be eligible to run for the position of District President.

- B8.3 **District Executive**
- B8.3.1 With the exception of B8.2 and B8.3, any active Member in good standing is eligible to run for any position on the District Executive.

- B8.4 **Election Procedures**
- B8.4.1 Each Bargaining Unit shall elect its Executive as outlined in its constitution prior to the District Annual Meeting in order to meet the eligibility requirements in B8.2.
- B8.4.2 Notice of District elections and Call for Nominations shall be posted to the Membership three (3) weeks prior to the date of the District Annual Meeting.
- B8.4.3 Nominations will be open until one (1) week prior to the District Annual Meeting.
- B8.4.4 During the Call for Nominations period, the Membership will be updated by email of nominations for the District elections as they are received in the District Office.
- B8.4.5 The OSSTF Secretariat Liaison, if available, will conduct the elections of the District Officers at the District Annual Meeting.
- B8.4.6 District Officers shall be elected by secret ballot by the District Membership at the District Annual Meeting subject to Bylaws 8.2, 8.3 and 8.4.
- B8.4.7 At the District Annual Meeting, an unsuccessful candidate for one office may declare his/her candidacy for another office.
- B8.4.8 All candidates may speak to their candidacies for a period not to exceed three (3) minutes.
- B8.4.9 All nominations must be moved and seconded by Members in good standing.
- B8.4.10 Notwithstanding the above, nominations for an Executive position will be accepted from the floor only if no on-time nominations have been received for such position.

BYLAW 9 ANTI-HARASEMENT AND ANTI-BULLYING POLICY

- B9.1 The district shall have an Anti-Harassment and Anti-Bullying Policy and Procedure to be followed at all OSSTF workplaces and functions.
- B9.2 The Anti-Bullying and Anti-Harassment Policy and Procedure and any amendments to it shall be approved by District Council.

OSSTF Anti-Harassment Statement

A member of OSSTF has the right to a workplace and union environment free from harassment and bullying.

Harassment and discrimination are not joking matters. They have a destructive effect on the workplace environment, individual well being, and union solidarity. Such actions are not only destructive, they can be illegal.

Harassment and discrimination can take many forms and may be verbal, physical or psychological. They can

involve a wide range of actions including comments, gestures or looks, pictures, messages, touching, or more aggressive actions. These acts may be indirect or overt; they may be isolated or repeated.

However, acts of harassment and discrimination are always degrading, unwelcome and coercive: They are always unacceptable.

As members of OSSTF, our goal must be to protect human rights, to promote mutual respect and trust, and to foster inclusion. We cannot condone or tolerate intimidating, demeaning, hostile and aggressive behaviour against another member. We cannot condone these Behaviours when we witness them. As OSSTF members, we must speak out against this conduct and stand together to protect human rights. We must take action.

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 all sponsored OSSTF events and meetings.

Any member who feels targeted by harassment or discrimination must be able to speak up and know their concerns will be responded to immediately in accordance with District 9 OSSTF Policies and Bylaws and the Resolution and Complaint Procedure, as approved by the District Annual Meeting 2009.

BYLAW 10 ANTI-HARASSMENT AND ANTI-BULLYING RESOLUTION AND COMPLAINT PROCEDURE

- 10.1 A member who believes he/she has been the target of harassment or discrimination at an OSSTF meeting or event is encouraged to take immediate action to ensure this behaviour is stopped.
- 10.1.1 As a first step, the member should make it clear to the perpetrator that he/she finds the behaviour offensive, and ask that it be stopped. This can be done personally, either in writing or verbally, or with the assistance of a third party.
- 10.1.2 If the behaviour recurs or persists, or if the member does not feel safe in approaching the perpetrator directly, he/she should speak with the designated Anti-Harassment officer(s) and ask her/him to act. If no officer has been designated, the member should speak with the person(s) in charge and ask that someone be appointed.
- 10.1.3 The designated Anti-Harassment officer(s) will investigate the complaint promptly, including separately interviewing the parties involved and any witnesses, with a view to resolving the problem informally. During this process, the designated Anti-Harassment officer(s), with the approval of the District President, may remove the respondent temporarily from the meeting if circumstances warrant.
- 10.1.4 The investigation shall be handled confidentially; however, all complaints will be reported by the designated Anti-Harassment officer(s) to the District President.
- 10.1.5 If the complaint cannot be resolved informally, the complainant will be asked to put the complaint and all relevant information in writing. If the complainant chooses to provide such a written complaint, it will be submitted to the Anti-Harassment Officer for action and it shall be

the joint responsibility of the District President and the Anti-Harassment officer in charge to conduct an investigation, determine if the behaviour falls under the definition of harassment, and decide on appropriate remedial action. The parties involved will receive a written report stating the findings and any action taken.

- 10.1.6 Resolutions may include but are not limited to apologies, mediation, warnings, temporarily limiting access, or removal exclusion from the meeting or event. If a decision is made to remove or exclude that member, and where this member is representing a bargaining unit or district, a confidential letter outlining the reasons for this decision will be sent to the president of the appropriate body.
- 10.1.7 The District Executive on the request of a member may review decisions.
- 10.1.8 The District President shall *keep a confidential file of* all records *and* reports related to the investigation of written complaints for a period of five years.
- 10.2 *None of the above restricts a member's right to file a complaint with the Ontario Human Rights Commission or make a complaint to police.*

BYLAW 11 ANTI-HARASEMENT AND ANTI-BULLYING APPEALS PROCEDURE

- B11.1 Members of District 9 affected by a decision resulting from a complaint under the District's Anti-Harassment and Anti-Bullying Procedure may appeal this decision using the following procedure:
 - B11.1.1 Within five days of the decision, the affected member (herein called the Appellant) shall submit a request in writing to the District Executive for an Appeal Hearing.
 - B11.1.2 Within two days of receiving the request, the District Executive shall appoint three members of the District Anti-Harassment and Anti-Bullying Appeals Committee to consider the appeal.
 - B11.1.3 Within three days, the District Anti-Harassment and Anti-Bullying Appeals Committee shall meet to consider the appeal.
 - B11.1.3.1 The District Anti-Harassment and Anti-Bullying Appeals Committee shall review the complaint, the investigation process and findings, and the decision.
 - B11.1.3.2 Following the review, the Committee shall either confirm or modify the decision.
 - B11.1.3.3 The decision of the District Anti-Harassment and Anti-Bullying Appeals Committee shall be consistent with the District's Anti-Harassment and Anti-Bullying Policy and Procedures.
 - B11.1.4 The District Anti-Harassment and Anti-Bullying Appeals Committee shall report the decision on the Appeal to the District Executive within five (5) days after the meeting at which the Appeal is considered.
 - B11.1.5 Within two days of receiving the decision of the District Anti-Harassment and Anti-Bullying Appeals Committee, the District Executive/President shall communicate the decision to the Appellant in writing.
 - B11.1.6 The decision of the District Anti-Harassment and Anti-Bullying Appeals Committee shall be considered final and not subject to any appeal.

BYLAW 12- PRECEDENCE

- B12.1 This constitution shall take effect July 1, subject to ratification by the General Membership, and shall have precedence over any previous constitution of the District.
- B12.2 Any portion of this constitution which is in contradiction with the Provincial OSSTF Constitution shall be superseded by the terms of the Provincial Constitution.