

**CONSTITUTION**

**of**

**THE ONTARIO SECONDARY SCHOOL  
TEACHERS' FEDERATION**

**DISTRICT 8**

*Amended May 2021  
Effective July 1, 2021*

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## **O.S.S.T.F. District 8 CONSTITUTION**

### **ARTICLE 1 - Definitions**

In this constitution:

1. "O.S.S.T.F." shall mean the Ontario Secondary School Teachers' Federation.
2. "District" shall mean O.S.S.T.F. District 8.
3. "Constitution" shall mean a framework of fundamental principles by which the District is governed and includes the bylaws.
4. "Bylaws" shall mean standing rules governing matters of internal regulation.
5. "Member" shall mean active member unless otherwise stated.
6. "Workplace" shall mean any location where an O.S.S.T.F. member is employed.
7. "Policy" shall mean a stand or position taken by the O.S.S.T.F. in accordance with its Bylaws on matters whose resolution is beyond the internal legislative power of O.S.S.T.F.
8. "O.T.F." shall mean the Ontario Teachers' Federation.

### **ARTICLE 2 - Repugnancy**

Any part of this constitution, or any amendment thereto, which is repugnant to the Provincial Constitution of O.S.S.T.F. is hereby declared null and void.

### **ARTICLE 3 - Name and Membership**

1. This organization shall be known as District 8 of the O.S.S.T.F.
2. District 8 OSSTF is comprised of the following Bargaining Units:
  - (a) Teachers' Bargaining Unit (TBU)
  - (b) Professional Student Services Bargaining Unit (PSSP)
  - (c) Educational Support Staff Professionals Bargaining Unit (ESSP)
  - (d) All Bargaining Units shall have such constitutions and bylaws as are approved by a general meeting of their membership. The constitution and bylaws of the Bargaining Units shall not contravene the Constitution and Bylaws of the District or of OSSTF.
3. A Member must be a member in good standing of O.S.S.T.F. in the employ of the Avon Maitland District School Board.

## **ARTICLE 4 - Objectives**

The objectives of this District shall be:

1. to promote and advance the cause of education;
2. to promote a high standard of professional ethics;
3. to secure for members more active participation in formulating educational policies and practices affecting areas of work;
4. to work towards control of our professional destiny;
5. to foster and promote the dignity of all persons regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, gender, sexual orientation, age, marital status, family status or disability.

## **ARTICLE 5 - District Organization**

1. District Executive
  - (a) There shall be a District Executive consisting of:
    - i. a District President, who, in even numbered school years, e.g. 2002 - 2003, will be the President of the TBU and in odd numbered school years, e.g. 2003-2004 will be the President of ESSP.
    - ii. a District First Vice President, who shall be either the President of the TBU or ESSP whichever is not President as in section (i) above.
    - iii. two (2) other Vice Presidents, who shall be the Presidents of the PSSP and the Occasional Teacher Branch,
    - iv. a District Secretary,
    - v. a District Treasurer,
    - vi. a District Communications Officer, who, in even numbered school years, e.g., 2018-2019, will be the Communications Officer of the ESSP, and in odd numbered school years, e.g., 2019-2020, will be the Communications Officer of the TBU,
    - vii. an Excellence in Education Officer
    - viii a District Status of Women Officer
    - ix. the TBU Federation Officer
    - x. and the ESSP Grievance Officer.

## **ARTICLE 6 - Duties of District Executive Members**

1. It shall be the duty of the District President:
  - (a) to be the chief executive officer of the District;
  - (b) to call meetings of the District Executive and District Membership in accordance with the Constitution and Bylaws;
  - (c) to preside at all meetings of the District Executive and District General Meeting;
  - (d) to disseminate provincial information to District Executive;

*Amended May 2021  
Effective July 1, 2021*

- (e) to act as an ex-officio member on all District Committees and to maintain contact with all District Federation work;
  - (f) to inform the Provincial Executive of any matters adversely affecting the welfare of the District or one of its members;
  - (g) to act as liaison between the District and the District School Board as directed by the District Executive;
  - (h) to report to the District Executive and the members of the District on all deliberations of member Board Committees;
  - (i) to receive the District correspondence and direct action where necessary;
  - (j) to bring forward resolutions passed by District Executive to Provincial Council;
  - (k) to act as a signing officer;
  - (l) to act as liaison with other local affiliates of OTF;
  - (m) to attend Board meetings and maintain a file of policy and minutes; and
  - (n) to delegate the above duties, as required.
2. It shall be the duty of the TBU President to maintain liaison with TBU members and the District.
3. It shall be the duty of the PSSP President to maintain liaison with PSSP members and the District.
4. It shall be the duty of the ESSP President to maintain liaison with ESSP members and the District.
5. It shall be the duty of one of the District Vice-Presidents:
- (a) It shall be the duty of the District First Vice-President to perform the duties of the District President in his/her absence or at his/her request, and to act as a signing officer.
  - (b) It shall be the duty of one of the Vice Presidents to chair the Constitution Committee.
6. It shall be the duty of the District Secretary:
- (a) to be responsible for the minutes of the District Executive and the General Meeting(s);
  - (b) to deal with correspondence as directed by the President and/or District Executive;
  - (c) to disseminate provincial information to District Executive.
7. It shall be the duty of the District Treasurer:
- (a) to be responsible for receiving, holding, recording and disbursing all monies of the District including District and Bargaining Unit funds;
  - (b) to pay all authorized accounts by cheque and in accordance with the Bylaws of the District;
  - (c) to invest funds of the District on instruction of the District Executive;
  - (d) to present an annual District budget based on input from all Bargaining Units to District Executive and to the District membership for approval;
  - (e) to present a financial report at each District Executive meeting;
  - (f) to report on the finances of the District to District General Meeting(s);
  - (g) to present an audited financial report every two (2) years;
  - (h) to act as a signing officer;

- (i) to disseminate provincial information to District Executive.
- (j) to provide a financial report to the Bargaining Unit Treasurer prior to each Bargaining Unit Council meeting.

8. It shall be the duty of the District Communications Officer:

- (a) to co-ordinate the dissemination of information to District members through the Bargaining Unit communications networks;
- (b) to act as Chair of the District Communications sub-committee and,
- (c) to work with the Bargaining Unit Communications Officers to generate a District Newsletter as required as well as the Election Newsletter.

9. It shall be the duty of the District Status of Women Officer:

- (a) to disseminate provincial information to District Executive/Bargaining Units and the Status of Women Committee;
- (b) to maintain liaison with the District Status of Women Committee and the Provincial Status of Women committees;
- (c) to perform duties as a member of the District Executive;
- (d) to be the chairperson of the District Status of Women Committee;
- (e) to coordinate the dissemination of information to Bargaining Unit members.

## **ARTICLE 7 - Duties of District Executive**

1. It shall be the duties of the District Executive:

- (a) to promote within the District the aims and objectives of O.S.S.T.F.;
- (b) to manage the affairs of the District between General meetings;
- (c) to authorize emergency or over-budget expenditures;
- (d) to review the Constitution and recommend to the General Meeting such changes as may become necessary;
- (e) to keep the District members informed of its activities and the activities of all its committees;
- (f) to recommend the annual District budget to the membership;
- (g) to establish any ad hoc committees necessary to conduct the business of the District;
- (h) to oversee all its committees and to deal with all committee reports and submissions;
- (i) to specify the duties of the chairpersons of non-standing committees;
- (j) to appoint annually a Chief Electoral Officer

## **ARTICLE 8 - Duties of the Bargaining Unit Representatives**

The responsibilities of the Bargaining Unit Representative shall be those outlined in the Bylaws of O.S.S.T.F. and this Constitution.

## **ARTICLE 9 - Term of Office, Release Time and Compensation**

- (a) The term of office of the District Executive, elected at a District General Meeting, shall be two years.
- (b) The Bargaining Unit representatives shall be elected by the Bargaining Unit for a term as set out in their respective constitutions.
- (c) The President and the First Vice President shall be released from all regularly assigned duties with Avon Maitland District School Board to work full-time to fulfill their duties under their respective Bargaining Unit Constitutions and the District Constitution. Their terms of employment for the District shall be:
  - i. to remain in the employ of the Avon Maitland District School Board, entitled to full salary, benefits and allowances, and accruing full seniority.
  - ii. to be paid a rate of compensation as set out in the Bylaw 8 of the District Constitution
- (d) The Vice Presidents (Presidents of the PSSP and the Occasional Teacher Branch) shall be, from time to time, released from all regularly assigned duties with the Avon Maitland District School Board as required by the District or their respective Bargaining Units, to work for their respective Bargaining Units/Branches.

## **ARTICLE 10 - Duties of the District Membership**

- 1. It shall be the duty of the District Membership:
  - (a) to elect the District Secretary and District Treasurer in accordance with this Constitution and the bylaws of O.S.S.T.F.;
  - (b)
    - i. to receive and consider reports and communications from O.S.S.T.F., O.T.F., and District Executive members and committees;
    - ii. to ratify action taken by the Executive or the District Executive in the name of the District;
  - (c) to review and amend the Constitution of the District;
  - (d) to approve the annual District budget.

## **ARTICLE 11 - General Meeting(s)**

There shall be at least one General Meeting of the District per year as in Bylaw 2.

## **ARTICLE 12 - Bylaws**

- 1. The District may enact any Bylaw not inconsistent with this Constitution or with the Provincial Constitution of O.S.S.T.F. concerning:
  - (a) the management of its property, funds, and its own internal organization and administration;
  - (b) the establishment of special and standing committees;
  - (c) all other matters deemed necessary and convenient for the welfare of the members, or the conduct of the business of the District.

## **ARTICLE 13 - Standing Committees**

There shall be standing committees as follows:

- (a) Political Action;
- (b) Communications;
- (c) Excellence in Education;
- (d) Human Rights;
- (e) Constitution.
- (f) Status of Women
- (g) Finance

## **ARTICLE 14 - Amendments**

Amendments to this Constitution may be made at any General Meeting other than an Emergency Meeting of the District:

1. by a two-thirds vote of the members qualified to vote, present, and voting, provided that:
  - (a) notice of the proposed amendment shall have been given in writing to the Constitution chairperson at least two weeks prior to the General Meeting;
  - (b) such notice shall have been forwarded to the membership at least one week prior to the General Meeting.
2. by a nine-tenths vote of the members qualified to vote, present, and voting, previous notice as in 1. not having been given.

## **BYLAW 1 - All Bylaws of O.S.S.T.F.**

All Bylaws of O.S.S.T.F. shall apply to District 8.

## **BYLAW 2 - Meetings**

- (a) General Meeting(s)
  - i. General Meeting of the District 8 shall be called at least once per school year.
  - ii. General Meetings may be called by a
    - vote of the District Executive;
    - petition to the President by a minimum of 25% of the members of District 8 of whom no more than half may be from one workplace.
  - iii. Twenty-eight calendar days' advance notice of General Meetings of District 8 must be given by the President, in writing, to the members via the Bargaining Unit Representatives.
  - iv. Notwithstanding the above, an Emergency General Meeting may be called by the President at the direction of the District Executive. The agenda of the Emergency meeting must be stated. This agenda may be changed only by 90% majority vote of the members present and voting. Such Emergency Meetings may be called on 48 hours notice to the members.
  - v. Members of District 8 present and eligible to vote shall constitute a quorum for doing

*Amended May 2021  
Effective July 1, 2021*



the business of a General Meeting. There must be representation from at least 50% of the Bargaining Units.

- vi. All voting shall occur under the Rules of Order determined under the Bylaws of the O.S.S.T.F.

(b) District Executive Meetings

- i. The District Executive shall meet at the call of the President, or of any two members of the District Executive.
- ii. A quorum of fifty percent of the District Executive members shall be required for doing the business.

### **BYLAW 3 - Bargaining Unit Representation**

- (a) Each Bargaining Unit shall elect representative(s) annually to the Communications/Excellence in Education Committee, Human Rights Committee, Status of Women Committee and Political Action Committee as per the Bylaws.
- (b) Bargaining Units are responsible for their AMPA delegate selection. If the number of District alternates is even, the Teachers' and ESSP Bargaining Units shall each receive half the alternates. If the number of District alternates is odd, the District President's Bargaining Unit (TBU or ESSP) shall receive one more alternate than the other (ESSP or TBU, respectively).
- (c) District representation on local Labour Councils will be solicited by the District President on an annual basis. If the number of interested candidates is greater than the number of available spots, at least one delegate will be chosen from each Bargaining Unit having a candidate. The total District representation on local Labour Councils will reflect, as much as possible, Bargaining Unit FTE; and will be in accordance with protocols described in Bargaining Unit Constitutions.

### **BYLAW 4 - Governing Vacant Seats**

- (a) Should the Secretary or Treasurer position become vacant prior to the end of the term, the vacancy will be advertised to all members and filled through appointment by the Executive. The appointment shall be for the balance of the term or until the return of the incumbent.
- (b) All other vacancies shall be filled by the same body which elected the original member.

### **BYLAW 5 - Election Procedures**

- (a) Elections for the District Secretary and District Treasurer shall occur at a General Meeting.
- (b) A Chief Electoral Officer shall be appointed annually by the District Executive to be responsible for the coordination of election procedures. The Chief Electoral Officer shall be someone who is not a candidate for executive office. The Chief Electoral Officer shall report on nominations.
- (c) A nomination form shall be completed for each candidate with a nominator and seconder. Such nomination forms must be received by the Chief Electoral Officer no later than seven

- days prior to the election. Nominations from the floor are in order when:
- i. there are no on-time nominations for a position;
  - ii. an unsuccessful candidate wishes to be nominated for another position.
- (d) Campaigning for office shall be carried out through the District Newsletter. Space in a special election edition of the District Newsletter will be allocated equally to each person seeking any one office. Candidates for elected positions on District Executive may address the membership at the General Meeting for up to 5 minutes each.
- (e) When the candidates are introduced by the Chief Electoral Officer at the General Meeting, nominations will be deemed to be closed.
- (f) Each candidate may appoint a scrutineer to observe the counting of the ballots.
- (g)
  - i. Ballots will be distributed and counted by Bargaining Unit Appointees under the supervision of the Chief Electoral Officer.
  - ii. Election of all officers shall be by a majority of those qualified to vote, present and voting. The phrase "a majority of votes" shall be interpreted to mean that the candidate's vote total exceeds one-half the number of members present, qualified to vote and voting.
  - iii. If a candidate is acclaimed, no majority vote is required.
  - iv. In the election for a single position where no candidate receives a majority of votes, the candidate receiving the lowest number of votes shall be dropped from the ballot and a further ballot shall be held.
  - v. The first ballot will be for Treasurer.
  - vi. The second ballot will be for Secretary.
  - vii. A defeated candidate may choose to run for any remaining Executive position.
- (h) In the event that a quorum cannot be attained due to unusual circumstances, an Emergency General Meeting will be called.

## **BYLAW 6 - Awards and Honorariums**

District Executive may provide an award or honorarium within the budget to members who have made an outstanding contribution of time and effort to the District.

## **BYLAW 7 - Release Time**

- (a) The Treasurer may be granted one federation leave day per month to carry out the required duties. Additional days may be granted in consultation with the President.
- (b) Other Members of the Executive may be granted release time as needed.

## **BYLAW 8 - Union Release**

- (a) The President and the 1<sup>st</sup> Vice President shall be released from all employment duties with Avon Maitland District School Board to the District. The terms of employment shall be:
  - i. to remain as an employee in the employ of the Avon Maitland District School Board, entitled to full-time salary, benefits and allowances, and accruing full seniority.
  - ii. to be paid a responsibility allowance equal to the allowance paid to the Resource Teacher, Consultant, Coordinator at the current level as stated in Article 9.03 of the District 8 Secondary School Teachers' Collective Agreement.

*Amended May 2021  
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- iii. to work on a full-time basis.
- (b) The District shall reimburse the Avon Maitland District School Board for the salary and group benefits in accordance with the appropriate Bargaining Unit Collective Agreement.

### **BYLAW 9 - Special Purposes Fund**

- (a) The objects of this fund shall be:
  - i. to provide an annual sum to be used for bursaries and/or scholarships for students enrolled in schools within the Avon Maitland District School Board.
  - ii. to provide assistance as determined by District Executive to districts engaged in sanctions against their individual boards.
  - iii. to provide for other special purposes to be determined by District Executive.
- (b) The income for this fund shall be allocated in the annual budget.
- (c)
  - i. Expenditures from this fund shall be approved by District Executive.
  - ii. The Treasurer shall administer this fund.

### **BYLAW 10 - Communications and Excellence in Education Sub-Committees**

- (a) Communications Sub-committee
  - i. Membership - The Communications Sub- Committee shall consist of:
    - (A) all Bargaining Unit Communications Officers;
    - (B) the District Communications Officer.
  - ii. Committee Structure  
The District Communications Officer shall be the chairperson of the committee.
  - iii. Duties of Committee  
It shall be the responsibility of the Communications Sub-committee:
    - (A) to promote communication among all members;
    - (B) to produce District newsletters;
    - (C) to assist District Executive in communications;
    - (D) to maintain a District website
- (b) Excellence in Education Sub-Committee
  - i. Membership-The Excellence in Education Sub-Committee shall consist of:
    - (A) one TBU member from each Avon Maitland Secondary School
    - (B) two Members from ESSP
    - (C) District President and First Vice-President
    - (D) other Members as deemed necessary by the Sub-Committee
  - ii. Committee Structure  
The Chairperson shall serve as the District Excellence in Education Officer.
  - iii. Duties of Committee  
It shall be the responsibility of the Excellence in Ed Sub-committee:
    - (A) to build an understanding of and an appreciation for the Excellence of Education within the District;
    - (B) to plan and organize the annual Excellence in Education celebration.

### **BYLAW 11 - Human Rights Committee**

- (a) Membership - The Human Rights Committee shall consist of:
  - i. one representative from each Bargaining Unit for each two hundred members or part thereof;
  - ii. one member appointed by the District Executive from its members.
- (b) Committee Structure
  - i. The Human Rights Committee shall elect from among its Bargaining Unit representatives one Chairperson.
- (c) Duties of the Committee
  - It shall be the responsibility of the Human Rights Committee:
  - i. to promote equality of opportunity for all members;
  - ii. to foster and promote the dignity of all persons regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, gender, sexual orientation, age, marital status, family status or disability.
  - iii. to maintain liaison with relevant Provincial standing committees.

### **BYLAW 12 - Political Action Committee**

- (a) Membership - The Political Action Committee shall consist of:
  - i. one representative from each Bargaining Unit for each fifty members or part thereof.
- (b) Committee Structure
  - The Political Action Committee shall elect from among its Bargaining Unit representatives one Chairperson.
- (c) Duties of Committee
  - i. to organize actions in conjunction with other interest groups;
  - ii. to provide advice, assistance, and training programs to members seeking to influence the educational policies of political parties and governments;
  - iii. to promote lobbying of political parties and governments;
  - iv. to maintain liaison with relevant Provincial standing committees.

### **BYLAW 13 - Constitution Committee**

- (a) Membership - The Constitution Committee shall consist of:
  - i. the District Past President or a District Vice-President in the absence of a Past President as Chairperson;
  - ii. the Executive of District 8;
  - iii. other members as determined by District Executive.
- (b) Duties of the Committee
  - It shall be the responsibility of the Constitution Committee:
  - i. to review the constitution as directed by the District Executive and/or the District Executive.
  - ii. to recommend to the General Meeting of the District such changes as may become necessary.

#### **BYLAW 14: Status of Women**

- (a) Membership  
The Status of Women Committee shall consist of:
  - i. one representative from each Bargaining Unit for each 100 members or part thereof;
- (b) Committee Structure
  - i. The Status of Women Committee shall elect from among its Bargaining Unit representatives a chairperson, who shall be the District Status of Women Officer.
- (c) Duties of the Committee - It shall be the responsibility of the Status of Women Committee:
  - i. to organize and support events in conjunction with other interest groups that focus on women=s issues;
  - ii. to provide assistance and training to members seeking to influence policies affecting the quality of life for women;
  - iii. to provide leadership and support for our members;
  - iv. to maintain liaison with relevant Provincial standing committees.

#### **BYLAW 15: District Finance Committee**

The District Finance Committee shall consist of the District Treasurer as well as one Vice President from each Bargaining Unit, the Occasional Teacher Branch President and the Bargaining Unit Treasurers (or designates). The duties of the committee shall be:

- (a) Review District Finances from the previous budget year each October.
- (b) Prepare a budget for presentation to the Bargaining Unit Councils and the Annual General Meeting.
- (c) Review the District levy annually.
- (d) to recommend the disposition of District budgetary surplus
- (e) to act as an advisory body to the District on financial and budgetary matters (2008 05)

#### **BYLAW 16: District Levy**

A levy of 0% of each Members gross salary shall be collected by payroll deduction.

#### **BYLAW 17: Travel Allowance**

The mileage allowance for District 8 shall be the same as the allowance stipulated by Provincial OSSTF.

#### **BYLAW 18: Contingency Fund**

Purpose – The District Contingency Fund shall be used on the approval of District Executive to assist in dealing with unforeseen or unusual expenses during the course of the budget year.

### **BYLAW 19: Extraordinary Expenditure Reserve**

The Reserve is to provide for extraordinary expenditures for the property/building, equipment, and/or District or Bargaining Unit expenses. Expenditures from the Reserve must be approved by a motion of the District Executive. The District Executive may establish the amount to be maintained in the Reserve and the possible disposition of any excess.

### **BYLAW 20 : Anti-Harassment and Anti-Bullying Policy**

- (a) There shall be an Anti-Harassment and Anti-Bullying Policy and Resolution and Complaint Procedure in effect for District-sponsored functions including, but not limited to, all General, Executive, and Committee Meetings. There shall be an Appeals Procedure in effect allowing members to challenge findings arising from the aforementioned Procedure.
- (b) The Anti-Harassment and Anti-Bullying Policy and Procedure shall be approved by the District Executive.

### **BYLAW 21: Amendments**

Amendments to these Bylaws may be made at any General Meeting other than an Emergency Meeting of the District:

- (a) by a simple majority vote of the members qualified to vote, present, and voting, provided that:
  - i. notice of the proposed amendment shall have been given in writing to the Constitution chairperson at least two weeks prior to the General Meeting;
  - ii. such notice shall have been forwarded to the membership at least one week prior to the General Meeting.
- (b) by a three quarters vote of the members qualified to vote, present, and voting, previous notice as in 1, not having been given.