

# OSSTF Limestone District 27



# DISTRICT CONSTITUTION

As approved at the District Spring Annual Meeting  
May 19, 1999

As amended at the District General Meeting  
May 17, 2022

**Effective July 1, 2022**

## PREFACE

This constitution and its parts shall not contravene the Constitution of the Provincial OSSTF.

This constitution makes reference, where appropriate, to the OSSTF Provincial Handbook which is revised annually. The phrase "see current handbook" is used to indicate that additional details can be found under titles similar to those of this constitution.

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# PART I - ARTICLES

## ARTICLE 1 – DEFINITIONS

### In this constitution:

- 1.1 "Ad hoc committee" shall mean a committee of OSSTF members which is formed to complete a specific task, and which is dissolved when the task is finished.
- 1.2 "Agreement" shall mean the Collective Agreement between the Board and the Bargaining Unit pertaining to negotiated conditions of employment. Unless otherwise specified it shall mean the collective agreement in effect for the specific Bargaining Unit.
- 1.3 "Bargaining Unit" shall mean those groups of members in the District that negotiate a Collective Agreement for a specific group of individuals with the Board.
- 1.4 "Board" shall mean the Limestone District School Board and its elected trustees.
- 1.5 "Branch" shall mean a branch organization at each of the Secondary Schools and the Occasional Teachers within the OSSTF District 27 (Limestone) in which TBU members are employed. The District Office shall be considered as a Branch for participation in Committees.
- 1.6 "Branch President" shall mean the person selected in each OSSTF workplace/Branch to perform the duties assigned by OSSTF and established in the constitution.
- 1.7 "Bylaws" shall mean standing rules governing the membership of Limestone District 27 made under the constitution on matters of internal regulation and matters which are entirely within the control of Limestone District 27 Limestone.
- 1.8 "Committee" shall mean the body of persons appointed for a special function by the Limestone District 27 Executive, and selected from the Executive and/or the general membership.
- 1.9 "Committee of the Whole" shall mean an informal session in which rules of order are suspended and from which recommendations can be made by the adoption of a formal motion when rising from the session.
- 1.10 "Continuing Education Instructors" shall mean English as a Second Language and Literacy Instructors who comprise the Continuing Education Instructors Unit.
- 1.11 "CPAC" shall mean the Communications and Political Action Committee of Limestone District 27 responsible for communications and increasing the political awareness of the membership and liaison with external political groups.
- 1.12 "District" shall mean Limestone District 27 of the Ontario Secondary School Teachers' Federation, Limestone District School Board.
- 1.13 "District Assembly" shall mean a meeting of the Limestone District 27 membership called by the Executive to give information, obtain approval and to pass legislation according to practices established by the constitution.

- 1.14 "District Association" shall mean a professional association affiliated with Limestone District 27 consisting of members in the District who, for reasons of similar responsibilities, have formed an organization to meet their professional needs.
- 1.15 "District Executive" shall mean the duly elected and/or appointed representatives of Limestone District 27 who are responsible for the conduct of its affairs, the implementation of its policies, and who act as its legislative body, subject to the approval of the general membership.
- 1.16 "Educational Services" shall mean the Educational Services Committee which is the standing committee of the District which has the responsibility for representing the District on matters related to professional development with specific terms of reference as established in the constitution and/or by approved by-laws.
- 1.17 "Executive Session" shall mean an in-camera meeting of voting members of the Limestone District 27 Executive and others named by the Executive.
- 1.18 "Existing practice" shall mean the unwritten but traditionally accepted conventions or rights of Limestone District 27 Limestone.
- 1.19 "Ex-officio" shall mean a member of the Executive designated by the Limestone District 27 Executive to act as a voting member of any Limestone District 27 organization or committee.
- 1.20 "Federation Year" shall mean the term from July 1 to June 30.
- 1.21 "Guest" shall mean a person who is invited to participate in a meeting of any Limestone District 27 committee or the District Executive, such person having no voting privileges. The Guest may speak if recognized by the Chair.
- 1.22 "Handbook" shall mean the current Handbook of OSSTF which contains its constitution, bylaws, policies and other information relevant to its members.
- 1.23 "Impeachment" shall mean the formal process by which a member of the District Executive or of the executive of any organization or committee of the District is removed from his/her duties for failure to uphold, abide by or carry out the intent of the Limestone District 27 constitution, or for performing any act while in office to discredit the membership of Limestone District 27 Limestone.
- 1.24 "In-camera" shall mean any session of the Limestone District 27 Executive or its organizations or committees whose proceedings are closed to, and the records of which are withheld from, the general membership for a specified time.
- 1.25 "Member" shall mean an active member as defined by this constitution.
- 1.26 "Observer" shall mean any member of Limestone District 27 who attends a meeting of any Limestone District 27 committee or the District Executive, such person having no voting or speaking privileges.
- 1.27 "OLRA" shall mean the Ontario Labour Relations Act and its governing regulations.
- 1.28 "OLRB" shall mean Ontario Labour Relations Board.
- 1.29 "OSSTF" shall mean the Ontario Secondary School Teachers' Federation.

- 1.30 "Policy" shall mean a stand or written position taken by Limestone District 27 in accordance with its By-laws and consistent with the constitution on matters whose resolution is beyond the internal legislative power of Limestone District 27 Limestone.
- 1.31 "Professional Student Services Personnel" (PSSP) shall mean those members employed by the Board in Student Services related positions under the terms of the Collective Agreement negotiated by the Bargaining Unit of that same name.
- 1.32 "Quorum" shall mean the minimum number of voting members of the body which must be present at a meeting before formal binding decisions and/or motions can be made.
- 1.33 "Regulations" shall mean authoritative rules dealing with details of procedures approved by the District Executive and/or District Assembly in accordance with the constitution to assist in carrying out its duties.
- 1.34 "Representative" shall mean a member of Limestone District 27 who has been appointed or elected by his/her respective bargaining unit/branch/committee to act on its behalf.
- 1.35 "Special committee" shall mean a committee which is comprised of federation and non-federation members to carry out a particular function approved by the District or made necessary by a collective agreement.
- 1.36 "Standing Committee" shall mean a committee which continues to exist from year to year and whose specific operations of functions are maintained from one executive to another. Such committees are responsible for maintaining their own by-laws.
- 1.37 "Teachers" shall mean those members employed by the Board as either full or part-time teachers or as Occasional Teachers in the secondary panel.
- 1.38 "Tyled" or "Tiled" shall refer to an "in-camera" meeting with the additional restriction that no one may enter or leave while the meeting is in progress.
- 1.39 "Work Site" shall mean the place where the members perform their professional duties namely elementary and secondary schools and their related satellite facilities.

## **ARTICLE 2 – NAME**

The organization shall be known as Limestone District 27 of the Ontario Secondary School Teachers' Federation.

## **ARTICLE 3 – OBJECTS**

The Objects of the District shall include the Objects of the Provincial OSSTF (see current handbook).

## **ARTICLE 4 – MEMBERSHIP**

An active member shall be any individual who is a member in good standing of OSSTF and who is in the employ of the Limestone District School Board (see current handbook).

## **ARTICLE 5 – FEES**

### **Section 1 – Annual Fee**

The amount of the annual fee for a statutory active member shall be prescribed by the regulations under the Ontario Labour Relations Act and the Provincial OSSTF (see current Handbook).

### **Section 2 – Special Assessment Fees**

Special assessments may be levied on the members of OSSTF Limestone District 27 in accordance with its bylaws and the bylaws of the constituent bargaining units.

## **ARTICLE 6 – FINANCES**

OSSTF Limestone District 27 shall maintain its funds in duly accredited financial institutions.

## **ARTICLE 7 – DISTRICT ORGANIZATION**

### **Section 1 – Executive Body – District Executive**

- 1.1 There shall be a District Executive consisting of voting members in the following positions:
  - 1.1.1 Executive Officer
  - 1.1.2 District President
  - 1.1.3 District Vice President
  - 1.1.4 President or elected representative from Continuing Education Instructors
  - 1.1.5 President or elected representative of the Professional Support Services Personnel
  - 1.1.6 President or elected representative of the Teachers' Bargaining Unit
  - 1.1.7 District Treasurer
  - 1.1.8 District Secretary

- 1.1.9 Chair of the District Collective Bargaining Committee or designate
- 1.1.10 Chair of Branch Presidents' Council or designate
- 1.1.11 Chair of Communications - Political Action Committee or designate
- 1.1.12 Chair of Educational Services Committee or designate
- 1.1.13 Chair of Status of Women Committee or designate
- 1.1.14 Human Rights Officer
- 1.1.15 Health and Safety Officer

## **Section 2 – District Associations**

There shall be District Associations which are those recognized by the District.

## **Section 3 – Branch Organizations**

- 3.1 There may be Branch Organizations consisting of those members employed in any one work site recognized by the District.
- 3.2 Each Branch Organization shall have a designated Branch President and/or Executive as stated in the bylaws.

## **Section 4 – Committees**

There shall be Standing Committees as designated in the Bylaws and Special and Ad hoc Committees as the District may deem necessary.

## **Section 5 – Legislative Body - District Assembly**

There shall be a District Assembly with powers to legislate as outlined in the Bylaws.

## **Section 6 – Selection of the Executive**

The following officers shall be elected by secret ballot following the Spring Annual Meeting.

- 6.1 District Vice-President
- 6.2 District Secretary
- 6.3 District Treasurer
- 6.4 District Executive Officer

## **Section 7 – Selection of Other Executive Positions**

Any other Executive vacancies occurring during the term of office shall be filled by a member elected by the District Executive following a call to the General Membership following the process set out in Bylaw 14.

## **Section 8 – Term of Office**

The term of office for the District Executive members shall be as follows:

- 8.1 All positions shall commence on July 1 following the election.
- 8.2 All positions in Article 7, Section 3 shall be elected for a two year term.
- 8.3 Elections shall be held on odd numbered years.
- 8.4.1 The appointment of the District President shall take place in even numbered years.



8.4.2 Notwithstanding section 8.4.1, the inaugural appointment of the District President position will be for a one year term, the 2019-2020 federation year, and will be advertised by April 1, 2019 with a deadline for application of April 18 and approved at the subsequent District Executive meeting.

## **ARTICLE 8 – BYLAWS**

The Members in District Assembly may approve Bylaws in accordance with this Constitution and with the Constitution, Bylaws and Policies of the Provincial OSSTF.

## **ARTICLE 9 – AMENDMENTS**

Amendments to this Constitution shall be made at any District Assembly:

- 1.1 by a two-thirds majority vote of the members qualified to vote, present and voting, provided that:
  - 1.1.1 written notice of the proposed amendment shall have been given to the District Secretary at least four (4) weeks prior to the District Assembly,
  - 1.1.2 such notice shall have been forwarded by the District Secretary to the membership three (3) weeks prior to the District Assembly.
- 1.2 by three-quarters majority of the members qualified to vote, present and voting, provided that:
  - 1.2.1 written notice of the proposed amendment shall have been given to the District Secretary at least two (2) weeks prior to the District Assembly,
  - 1.2.2 such notice shall have been forwarded to the membership at least one (1) week prior to the District Assembly.
- 1.3 by a nine-tenths majority vote of the members qualified to vote, present and voting, previous notice as in 1.1 and 1.2 not having been given.

## **ARTICLE 10 – ELECTRONIC MEETINGS**

As necessary, meetings of the Bargaining Unit membership, executives, or committees may be held electronically. Under no circumstances can any part of the electronic meeting be recorded by any participants of the meeting.

## **ARTICLE 11 – RESTRICTION**

No Article, Bylaw, or Policy of this Constitution shall contravene or otherwise change any Article, Bylaw, or Policy of the Constitution of Provincial OSSTF.

## **PART II - BYLAWS**

### **BYLAW 1 – DISTRICT YEAR**

The District Fiscal and Federation Year shall be from July 1 to June 30; membership is for the school year September 1 to August 31.

### **BYLAW 2 – DISTRICT MEMBERSHIP**

A Member of OSSTF Limestone District 27 shall be any member of OSSTF in good standing and who meets the requirements of membership as in the Handbook. (See current Provincial Handbook)

### **BYLAW 3 – DISTRICT LOGOTYPE**

In addition to the provincial insignia, the District shall use the District Logotype which includes the District name, tree and sail boats and is represented in this bylaw.



### **BYLAW 4 – SPECIAL ASSESSMENT FEES**

Special Assessment Fees shall be established or changed when necessary by the District Assembly in the following manner:

- 1.1 notification, in writing, of the purpose, proposed amount and method of payment of the levy shall be given to the members of the District at least three (3) weeks prior to the meeting of a District Assembly;
- 1.2 the purpose and the amount shall be approved by the District Assembly by a majority vote of those members qualified to vote, present and voting.

### **BYLAW 5 – PAYMENT OF SPECIAL ASSESSMENT FEES**

Fees determined by Bylaw 4 shall be collected at source as outlined in the Collective Agreement.

## **BYLAW 6 – REPRESENTATION AT DISTRICT MEETINGS**

### **Section 1 – District Assembly**

All members in good standing of OSSTF Limestone District 27 are entitled to attend and vote at any District Assembly.

### **Section 2 – District Executive**

- 2.1 The District Executive shall consist of those members named in Article 7, Section 1 and duly elected according to the by-laws of this Constitution.
- 2.2 In the event that an Executive Member elected by the District fails to attend three consecutive meetings, the Executive may deem the position vacant and appoint a replacement to fulfil the term.

### **Section 3 – District Associations and Standing Committees**

- 3.1 Membership in District Associations and Standing Committees shall be determined by the bylaws of the specific committees or associations excepting the limitation of 3.2.
- 3.2 Every District Association or Standing Committee will invite representation from each Bargaining Unit and Branch of Limestone District 27.

## **BYLAW 7 – MEETINGS**

### **Section 1 – District Executive**

- 1.1 The District Executive shall meet at the call of the President or at the request of any three (3) voting members of the executive.
- 1.2 The District Executive will normally meet monthly.
- 1.3 A quorum for a District Executive meeting shall be fifty percent plus one present and entitled to vote.

### **Section 2 – District Assemblies**

- 2.1 There shall be a minimum of one District Assembly held each school year and it shall be scheduled as the ANNUAL GENERAL MEETING.
- 2.2 The District Assembly shall meet at a place named by the President of the District in conjunction with the District Executive:
  - 2.2.1 on the third Wednesday of May to conduct the business of the Annual General Meeting or, if the above date is inappropriate, on an alternate date established by the District Executive provided sufficient notice is given to the membership;
  - 2.2.2 as deemed necessary by the District President with the approval of the District Executive
  - 2.2.3 if a request for a District Meeting is received by the District Executive from the executives of at least three-fifths of the Branch Associations or two Bargaining

Units with at least 24 hours' notice and held not later than three days from the call.

- 2.3 A quorum for the District Assembly shall be:
  - 2.3.1 the members present and entitled to vote, seven days' notice of the meeting having been given, or
  - 2.3.2 sixty members present and entitled to vote, fewer than seven days' notice having been given to the membership.

### **Section 3 – Committees and Associations**

- 3.1 Committees and associations shall meet:
  - 3.1.1 at the call of their respective chairpersons, and
  - 3.1.2 as often as their bylaws dictate and/or is necessary to conduct their business.
- 3.2 A quorum for a committee or association shall be determined in the Bylaws governing each committee or association.

### **Section 4 – Electronic Meetings**

#### **4.1 Use of Electronic Platform**

- 4.1.1 The platform in which electronic meetings can be held is designated by the President or the Chair. Electronic meetings shall be subject to all rules adopted by the Bargaining Unit membership, executive, or committee, or by OSSTF Rules of Order.
- 4.1.2 The designated platform must:
  - a) require members participating in the electronic meeting to log in to satisfy the process of verification of membership of meeting participants;
  - b) support visible displays identifying those participating;
  - c) support both public and anonymous voting;
  - d) be able to identify those seeking recognition to speak in a queue;
  - e) be able to show the text of pending motions;
  - f) be able to show results of votes.

#### **4.2 Ballot Voting**

- 4.2.1 An anonymous vote conducted through the designated platform shall be deemed a ballot vote, fulfilling any requirement in the bylaws or rules that a vote be conducted by ballot.
- 4.2.2 All-member election voting, such as Annual General Meeting elections, must be set up through Provincial OSSTF in the "Vote Centre".
- 4.2.3 If the Annual General Meeting is held remotely and voting for election is done through Provincial OSSTF, members will have 24 h to cast their vote electronically within 2 working days following the Annual General Meeting, in accordance with Bylaw 14.

### **4.3 Decorum**

4.3.1 In accordance with Article 10, under no circumstances can any part of the electronic meeting be recorded by any participants of the meeting.

4.3.2 The “chat function” may be enabled or disabled at the discretion of the Chair. Normally, the chat function will be turned off for Executive and General Meetings.

## **BYLAW 8 – DUTIES OF DISTRICT ORGANIZATION**

### **Section 1 – Duties of the District Assembly**

#### **1.1 General Duties**

It shall be the general duty of the membership in an assembly of the District:

1.1.1 to receive and pass reports;

1.1.2 to determine action;

1.1.3 to adopt Articles, Bylaws and Policies;

1.1.4 to approve all changes to the reserve fund;

1.1.5 to remove any member(s) of the District Executive provided that just cause can be shown by either of the following procedures:

a) by a three-quarters majority vote of the members qualified to vote, present and voting, provided that written notice of the proposed impeachment shall have been given to the District Secretary at least two (2) weeks prior to the District Assembly (such notice shall have been forwarded to the membership one (1) week prior to the Assembly), or

b) by a nine-tenths majority vote of the members qualified to vote, present and voting, previous notice as in 1.1.6(a) not having been given, but providing that the District Secretary and the named Executive member(s) has/have been informed at least one (1) week before the District Assembly.

1.1.7 to fill vacancies of positions elected by the District in the District Executive with members drawn from the membership;

1.1.8 to carry out other duties as necessary for Limestone District 27 within its Bylaws and Constitution and that of the Provincial OSSTF.

#### **1.2 Specific Duties – Annual General Meeting**

It shall be the duty of the Membership at the Annual General Meeting:

1.2.1 to conduct all business arising under 1.1 General Duties;

1.2.2 to conduct election business as required by the Constitution and as prescribed by the Elections and Nominations Committee.

1.2.3 to approve the proposed budget for the next fiscal year;

1.2.4 to receive the current unaudited financial report;

- 1.2.5 to honour Members of the District with awards as described in Bylaw 18 of this Constitution;
- 1.2.6 to receive and accept the Treasurer's report for the District Fiscal Year past.

## **Section 2 – Duties of the District Executive**

### **2.1 General Duties**

It shall be the duty of the District Executive to:

- 2.1.1 Promote within the District the aims and objectives of the Provincial OSSTF;
- 2.1.2 Represent the members of Limestone District 27 with respect to the members' collective views to the Provincial OSSTF, all government bodies, elected government representatives, community agencies, the Board, the general public and/or media, as considered appropriate;
- 2.1.3 Deal with all matters related to the Federation, which in the opinion of the Executive require action before the next meeting of the District Executive;
- 2.1.4 Keep the District informed of its activities;
- 2.1.5 Authorize payment of expenses and accounts incurred in the conduct of business of the District;
- 2.1.6 Establish terms of reference for all Standing Committees and Ad Hoc Committees of the District;
- 2.1.7 Receive Collective Bargaining information as appropriate;

### **2.2 Specific Duties**

- 2.2.1 Meet at the call of the District President, or at the written request of three (3) members of the Executive, such meeting to take place within three working days of receipt of such request by the District Secretary;
- 2.2.2 Meet, no later than the 30 September, at a time and place of its choosing, to review the District Constitution, general duties of the Executive and assign specific tasks and/or portfolios to the Executive members;
- 2.2.3 Appoint five (5) members to the District Anti-Harassment, Anti-Bullying Appeals Committee prior to September 30 of each year in accordance with Bylaw 21;
- 2.2.4 Establish an Election Rules Committee, normally by September 30, in a non-election year, in accordance with Bylaw 14;
- 2.2.5 Establish a Budget Committee, normally by February 1, in accordance with Bylaw 13;
- 2.2.6 Establish a Finance Committee as needed in accordance with Bylaw 13;
- 2.2.7 Establish an Awards Committee, normally by February 28, in accordance with Bylaw 18;
- 2.2.8 Approve the recipients of Awards based on the recommendation of the Awards

Committee, in accordance with Bylaw 18;

- 2.2.9 Establish a Nominations and Elections Committee prior to April 1 of an election year in accordance with Bylaw 14;
- 2.2.10 Appoint, normally in June, on the recommendation of each Standing Committee, the Chairperson of the Standing Committee, such appointment normally being for one (1) federation year. The District Executive shall use its discretion with regard to the length and precise timing of such appointments depending on the activities of the Committee. In addition, whenever possible, such appointments shall take the form of a ratification of a candidate recommended by the respective committee;
- 2.2.11 Appoint the chairpersons of all Ad Hoc committees, for a term in keeping with the terms of reference of the respective committee;
- 2.2.12 Appoint the alternates to the Provincial Assembly, in accordance with Bylaw 19;
- 2.2.13 Approve the recommendation of the District President Selection Committee;
- 2.2.14 Appoint members to fill vacancies as described in Bylaw 14 sections 3 and 4;
- 2.2.15 Select a District Health and Safety Representative for a two year term at the District Executive meeting in June of an election year;
- 2.2.16 Select a Human Rights Officer for a two year term at the District Executive meeting in June of an election year.

### **2.3 Specific duties related to General Meetings**

It shall be the duty of the District Executive to:

- 2.3.1 Call a District Assembly, as needed;
- 2.3.2 Establish an agenda for any District Assembly;
- 2.3.3 Distribute to the membership the agenda for the District Annual General Meeting at least 1 week prior to the meeting;
- 2.3.4 Approve a proposed budget for next Federation year at least three (3) weeks prior to the Annual General Meeting and distribute to the membership no less than 1 week prior to the Annual General Meeting;
- 2.3.5 Provide the chairperson for any District Assembly to ensure the proper conduct of business;
- 2.3.6 Report to the District Assembly;
- 2.3.7 Carry out the instructions of the District Assembly through proper motions.

## **BYLAW 9 – DUTIES OF THE MEMBERS OF THE DISTRICT EXECUTIVE**

### **Section 1 – Duties of the Members of the District Executive**

#### **1.1 President**

Terms of Reference:

The position of District President shall be full time release with remuneration being the higher of that salary which the District President would have been paid according to their respective Collective Agreement and the salary of a Teacher with zero years' experience and at category 3, according to the Teachers' Bargaining Unit Collective Agreement. The District President shall receive an allowance equal to that of a PAR position in the TBU Collective Agreement. If the District President was receiving a PAR allowance prior to taking the position, he/she shall only receive one allowance.

It shall be the duty of the President:

- 1.1.1 to be the spokesperson for the District;
- 1.1.2 to be a voting member of the District Executive;
- 1.1.3 to call all meetings of the District Executive and the District Assembly;
- 1.1.4 to be an ex-officio member of all District Committees and to maintain contact with all District Federation work;
- 1.1.5 to call a meeting of the District Executive no later than September 30 for the specific purposes of:
  - a) to review the Constitution and the duties of the Executive,
  - b) to assign specific tasks to the members of the Executive or other members of the District as the Executive sees necessary.
- 1.1.6 to ensure that all Standing Committees hold meetings for the purpose of electing a Chair;
- 1.1.7 to co-ordinate all information to the news media and maintain a close liaison with the media;
- 1.1.8 to attend or arrange for alternate representation at Board meetings;
- 1.1.9 to act as liaison officer between the District Executive, the membership, and the Board;
- 1.1.10 to keep all records of the District including:
  - a) all official Board agenda and minutes,
  - b) policies, rules and procedures of the Board,
  - c) lists of surplus teachers/employees,
  - d) current updates of recent positions in the Board,
  - e) enrolment statistics,
  - f) the Board's budget,
  - g) any other information required by the District.
- 1.1.11 to monitor revisions to the Constitution and Bylaws;



- 1.1.12 to maintain the District Office and provide a communication centre for all members of the District;
- 1.1.13 to act as a resource person for all District Standing Committees and such Ad Hoc Committees as designated by the District Executive;
- 1.1.14 to represent the District on such joint Board/OSSTF Committees as determined by the Bargaining Units or District Executive;
- 1.1.15 to act as Benefits Officer;
- 1.1.16 to assist the Bargaining Unit Presidents to represent the interests of the membership in the implementation and maintenance of the Bargaining Unit Collective Agreements;
- 1.1.17 to attend and monitor all staffing meetings and other associated activities;
- 1.1.18 to counsel members on personal or professional issues that may affect their employment status with the Board, their status with the Ontario College of Teachers and all related professional colleges or their standing in OSSTF;
- 1.1.19 to act as District Disputes Officer.

## **1.2 Vice President**

It shall be the duty of the Vice President:

- 1.2.1 to be a voting member of the District Executive;
- 1.2.2 to assume the duties of the President in his/her absence or at his/her request;
- 1.2.3 to chair the Resolution Committee for the Annual General Meeting;
- 1.2.4 to assume the duties of the District President when that position is vacant.
- 1.2.5 to serve as liaison with Standing and Ad hoc Committees as directed by the District President.
- 1.2.6 to chair the District Constitution Committee

## **1.3 Secretary**

It shall be the duty of the Secretary:

- 1.3.1 to be a voting member of the District Executive;
- 1.3.2 to take minutes of all meetings of the District Executive and ensure their publication and distribution to members of the District Executive and their inclusion in the District Office file;
- 1.3.3 to take minutes of all meetings of the District Assembly, and ensure publication and distribution;
- 1.3.4 to take minutes of Executive Session and maintain the same according to defined procedures;
- 1.3.5 to receive and distribute to the appropriate people and the District Office, all materials related to Annual Meeting of Provincial Assembly (AMPA);

1.3.6 to receive and distribute to the membership, within the appropriate timelines, to the workplaces and the Occasional Teachers' Branch all motions to alter the Constitution and Bylaws or Policies according to this Constitution;

1.3.7 to receive and distribute to the membership, within the appropriate timelines, to the workplaces and the Occasional Teachers' Branch the proposed agenda and budget for the General Meeting.

#### **1.4 Continuing Education Instructors' President**

It shall be the duty of the Continuing Education Instructors' President:

1.4.1 to be a voting member of the District Executive for a period of one year;

1.4.2 to represent the interests of the Instructors' Bargaining Unit;

1.4.3 to undertake tasks as assigned by the District Executive;

1.4.4 to ensure all minutes from meetings and the Annual General Meeting are filed at the District Office.

#### **1.5 PSSP President**

It shall be the duty of the PSSP President:

1.5.1 to be a voting member of the District Executive for a period of one year;

1.5.2 to represent the interests of the Professional Student Services Personnel;

1.5.3 to undertake tasks as assigned by the District Executive;

1.5.4 to ensure all minutes from meetings and the Annual General Meeting are filed at the District Office.

#### **1.6 Teachers' Bargaining Unit President**

It shall be the duty of the Teachers' Bargaining Unit President:

1.6.1 to be a voting member of the District Executive;

1.6.2 to represent the interests of the Teachers Bargaining Unit;

1.6.3 to undertake additional tasks as assigned by the District Executive;

1.6.4 to ensure all minutes from meetings and the Annual General Meeting are filed at the District Office.

#### **1.7 Treasurer**

It shall be the duty of the Treasurer:

1.7.1 to be a voting member of the District Executive;

1.7.2 to ensure that all monies received and disbursed are recorded in books of account;

1.7.3 to ensure that all monies are deposited in a chartered bank or other duly accredited financial institution approved by the District Executive in consultation with the Finance Committee;

- 1.7.4 to ensure that receipts are issued, when requested, for all monies received;
- 1.7.5 to ensure that all authorized accounts are paid in accordance with the Bylaws of the District;
- 1.7.6 to chair the proceedings of the Finance Committee and the Budget Committee established under Bylaw 12 of this constitution;
- 1.7.7 to present annually, to the District Executive for distribution to the membership and presented at the earliest General Meeting, financial statements for the preceding fiscal year, and bi-annual duly audited financial reports;
- 1.7.8 to ensure that monthly financial statements are prepared for consideration of the District Executive;
- 1.7.9 to ensure that all monies received for transmission are forwarded to the Treasurer of Provincial OSSTF or other approved destination;
- 1.7.10 to perform duties as established in the Bylaws of the Provincial OSSTF.

## **1.8 Executive Officer**

It shall be the duty of the Executive Officer:

- 1.8.1 to be a voting member of the District Executive;
- 1.8.2 to undertake tasks as assigned by the District Executive;
- 1.8.3 to serve as liaison with Standing and Ad hoc Committees as directed by the President.

## **1.9 Chairs of Standing Committees**

It shall be the duty of the Chairs of Standing Committees to:

- 1.9.1 to be voting members of the District Executive for a period of one federation year;
- 1.9.2 to call all meetings of the committee;
- 1.9.3 to preside at all committee meetings;
- 1.9.4 to be an ex-officio member of all sub-committees of the Standing Committee;
- 1.9.5 to maintain awareness of all areas of committee work;
- 1.9.6 to report to the District Executive on a regular basis;
- 1.9.7 to receive information from the District Executive on all committee related matters;
- 1.9.8 to be familiar with the Rules of Order as outlined in the most recent OSSTF Handbook;
- 1.9.9 to implement the Bylaws of the committee;
- 1.9.10 to monitor, in co-operation with the District Treasurer, the expenditures of the committee;

1.9.11 to prepare, in co-operation with the District Treasurer, the annual budget of the committee;

1.9.12 to receive and sign, in co-operation with the District Treasurer, bills of all expenditures of the committee and to forward such information to the District Treasurer.

### **1.10 Human Rights Officer**

It shall be the duty of the Human Rights Officer:

1.10.1 to be a voting member of the District Executive;

1.10.2 to represent the members on issues related to Human Rights;

1.10.3 to coordinate information and activities related to Human Rights;

1.10.4 to represent the District on committees and at meetings related to Human Rights;

1.10.5 to report on a regular basis on matters of interest to the District Executive.

## **BYLAW 10 – DISTRICT PRESIDENT SELECTION**

### **Section 1 – District President Selection Committee**

1.1 The District President Selection Committee shall be composed of:

1.1.1 District Vice-President or designate;

1.1.2 Each of the Bargaining Unit Presidents or designates;

1.1.3 Three (3) members of the TBU Executive as determined by the TBU Executive.

### **Section 2 – Selection Process**

2.2 The position shall normally be advertised by April 1 of an even numbered year with a deadline for application of the Thursday preceding April 20. The Selection shall normally be made by May 8.

2.3 The District President is appointed by the voting members of the District Executive working as a Committee of the Whole, based on the recommendations of the District President Selection Committee.

2.4 The District Executive will normally ratify the recommendations of the District President Selection Committee within three working days.

2.5 In the event that the District President dies, resigns, retires or takes a statutory/ sick leave, then the appointment of the new District President will follow the process outlined in this Bylaw, being adapted to ensure a two week advertising period.

2.6 In the event that the District President takes a statutory/sick leave and another Member assumes their position, then that replacement position will be deemed to be an “acting” position and will continue until the statutory/sick leave ends or the term of office ends, whichever occurs first.

## **BYLAW 11 – DISTRICT STANDING COMMITTEES**

### **Section 1 – Names of Committees**

There shall be the following Standing Committees:

- 1.1 Communications - Political Action Committee
- 1.2 Collective Bargaining Committee
- 1.3 Educational Services Committee
- 1.4 Status of Women Committee

### **Section 2 – General Objectives**

A Standing Committee of OSSTF Limestone District 27 shall operate under the following objectives:

- 2.1 to recommend priorities and policies to the District Executive and the District Assembly on items related to the specific objectives of the committee;
- 2.2 to undertake research in its own area;
- 2.3 to submit a budget to the District Treasurer;
- 2.4 to report on its activities to the District Executive and the District Assembly.

### **Section 3 – Regulations in Common**

The Standing Committees of Limestone District 27 shall operate under the following regulations:

#### **3.1 Duties**

The duties of District Standing Committees shall be established by the District Assembly and shall be amended in the manner prescribed for amending the Bylaws of Limestone District 27.

#### **3.2 Membership**

The membership of a Standing Committee shall be determined in the Bylaws of the committee but should include representation from each Branch and Bargaining Unit, who have been selected at the June meeting for the next Federation year. In the event the Branch or Bargaining Unit has not selected its representatives for the next federation year, the representatives from the current federation year shall remain in place. Once an Officer is fully-released -TBU President, Chief Negotiator or District President – they will become a member of the District Office Branch; this designation will continue until they no longer have a fully-released position with the Union.

#### **3.3 Election of Committee Executive**

The executive of a Standing Committee shall be elected from, and by the membership of the respective committee, unless otherwise stipulated in the committee Bylaws. This election shall normally take place at a meeting prior to June 30.

### **3.4 Responsibilities of Committee Executive**

#### **3.4.1 CHAIRPERSON**

It shall be the duty of the chairperson:

- a) to call all meetings of the committee in coordination with the District President;
- b) to preside at all meetings;
- c) to be an ex-officio member of all sub-committees of the Standing Committee;
- d) to maintain awareness of all areas of committee work;
- e) to report to the District Executive on a regular basis;
- f) to receive information from the District executive on all committee related matters;
- g) to be a voting member of the District Executive with voting status for a period of one federation year;
- h) to be familiar with the Rules of Order as outlined in the most recent OSSTF Handbook;
- i) to implement the Bylaws of the Committee;
- j) to monitor, in co-operation with the District Treasurer, the expenditure of the committee;
- k) to prepare, in co-operation with the District Treasurer, the annual budget of the committee;
- l) to forward to the District Treasurer all bills incurred by the committee.

#### **3.4.2 VICE CHAIR**

It shall be the duty of the Vice Chair:

- a) to perform the duties listed above in the absence of, or at the request of, the Chairperson;

#### **3.4.3 SECRETARY**

It shall be the duty of the Secretary:

- a) to record all minutes and ensure their distribution to members of the committee, and District President, and their inclusion in the District Office file;
- b) to receive, answer and keep all correspondence;
- c) to keep all records of the committee;
- d) to turn over past records of the committee to the District President;
- e) to assist the Chairperson, as necessary, in preparing communiqués.

### **3.5 Reports and Findings**

The decision to publish findings, to implement suggestions, policies, or to embark on courses of action recommended by the District committee shall be the responsibility of the District Executive or the District Assembly.

## **Section 4 – Membership and Duties, by Committee**

### **4.1 Communications - Political Action Committee**

#### **4.1.1 Membership**

The members of the Communications - Political Action Committee should include:

- a) at least one representative from each Branch and Bargaining Unit, normally elected by June 7;
- b) the District President or designate.

#### **4.1.2 Duties**

The duties of the Communications - Political Action Committee shall be:

- a) to inform the membership of the District on matters affecting the welfare of the District and concerns relevant to their roles;
- b) to assist the District Executive in disseminating information;
- c) to assist the President in establishing and maintaining contact with local Members of Parliament and Members of Provincial Parliament;
- d) to establish and maintain close liaison with community groups through sharing similar interests to those of the District;
- e) to follow the performance and policies of the elected Trustees of the Board;
- f) to recommend to the District Executive support of candidates at any level of government on the basis of their stands on the needs of education or related to policies supported by the District or Provincial OSSTF;
- g) to recommend to the District Executive a list of delegates to attend meetings of the Kingston and District Labour Council following a request of the Membership with priority given to Executive Members;
- i) to recommend to the District Executive a delegate to each of the CLC Convention and the OFL Convention, with preference given to KDLC Delegates.

#### **4.1.3 Meetings**

- a) The committee should normally convene each month during the school year;

- b) In the event that there is no current Chair, the District President or designate will call the first meeting in June and facilitate the election of a Chair;
- c) A quorum at meetings shall be at least two members attending the meeting, one of which must be the Chair or designate.

## **4.2 Collective Bargaining Committee**

### **4.2.1 Membership**

The members of the Collective Bargaining Committee should include:

- a) representatives of the Bargaining Unit CBCs as chosen according to the Bylaws of the Bargaining Unit CBCs;
- b) any additional members who may be appointed by the District Executive in consultation with the District CBC.

### **4.2.2 Duties**

The duties of the CBC shall be: to share all information on collective bargaining from the Provincial Office and other sources.

### **4.2.3 Term of Office**

The term of the members shall be a minimum of one year with the maximum length determined by the members of the Bargaining Unit Bylaws.

### **4.2.4 Officers**

The officers of the CBC shall be:

- a) the members of the committee shall select one of their members as Chair of the District CBC and, one member as Vice-Chair;
- b) the Chair, or designate, may attend all Executive meetings as a voting member.

### **4.2.5 Meetings**

- a) The District CBC shall meet regularly during the school year. The frequency or number of meetings shall be determined according to the current work load and/or state of negotiations;
- b) The District CBC shall meet as necessary to discuss pertinent collective bargaining issues;
- c) Normally five days' notice must be given to members before a meeting of the District CBC shall be properly called.
- d) A quorum will be at least two (2) Bargaining Units present.

## **4.3 Educational Services Committee**

### **4.3.1 Membership**

The members of the Educational Services Committee should include:



- a) at least one representative from each Branch/Bargaining Unit normally elected by June 7;
- b) the District President or designate.

#### 4.3.2 Duties

It shall be the duties of the Educational Services Committee;

- a) to be responsible for educational studies, workshops and conferences directed specifically to the professional development of all members of Limestone District 27;
- b) to allocate funds for Educational Services activities to members of Limestone District 27 by following the approved Funding Guidelines;
- c) to assist members of Limestone District 27 in finding alternate sources of financial support for Professional Development activities;
- d) to provide information, by way of its members, regarding Professional Development activities and conferences to their respective Bargaining Units and Branches;
- e) to make available, through its members, forms of Application for Financial Assistance to Limestone District 27 members requesting financial support;
- f) to act as organizers and resource personnel for Board Professional Activity Days;
- g) to undertake any and all necessary provisions for the successful professional development of all Limestone District 27 members;
- h) to share and discuss information received from Provincial Office.

#### 4.3.3 Meetings

- a) The committee should normally convene monthly throughout the school year;
- b) Other meetings of the committee shall be convened to carry out the business of the committee as required;
- c) In the event that there is no current Chair, the District President or designate will call the first meeting in June and facilitate the election of a Chair;
- d) A quorum at meetings shall be two members attending, one of which must be the Chair or designate, if there is no allocation of funds and, if there is an allocation of funds, fifty percent plus one of the total Branches and Bargaining Units.

### **4.4 Status of Women Committee**

#### 4.4.1 Membership

The membership of the Status of Women Committee should include:

- a) at least one representative from each Branch and Bargaining Unit, normally elected by June 7;
- b) the District President or designate.

#### 4.4.2 Duties

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

- a) to provide a forum for discussing issues relevant to the professional careers of the women members of Limestone District 27;
- b) to sponsor Professional Development programs for members of Limestone District 27 relevant to the careers of women;
- c) to develop strategies or channels of communication for women with particular concerns;
- d) to gather and provide information on the status of women in Limestone District 27;
- e) to provide liaison with similar District or Provincial OSSTF committees;
- f) to investigate and inform Members of issues that are relevant to human rights.

#### 4.4.3 Meetings

- a) The committee should normally convene monthly throughout the school year;
- b) In the event that there is no current Chair, the District President or designate will call the first meeting in June and facilitate the election of a Chair;
- c) A quorum at meetings shall be two members attending the meeting, one of which must be the Chair or designate.

### 4.5 Constitution Committee

#### 4.5.1 Membership

The members of the Constitution Committee should include:

- a) at least one representative from each Branch and Bargaining Unit, normally elected by June 7;
- b) the District Vice President shall Chair the committee.

#### 4.5.2 Duties

The duties of the Constitution Committee shall be:

- a) to review the District and Provincial Constitutions;
- b) to consult with constituent groups; District Executive, Bargaining Units, Branches and Committees;

- c) to act as a resource to the constituent groups of the Bargaining Unit;
- d) to recommend changes to the Articles, Bylaws and Policies at the District and Provincial levels;
- e) to provide liaison with similar Bargaining Unit, District or Provincial OSSTF committees.

#### 4.5.3 Meetings

- a) The committee should normally convene each month during the school year;
- b) A quorum at meetings shall be at least two (2) members attending the meeting.

## **BYLAW 12 – DISTRICT ASSOCIATIONS**

### **Section 1 – Formation**

- 1.1 The District Executive, may, from time to time, recommend to the District Assembly, the establishment of a District Association on receipt of a request from the members wishing to enter into such an Association by:
  - 1.1.1 approving an appropriate resolution, and
  - 1.1.2 either approving terms of reference for the Association or approving a constitution for the Association, such terms of reference or constitution being considered a Bylaw of the District.
- 1.2 The District Executive may, from time to time, recommend to the District Assembly the rescission of resolutions and/or by-laws establishing a District Association, when in the opinion of the Executive it is in the best interest of the District to do so.
- 1.3 The District Assembly shall ratify the formation or dissolution of all District Associations in a manner consistent with the changing of Bylaws of this Constitution.

### **Section 2 – Regulations in common**

- 2.1 It shall be the duty of a District Association:
  - 2.1.1 to conduct its business which is in the best interest of all the members within the terms of reference, Bylaws or constitution of the Association;
  - 2.1.2 to follow practices and adopt policies which are consistent with the Limestone District 27 Constitution, its Bylaws and Policies, and those of the provincial OSSTF;
  - 2.1.3 to maintain its own constitution, by-laws, and executive officers or staff representative so as to fulfil the needs of the Federation and the District.

## **BYLAW 13 – DISTRICT FINANCES**

### **Section 1 – Budget Committee**

It shall be the duty of the District Executive to establish a Budget Committee.

### **1.1 Membership**

This committee shall be comprised of the District Treasurer, District President, each Bargaining Unit President, the Chair or designate of each of the District Standing Committees and may include Bargaining Unit Treasurers and other members as designated by the District Executive. The District Treasurer shall chair the meetings of the Budget Committee. The Committee shall meet as a committee of the whole.

### **1.2 Duties**

It shall be the duty of the District Treasurer/Budget Committee:

- 1.2.1 to set time lines for budget preparation and to establish dates for submissions from spending authorities;
- 1.2.2 to send out budget request forms;
- 1.2.3 to estimate income from all sources;
- 1.2.4 to prepare an interim balanced budget in consultation with the constituent units and committees of the District at least four (4) weeks prior to the Annual General Meeting;
- 1.2.5 to present the interim balanced budget to the District Executive at least three (3) weeks prior to the Annual General Meeting;
- 1.2.6 to ensure that the interim balanced budget be distributed to the membership at least one (1) week prior to the Annual General Meeting;
- 1.2.7 to present the interim balanced budget to the Annual General Meeting.

## **Section 2 – Finance Committee**

It shall be the duty of the District Executive to establish the Finance Committee.

### **2.1 Membership**

This committee shall be comprised of the District Treasurer plus four other members as designated by the District Executive. All Bargaining Units will have the opportunity to be represented. The District Treasurer shall chair the meetings of the Finance Committee.

### **2.2 Duties**

It shall be the duty of the Finance Committee:

- 2.2.1 to evaluate alternative uses for surplus funds of the District;
- 2.2.2 to make recommendations to the District Executive for the use of surplus funds;
- 2.2.3 to evaluate alternate suggestions for the procurement of funds for the District;
- 2.2.4 to submit written reports quarterly and as required by the District Executive;
- 2.2.5 to negotiate financing agreements approved by the District Executive;
- 2.2.6 to manage investments approved by the District Executive;

- 2.2.7 to meet annually to review our banking institution(s) and the investments of our internal reserve fund(s) to evaluate their ethicalness.

### **Section 3 – Reserves**

- 3.1 The reserves shall be designated as outlined in Policy 6.

## **BYLAW 14 – ELECTIONS**

### **Section 1 – Terms of Office**

- 1.1 The term of office for the District Executive members shall commence on July 1 following the election.
- 1.2 All positions in Article 7, Section 3 shall be elected for a two year term.
- 1.3 Elections shall be held on odd numbered years.

### **Section 2 – Nominations**

- 2.1 The District Executive shall establish a Nominations and Elections Committee, prior to April 1 of an election year.
- 2.2 The membership of this committee shall include:
  - 2.2.1 the Branch/ Bargaining Unit Presidents, and may include the District President, who are not seeking an elected position;
  - 2.2.2 a quorum shall be at least three (3) Branch or Bargaining Unit Presidents with a maximum of one Branch President from each Branch and one Bargaining Unit President from each Bargaining Unit;
  - 2.2.3 the District President shall convene the first meeting of the Elections and Nominations Committee and facilitate the election of a Chair.
- 2.3 The duties of the Nominations and Elections Committee shall be:
  - 2.3.1 to announce, publicize and seek nominations to all positions of the District Executive open for election;
  - 2.3.2 to publish the descriptions of each position open for election;
  - 2.3.3 to open nominations four (4) weeks prior to the Annual General Meeting;
  - 2.3.4 to meet two weeks before the Annual General Meeting:
    - a) to declare nominations closed for positions for which there are declared candidate(s),
    - b) to collate the nominations received,
    - c) to publish and distribute to all members of the District a list of candidates and their profiles.
    - d) to establish, publish and distribute campaign and election rules and procedures, including but not limited to: the duration of the election

campaign, campaign financing, campaigning rules, the speech along with the question and answer format, collecting and counting ballots, announcing of results, and run off balloting if required.

- e) to ensure that the first round of balloting occurs in designated work sites within 2 working days following the Annual General Meeting. Where a simple majority has not been achieved for a position in the first round of elections, they shall ensure that a second round of balloting takes place in designated work sites within the week following the first election. The ballots for the second round will contain only the names of the two candidates who obtained the greatest number of votes for the position still under contention.

- 2.4 Any member of the District may be nominated to any position on the District Executive open for election provided that:
  - 2.4.1 the nominee has given his/her consent,
  - 2.4.2 two members of the District have signed the nomination papers;
  - 2.4.3 the nominee is a member in good standing.
- 2.5 The Chairperson of the Nominations and Elections Committee in conjunction with the District Office shall be responsible for printing the ballots for each position of the District Executive which is open for election. The ballots shall include the names of the candidates in alphabetical order beside the position in question.

### Section 3 – Balloting

- 3.1 Election of the new District Executive shall be by simple majority of ballots cast and take place in the following order, given that the position is open for election:
  - 3.1.1 District Vice President
  - 3.1.2 District Treasurer
  - 3.1.3 District Secretary
  - 3.1.4 District Executive Officer
- 3.2 Any candidate who has lost an election in a position shall not have the right to seek election in a subsequent position until the current round of elections are over, including any run-offs.
- 3.3 The Chairperson of the Nominations and Elections Committee shall, at the appropriate time:
  - 3.3.1 announce the position for which the election is being held;
  - 3.3.2 announce the declared candidates;
  - 3.3.3 if there are no declared candidates, ask for nominations from the floor three times;
  - 3.3.4 close nominations;

- 3.3.5 ask candidates to speak to the Assembly as set out by the Nominations and Elections Committee;
  - 3.3.6 allow for a question and answer period of candidates from the floor as set out by the Nominations and Elections Committee;
  - 3.3.7 collect and count the ballots, with the assistance of their committee;
  - 3.3.8 announce at the earliest possible convenience, the results of the election;
  - 3.3.9 put forth a motion at the District Executive to destroy the District Executive election ballots, if no protests or requests for recounts has been received within 5 working days following the last election;
  - 3.3.10 put forth a motion at the District Executive disbanding the Nominations and Elections Committee.
- 3.4 Bargaining Unit Executive Elections shall be conducted in accordance to their respective Constitution.
- 3.5 Where an elected position of the District Executive has not been filled because no nominations for that position were received, the District Executive may choose:
- 3.5.1 to reschedule an election for the position at a later date,
  - 3.5.2 to co-opt a member of the District who is willing to fill this position, following the process in Section 4 Vacancies, or
  - 3.5.3 to leave the position vacant under extra-ordinary circumstances.

#### **Section 4 – Mid-term Executive Vacancies**

- 4.1 A mid-term vacancy exists whenever an elected Member dies, resigns, retires, or takes a statutory / sick leave from the Executive position, or is unable to carry out the duties of the office.
- 4.2 All vacancies such as those on standing committees and branch representatives shall be filled by the same body which elected the original member, in accordance with the procedures of the electing body. The appointed member shall serve for the balance of the term.
- 4.3 In the event that a Member of the Executive takes a statutory/sick leave and another Member assumes their position, then that replacement position will be deemed to be an “acting” position and will continue until the statutory/sick leave ends or the term of office ends, whichever occurs first.
- 4.4 Process for filling vacancies
  - 4.4.1 The District Executive shall fill all other Executive vacancies by an election at the next regularly scheduled Executive meeting following the creation of the vacancy and call for nominations.
  - 4.4.2 A call for nominations must be sent to the Membership at least two weeks prior to the election.

- 4.4.3 Once candidates are known, their names will be sent to the District Executive and all candidates, at least forty-eight (48) hours prior to the election.
- 4.4.4 In the event that there is only one candidate for the position, the candidate shall be acclaimed.
- 4.4.5 Candidates will be allowed to make a two-minute speech as per Bylaw 19, Section 2.3.
- 4.4.6 The candidates with the greatest number of votes will be declared elected.
- 4.4.7 If there is a tie vote for a position, there will be a second ballot.
- 4.4.8 If the subsequent ballot after the first tied ballot is also tied:
  - a) the candidates who were tied will be asked if they will share the position given defined terms of the sharing. Both of the candidates shall agree for this to occur;
  - b) if the position is not to be shared, the Chair shall flip a coin, with the candidate with the first alphabetical surname from the two candidates calling the toss.

#### **Section 5 – Election Rules Committee**

- 5.1 An Election Rules Committee shall be established by the District Executive in a non-election year at the September meeting of the District Executive;
- 5.2 the District Executive shall select a minimum of three District Executive Members to form the Election Rules Committee;
- 5.3 the Election Rules Committee shall meet at least monthly;
- 5.4 the District President shall call the first meeting of the committee and facilitate the election of a Chair from amongst its Members;
- 5.5 the Election Rules Committee shall establish or modify rules for the subsequent year's elections by April 30 of the non-election year;
- 5.6 the Election Rules Committee shall report regularly to the District Executive for input and advice;
- 5.7 the Election Rules Committee shall submit a budget request to the District Budget Committee;
- 5.8 the Chair or designate shall present the rules established by the Election Rules Committee at the Annual General Meeting in a non-election year.

#### **Section 6 – Positions Elected by the Executive**

- 6.1 The Chair of Nominations shall distribute to each branch, a call for applications and application forms for the position of Human Rights Officer and District Health and Safety



Officer by May 20 of an election year. The deadline for applications shall be two days prior to the June District Executive meeting of that election year;

- 6.2 The Chair of Nominations shall forward these names to the District President for presentation to the District Executive at the June meeting of the District Executive.

## **BYLAW 15 – AMENDMENTS**

Bylaws may be approved, amended or rescinded at any District Assembly:

- 1.1 by a majority vote of the members qualified to vote, present and voting, provided that:
  - 1.1.1 written notice of an appropriate motion shall have been given to the District Secretary at least four (4) weeks prior to the District Assembly;
  - 1.1.2 such notice shall have been forwarded by the District Secretary to the membership three (3) weeks prior to the District Assembly.
- 1.2 by a two-thirds majority vote of the members qualified to vote, present and voting, provided that:
  - 1.2.1 written notice of an appropriate motion shall have been given to the District Secretary at least two (2) weeks prior to the District Assembly;
  - 1.2.2 such notice shall have been forwarded by the District Secretary to the membership one (1) week prior to the District Assembly.
- 1.3 by a three quarters majority vote of the members qualified to vote, present and voting, no previous notice having been given.

## **BYLAW 16 – RULES OF ORDER**

- 1.1 All meetings of the District Executive and the District Assembly shall be conducted in accordance with Rules of Order for Federation business as adopted at the Provincial Assembly and amended from time to time by the Provincial Assembly or the Provincial Council, and where such rules are expressly specified as being applicable to District Organizations.
- 1.2 In the event that problems in the conduct of business arise which cannot be resolved by reference to the Rules of Order indicated in Section 1, further reference shall be made to the most recent editions of:
  - 1.2.1 Robert’s Rules of Order Newly Revised followed by
  - 1.2.2 Sturgis Standard Code of Parliamentary Procedure followed by
  - 1.2.3 Bourinot’s Rules of Order

## **BYLAW 17 – POLICIES**

### **Section 1 – Recognition of Policies**

The Policies of OSSTF Limestone District 27 shall be:

- 1.1 those of OSSTF as stated in the Provincial Handbook, and
- 1.2 those additional policies duly established by Limestone District 27 through the District Assembly.

### **Section 2 – Ratification**

- 2.1 Any policy made by the District Executive shall be subject to ratification at the next meeting of the District Assembly.

### **Section 3 – Formation of Policy**

Policy and amendment or rescission of policy may be made in the form of appropriate motions at the District Assembly:

- 3.1 by a majority vote of the members qualified to vote, present and voting, provided that:
  - 3.1.1 written notice of such motion shall have been given to the District Secretary at least four (4) weeks prior to the date of the District Assembly;
  - 3.1.2 such notice shall have been forwarded to the membership three (3) weeks prior to the District Assembly.
- 3.2 by a two-thirds majority vote of the members qualified to vote, present and voting, provided that:
  - 3.2.1 written notice of such motion shall have been given to the District Secretary at least two (2) weeks prior to the date of the District Assembly;
  - 3.2.2 such notice shall have been forwarded to the membership one (1) week prior to the District Assembly.
- 3.3 by a three-quarters majority vote of the members qualified to vote, present and voting, no previous notice having been given.

## **BYLAW 18 – AWARDS AND SCHOLARSHIPS**

### **Section 1 – Member Awards and Scholarships**

- 1.1 The Awards and Scholarships are those described in the Provincial Handbook.
- 1.2 The following are the OSSTF Limestone District 27 Awards and Scholarships.
  - 1.2.1 Bill Moore Award

This award is presented annually to a member of the District who has contributed a great deal to OSSTF over a five year period and who is not receiving another award in the same spring.

### **Section 2 – Student Awards and Scholarships**

- 2.1 OSSTF Limestone District 27 Student Scholarships

This scholarship will be awarded to one student at each secondary school on the recommendation of the staff at that school. The amount of the scholarship is \$200.

## 2.2 OSSTF Limestone District 27 Alternate Centre Student Scholarships

There will be \$100 to be awarded to students graduating from each Alternative Centre which holds a graduation. Students will be recommended by the staff of the Alternative Centre.

## Section 3 – Process for Member Awards

- 3.1 Nomination forms will be distributed to the membership by the end of March.
- 3.2 An ad-hoc Awards Committee will be established to review the nominations and make a recommendation to the District Executive. The President will invite District Executive Members to be part of the committee by the March District Executive meeting.
- 3.3 The District Executive will approve the recipient of the Awards based on the recommendation of the Awards Committee. This decision will normally take place at the April meeting.

## BYLAW 19 – SELECTION OF ALTERNATES TO AMPA

### Section 1 – District Executive Selects Alternates to AMPA

- 1.1 The District Executive shall select alternate delegates to AMPA. The number of alternates for Limestone District 27 are determined by the General Secretary of OSSTF.

### Section 2 – Selection Process

- 2.1 The selection of alternate delegates will normally be done after each of the Bargaining Units has selected their delegates.
- 2.2 Applications
  - 2.2.1 Applications for the position of alternate will be requested from the District Executive and each of the Bargaining Unit Executives. This request will normally be made by November 30.
  - 2.2.2 Applicants will complete an Alternate Application Form to be submitted on the day previous to the District Executive meeting when selection takes place. The selection will normally be held at the District Executive meeting in December.
- 2.3 The District President shall be automatically selected as an Alternate if he/she has not been chosen as a delegate by his or her Bargaining Unit. If the President cannot attend, the position will be filled by a substitute, as described below.
- 2.4 Selection Process and Voting
  - 2.4.1 When there are the same number of applicants or fewer than alternate positions allocated to Limestone District 27, then the applicants will be declared as alternates.
  - 2.4.2 When there are more applicants than positions allocated to Limestone District 27,

the process to be followed is:

- 2.4.3 Copies of the submitted applications will be distributed to the voting Members of the Executive.
- 2.4.4 Each applicant will be given two minutes to speak to his/her application at the District Executive meeting when the selection is taking place. The applicant may have another member speak on their behalf.
- 2.4.5 There will be a secret ballot of the voting Members of the District Executive for the number of alternates to the unassigned positions.
- 2.4.6 The applicants will be selected based on the most number of votes. For example, if there are two alternate positions, the two applicants with the greatest number of votes will be selected as the alternates.
- 2.4.7 A list of substitutes will be created from the results of the ballot. The order of the list will be related to the number of votes received. Those with the highest number of votes, after the elected alternates, will be first on the list. Names will be drawn by lots if there is a tie.
- 2.4.8 A Member may be selected to be an alternate or on the substitute list for an alternate position and also be on the substitute list for a delegate position in his/her Bargaining Unit. If an alternate or substitute takes a position as a delegate then their position as alternate or space on the substitute list will be deemed vacant.
- 2.4.9 In the event that an alternate cannot attend AMPA or an alternate position becomes vacant, the President will invite the substitutes in the order of the list to attend.
- 2.5 In the event that there are fewer applicants than alternate positions allocated to Limestone District 27, the process will re-commence with section 2.2.1 and will include the general membership in the request.
- 2.6 Following the selection of the alternates, the ballots and applications will be destroyed.

## **BYLAW 20 – ANTI-HARASSMENT AND ANTI-BULLYING POLICY**

- 1.1 The District shall have an Anti-Harassment and Anti-Bullying Policy and Procedure to be followed at all OSSTF workplaces and functions.
- 1.2 The Anti-Bullying and Anti-Harassment Policy and Procedure and any amendment shall be approved by the District Executive.
- 1.3 A copy of the Policy shall be distributed to each worksite in September.

## **BYLAW 21 – ANTI-HARASSMENT AND ANTI-BULLYING POLICY APPEALS PROCEDURE**

- 1.1 Members of the District 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:
  - 1.1.1 Within five days of the decision, the affected member (herein called the Appellant) shall submit a request in writing to the District President for an Appeal Hearing.
  - 1.1.2 Within two days of receiving the request, the District President shall appoint three members of the District Anti-Harassment and Anti-Bullying (AHAB) Appeals Committee to consider the appeal. These three members shall be the District AHAB Appeals Committee for this complaint.
    - 1.1.3.1 Within three days, the District AHAB Appeals Committee shall meet to consider the appeal.
    - 1.1.3.2 The District AHAB Appeals Committee shall review the complaint, the investigation process and findings, and the decision.
    - 1.1.3.3 Following the review, the Appeals Committee shall either confirm or modify the decision.
    - 1.1.3.4 The decision of the District AHAB Appeals Committee shall be consistent with the District Anti-Harassment and Anti-Bullying Policy and Procedure.
  - 1.1.4 The District AHAB Appeals Committee shall report the decision on the Appeal to the District President within five (5) days after meeting at which the Appeal is considered.
  - 1.1.5 Within two days of receiving the decision of the District AHAB Appeals Committee, the District President shall communicate the decision to the Appellant in writing.
  - 1.1.6 The decision of the District AHAB Appeals Committee shall be considered final and not subject to any appeal.

## PART III – POLICIES

### POLICY I – DONATIONS

#### Section 1 – Principles

- 1.1 Donations made by Limestone District 27 should primarily enhance the public image of the OSSTF by promoting good public relations with organizations which support or make positive impact on secondary school students, teachers and education workers, or public education.

#### Section 2 – Procedures

- 2.1 Any request for a donation will be forwarded to the District President who will consider it in light of the Donation Policy.
- 2.2 If making a donation would fulfil that criterion, the District President will then determine whether it would be best considered by a particular committee according to its mandate. If so, then the request will be forwarded to that committee for consideration and possible action and funded, if approved by the committee, from the budget of that committee.
- 2.3 If the donation request does not fall into the purview of a particular committee, then the request will be brought forward for consideration at the next District Executive Meeting by means of a standard motion:

“BIRT \$\_\_\_\_\_ \* be donated to (*name of organization*) from the Public Relations line of the District Budget.”

\* The amount of the donation may be that identified in the request if an amount is suggested or a different amount selected by the District President.

If the motion has merit in the eyes of the District Executive, it would be moved, seconded, and debated by the District Executive. It could be amended, if so desired by the District Executive, following normal procedures.

- 2.4 Where donation requests are approved by the District Executive, the District President shall direct a letter to be written and cheque issued for that organization. Donation requests which do not meet the Donation Policy criterion or which are voted down by the District Executive, will not be made. The District President shall direct a letter to be written to that organization declining the request and explaining our policy.
- 2.5 The number of donations that could be entertained would be up to the limit of available funds in the Public Relations budget line. If, close to the end of the budget year, it is possible to move unused funds from the Goodwill & Welfare budget line to the Public Relations budget line in order to consider additional donation requests, this could be enabled by motion by the District Executive.

- 2.6 When the proposed budget for the following year is prepared, the amount for the Public Relations line will start with \$500.00 and take into consideration the donation requests approved in the previous year.

### **Section 3 – Compassionate Donations**

- 3.1 The District President or District Executive may make compassionate donations from the District Goodwill and Welfare budget line of approximately \$50.00 on behalf of the membership in the following circumstances:
  - 3.1.1 Death of a member or former member or employee of Limestone District 27
  - 3.1.2 Death in the immediate family of the District Executive or employee of Limestone District 27;
  - 3.1.3 Death of a Board official/employee;
  - 3.1.4 Other circumstances left to the discretion of the District President or District Executive. These will be dealt with on a case-by-case basis.
- 3.2 All compassionate donations shall be reported to the District Executive.
- 3.3 The President or designate shall be responsible for presenting the donation on behalf of the members of OSSTF Limestone District 27.

## **POLICY 2 – TRAVEL ALLOWANCE FOR DISTRICT MEETINGS**

- 1.1 Car travel will be reimbursed at the current OSSTF Provincial rate from your place of work to the location of the meeting. The following exceptions apply:
  - 1.1.1 A member residing or working in the city/town of the meeting, no car travel allowance is to be claimed. For example, if the meeting is at the District Office, no car travel will be claimed if the member lives or works in the greater Kingston area.
  - 1.1.2 There will be no paid travel allowance for a General Meeting, General Assembly or social function called by the District or Bargaining Units.
  - 1.1.3 If the meeting is held in a site which is between the member's worksite and home, the maximum car travel allowance will be that for the additional distance driven due to the meeting (distance out of the way) if the distance is greater than 10 km.
  - 1.1.4 A member who is the official OSSTF Limestone 27 representative to a Regional or Provincial Conference/Meeting shall send the official provincial expense form to the Provincial Office for reimbursement.

## **POLICY 3 – OSSTF BRANDING**

### **Section 1 – Social Media and Internet Presence**

- 1.1 Social media is defined as any print or online network or sharing space such as, but not limited to; Twitter, The Facebook, MySpace, LinkedIn, and Blogging.
- 1.2 Use of Social media to speak on behalf of OSSTF Limestone District 27 requires the approval of the District President.
- 1.3 Members can include the District name or the OSSTF initials in their Social Media identifier ('handle') if the following conditions are met:
  - 1.3.1 The moniker clearly indicates their current position within OSSTF. To further clarify, acceptable examples include: @OSSTFPres, @CBCrepOSSTF, @OSSTF\_SHS\_BranchPres, 'Limestone District 27 Ed Services Committee Facebook Page'.
  - 1.3.2 The moniker must be changed within five (5) days of the individual vacating the position.

## **Section 2 – Events**

- 2.1 District 27 Limestone OSSTF flags, posters or signs may be used at Community Events that the District President and/or Bargaining Unit President and/or the District Executive have approved.

## **Section 3 – Endorsements**

- 3.1 District 27 Limestone OSSTF endorsement may be given to organizations that promote unionism and/or support the policies and goals of OSSTF. Written permission from the District President or Bargaining Unit President is required.
- 3.2 Reasonable effort shall be made to purchase items from unionized workplaces and/or made by unionized workers.

## **POLICY 4 – ENVIRONMENTAL INITIATIVES**

### **Section 1 – Meals and Catering**

- 1.1 It shall be the policy of District 27 Limestone OSSTF to increase member awareness of environmental initiatives such as; sustainability, stewardship and conservation.
- 1.2 Reasonable effort will be made to ensure that meals and catering use local and organic foods.



## **POLICY 5 – REIMBURSEMENT OF EXPENSES**

OSSTF Limestone District 27 appreciates the vast amount of volunteer work donated by Members for the Union. There are many occasions that money is spent to facilitate these activities. Members are to be reimbursed for Union expenses in a timely manner. The process for reimbursement is:

- 1.1 Each expense reimbursement request will be on the official OSSTF Limestone District 27 Expense Summary form with appropriate receipts attached.
- 1.2 The OSSTF Limestone District 27 Expense Summary form must be signed by the District/Bargaining Unit President or Chair of the Committee and the Treasurer.
- 1.3 If the Member making the claim is the President, Committee Chair or Treasurer, then an alternate signature must be attained. For a Committee Chair, another Member of the Committee or the President may sign. For the President, another Executive Member or TBU President may sign. For the Treasurer, the TBU President may sign. Motions from the Committees are requested for expenses larger than \$200 unless it is for a meal.
- 1.4 The Provincial expense reimbursements are to be used as guidelines; however, the Chair or President is responsible for their respective budgets.
- 1.5 If, for any reason, a submitted expense request is denied, the Treasurer will inform the member making the request shortly after the denial. The Treasurer will inform the Member of the reason for the denial. The Member may appeal to the respective Executive for the decision to be reconsidered.

## **POLICY 6 – ALLOCATION OF RESERVES**

6.1 The financial reserves of OSSTF Limestone District 27 shall be allocated to the funds as described in this Policy.

### **6.1.1 Property Fund**

This fund is to provide for the maintenance of the District building (such as carpet/flooring, painting, bathroom) or purchase of a new District building. Expenditures from this fund must be approved by a motion of the District Executive. The Property Fund shall not exceed 20% of total reserves.

### **6.1.2 Negotiations Fund**

This fund is to finance any special expenses arising from negotiations with the District School Board. Expenditures from this fund must be approved by a motion of the District Executive. The Negotiations Fund shall not exceed 10% of total reserves.

### 6.1.3 Capital Equipment Fund

This fund is to provide for the purchase, replacement or repair of office equipment (such as air conditioner, photocopier, fridge), when the need was not anticipated and was not budgeted for in the General Operating Budget. In the event of an emergency replacement or repair an expenditure of up to \$10 000 is allowed provided that two of the three signing authorities have agreed to the expenditure. This expenditure shall be brought to the subsequent District Executive meeting for review. The Capital Equipment Fund shall not exceed 20% of total reserves.

### 6.1.4 Discretionary Savings Fund

This fund is to be used to balance the budget for a fiscal year. Expenditures from this fund must be approved by a motion of the District Executive. This fund shall not fall below \$70 000. If the fund falls below \$70 000, the District Executive will develop a plan to replenish the fund.