

# **OSSTF**

  

# **DISTRICT 12**



## **2010 – 2011**

# **CONSTITUTION AND BYLAWS**

# OSSTF DISTRICT 12

## CONSTITUTION AND BYLAWS

### CONSTITUTION

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## **ARTICLE 1 – OBJECTS**

- 1.1. The objects of District 12 shall be as stated in the OSSTF Constitution.

## **ARTICLE 2 - DEFINITIONS**

- 2.1 In this Constitution:
- 2.2 "AGM" shall mean Annual General Meeting.
- 2.3 "AMPA" shall mean the Annual Meeting of the Provincial Assembly.
- 2.4 "Bargaining Unit" or "BU" shall mean a Bargaining Unit Organization of OSSTF District 12, Toronto.
- 2.5 "Bylaws" shall mean standing rules governing the membership of OSSTF District 12 Toronto made under this Constitution on matters of internal regulation and matters, which are entirely within the control of District 12.
- 2.6 "Chairperson" shall mean the Presiding Officer of an official body of OSSTF District 12.
- 2.7 "Constitution" shall mean a system of fundamental principles according to which District 12 is governed, and the basic organization of District 12.
- 2.8 "Days" shall mean school days.
- 2.9 "District" shall mean the Ontario Secondary School Teachers' Federation, District 12, Toronto.
- 2.10 "Executive" shall mean the District 12 Executive.
- 2.11 "FTE" (Full Time Equivalent Membership) for the purposes of representation and finances of the District shall mean those FTE numbers as determined by the Provincial Office.
- 2.12 "General Meeting" shall mean a meeting open to all Members.
- 2.13 "Member" shall mean any member of District 12 as defined by the Provincial Constitution and Bylaws, unless otherwise stated.
- 2.14 "OSSTF" shall mean the Ontario Secondary School Teachers' Federation.
- 2.15 "OTF" shall mean the Ontario Teachers' Federation.
- 2.16 "Policy" shall mean a stand or position taken by District 12 in accordance with the Bylaws on matters whose resolution is beyond the internal legislative power of the District.
- 2.17 "TDSB" shall mean the Toronto District School Board.
- 2.18 "STBU" shall mean the Secondary Teachers' Bargaining Unit, District 12, OSSTF.
- 2.19 "PSSP" shall mean the Professional Student Services Bargaining Unit, District 12, OSSTF.
- 2.20 "OTBU" shall mean the Occasional Teachers' Bargaining Unit, District 12, OSSTF.

## **ARTICLE 3 – NAME**

- 3.1 This organization shall be known as: "OSSTF District 12, Toronto".

## **ARTICLE 4 – MEMBERSHIP**

- 4.1 Membership in District 12, OSSTF shall be in accordance with the OSSTF Provincial Constitution and Bylaws.

## **ARTICLE 5 - ORGANIZATION**

- 5 There shall be a District Executive consisting of:
- 5.1 Nineteen (19) Voting members as determined under Bylaw 3 comprised of:
- 5.2 President
- 5.3 First Vice-President
- 5.4 Second Vice-President
- 5.5 Secretary/Treasurer
- 5.6 Fifteen (15) Executive Officers
- 5.7 Chairs of Standing Committees shall be non-voting members of the Executive.
- 5.8 The Standing Committees of District 12 shall be:
- 5.8.1 Finance
- 5.8.2 Constitution
- 5.8.3 Occupational Health and Safety
- 5.8.4 Status of Women
- 5.8.5 Human Rights
- 5.8.6 Political Action
- 5.8.7 Communications
- 5.8.8 Gay Straight Alliance

## **ARTICLE 6 - TERMS OF OFFICE**

- 6.1 District Executive
- 6.2 The term of office for a newly appointed Executive shall begin July 1st.
- 6.3 The term of office for the District Executive will end June 30th.

## **ARTICLE 7 – GENERAL MEETINGS**

- 7.1 There shall be a minimum of two (2) General Meetings per school year, one in October and one in June.
- 7.2 The June General Meeting shall be the Annual General Meeting.

## **ARTICLE 8 - CONFLICT WITH OSSTF PROVINCIAL CONSTITUTION**

- 8.1 Any part of this Constitution or any amendment thereto, which conflicts with the Provincial Constitution of the OSSTF are hereby declared null and void.

## **ARTICLE 9 – DISTRICT LEVY**

9.1 There shall be a levy upon District Members as described in the Bylaws

## **ARTICLE 10 – ANTI-HARASSMENT AND ANTI-BULLYING**

10.1 The District shall have an Anti-Harassment and Anti-Bullying Policy and Procedure.

## **ARTICLE 11 – AMENDMENTS TO THE CONSTITUTION**

11.1 Amendments to these articles may be made at a General Meeting provided notice of motion has been given to the Constitution Committee twenty (20 days in advance of the General Meeting).

11.2 The Constitution Committee shall ensure that the District Executive is provided copies of the proposed amendments at least 10 days prior to the General Meeting.

11.3 Each Bargaining Unit Executive must provide the proposed amendments to their membership prior to the General Meeting.

11.4 Amendments submitted in accordance with Article 12.1 may be passed by a two thirds (2/3) majority of those present and voting and otherwise by nine tenths (9/10) majority.



- 3.2.2 The Secretary/Treasurer shall be the Treasurer of the Bargaining Unit with the largest FTE membership.
- 3.2.3 The First Vice-President shall be the President of the Bargaining Unit with the second largest FTE membership.
- 3.2.4 The Second Vice-President shall be the President of the Bargaining Unit with the third largest FTE membership.
- 3.2.5 All other voting members of the District Executive shall serve as Executive officers.
- 3.3 Non-voting members of the District 12 Executive:
- 3.3.1 others as may, from time to time, be deemed necessary by the District 12 Executive.

#### **BYLAW 4 - STANDING COMMITTEES and AFFILIATIONS**

- 4.1 General Objectives of Standing Committees
  - 4.1.1 To advise the District Executive and the membership on issues encompassed by the committee's terms of reference;
  - 4.1.2 To submit the committee budget to the Finance Committee;
  - 4.1.3 To report in writing to the District Executive and the membership on its activities upon request by the District Executive.
- 4.2 Membership and Terms of Reference of Standing Committees and Affiliations
  - 4.2.1 Except for the Finance Committee, the Constitution Committee and the Health and Safety Committee, membership in all Standing Committees shall be open to all interested members.
    - 4.2.1.1 Additional members may be co-opted by any committee with the approval of the District Executive.
  - 4.2.2 Communications
    - 4.2.2.1 Membership
      - 4.2.2.1.1 The chairpersons of the Standing Committees, except for Occupational Health and Safety and Finance, shall be elected internally by their respective committees, subject to ratification by the District Executive. Committee chairpersons shall be elected annually, at the first meeting of the committee and hold office until the following June 30<sup>th</sup>.
    - 4.2.2.2 Terms of Reference
      - 4.2.2.2.1 To promote the dissemination of information within and between District 12 members, Provincial OSSTF members, and the wider community.
      - 4.2.2.2.2 To provide expertise and advice in improving communications techniques and to make recommendations for long-term communications strategies.
  - 4.2.3 Finance
    - 4.2.3.1 Membership
      - 4.2.3.1.1 The Committee shall consist of members as follows:
      - 4.2.3.1.2 the District Treasurer who shall act as Chairperson;
      - 4.2.3.1.3 the treasurers of each of the District 12 Bargaining units, not serving as Chair;
      - 4.2.3.1.4 up to three(3) additional members from the Secondary Teachers' Bargaining unit;

- 4.2.3.1.5 the committee may appoint up to three (3) non-voting members.
- 4.2.3.2 Terms of Reference
  - 4.2.3.2.1 To prepare a draft budget for the Federation year for presentation to each D District 12 Bargaining Unit Executive by May 15.
  - 4.2.3.2.2 To advise the District and Bargaining Unit Executives.
  - 4.2.3.2.3 To periodically review the purposes and practices concerning any and all District funds and to report its findings to the District Executive.
  - 4.2.3.2.4 To review the detailed authorized expenditures of the spending authorities of the District and prepare a written report to the District Executive.
  - 4.2.3.2.5 To monitor all special District accounts.
- 4.2.4 Health and Safety
  - 4.2.4.1 Membership
    - 4.2.4.1.1 The committee shall consist of:
      - 4.2.4.1.2 the District Health and Safety Officer (who shall be the Chairperson);
      - 4.2.4.1.3 one member from each Bargaining Unit;
      - 4.2.4.1.4 additional members appointed or elected by the District Executive.
    - 4.2.4.2 Terms of Reference
      - 4.2.4.2.1 To become familiar with the Health and Safety Act and its provisions.
      - 4.2.4.2.2 To monitor workplace-related health and safety concerns, and to forward them to the District Health and Safety Officer, if needed.
      - 4.2.4.2.3 To act in an advisory capacity to the District Executive.
      - 4.2.4.2.4 To make recommendations relating to health and safety issues to the Bargaining Units, through the District Executive.
  - 4.2.5 Status of Women
    - 4.2.5.1 Membership
      - 4.2.5.2 Terms of Reference:
        - 4.2.5.2.1 To monitor regularly the professional status of women members of OSSTF District 12 and to advise the District Executive on the need for appropriate action with respect to any developing trends.
        - 4.2.5.2.2 To provide a forum for the discussion of issues relevant to women in OSSTF.
        - 4.2.5.2.3 To recommend to the District Executive, on an annual basis, goals to be achieved in order to implement OSSTF Affirmative Action statements and ways to remove barriers to women's full participation in OSSTF.
        - 4.2.5.2.4 To recommend to the District Executive educational programs to promote equality of opportunity with specific reference to women members.
        - 4.2.5.2.5 To encourage and promote respect for the rights and diverse needs of all members with respect to their personal and family obligations.
        - 4.2.5.2.6 To work in conjunction with the Human Rights Committee and The Gay Straight Alliance Committee to emphasize the intersections of identity and equity issues and to support members in negotiating conflicting rights.
  - 4.2.6 Human Rights
    - 4.2.6.1 Membership
      - 4.2.6.2 Terms of Reference:
        - 4.2.6.2.1 To recommend to the District Executive on a regular basis, goals to be achieved and policies and actions to be implemented in order to safeguard human rights.



- 4.2.6.2.2 To recommend to the District Executive policies and actions that will ensure equity and inclusion for all individuals in the workplace and all members of OSSTF.
- 4.2.6.2.3 To establish links with other District Standing Committees to achieve common goals.
- 4.2.6.2.4 To advocate for and allow for the creation of sub-committees to promote groups identified within the Ontario Human Rights Code.
- 4.2.6.2.5 To assist the District Executive in the implementation of human rights and equity programs, actions and policies.
- 4.2.6.2.6 To assist the District Executive in keeping the membership informed of events and issues pertaining to human rights and equity issues.
- 4.2.6.2.7 To assist the District Executive and/or the Communications/Excellence in Education Committee in the communication of District 12 human rights and equity concerns and policies to the community at large.
- 4.2.6.2.8 To establish links with other OSSTF Human Rights Committees.
- 4.2.6.2.9 To establish links with community groups having common concerns.
- 4.2.6.2.10 To recommend to the District Executive, programs to realize equity for, and inclusion in the full participation in OSSTF of, disadvantaged minority groups and to assist the District Executive in the implementation of such programs.
- 4.2.6.2.11 To advise Bargaining Units, through the District Executive, on policies and contractual language which may be needed to improve employment equity.
- 4.2.6.2.12 To implement human rights and equity education with the approval of the District Executive.
- 4.2.6.2.13 To provide a forum for members to discuss human rights and equity issues.
- 4.2.6.2.14 To work in conjunction with the Gay Straight Alliance Committee and Status of Women Committee to emphasize the intersections of identity and equity issues and to support members in negotiating conflicting rights.
  
- 4.2.7 Political Action
  - 4.2.7.1 Membership
    - 4.2.7.2 Terms of Reference
      - 4.2.7.2.1 To advise the District Executive on matters relating to establishing and maintaining liaison with OTF affiliates and other groups supportive of public education.
      - 4.2.7.2.2 To provide for maintaining links with the Political Action Committees in the Districts of the Greater Toronto Area.
      - 4.2.7.2.3 To advise the District Executive on matters concerning political action aimed at serving the interests of the membership at all levels of government.
      - 4.2.7.2.4 To implement political action activities approved by Provincial OSSTF or the District Executive.
  
- 4.2.8 Labour Council
  - 4.2.8.1 District 12 OSSTF shall affiliate with the Toronto and York Region Labour Council.
  - 4.2.8.2 Bargaining Unit representation at Labour Council shall be determined by the District Executive based upon FTE
  - 4.2.8.3 Each Bargaining Unit shall select its own Labour Council Delegate(s) in accordance with its own constitution.

- 4.2.9 The Gay Straight Alliance
- 4.2.9.1 Membership
- 4.2.9.2 Terms of Reference
- 4.2.9.2.1 To recommend to the District Executive, on a regular basis, goals to be achieved and policies and action to be implemented in order to foster a positive and supportive environment within the District for Lesbian, Gay, Bisexual, Transgender and Queer identified members.
- 4.2.9.2.2 To advocate for the recognition of the rights of members who are Lesbian, Gay, Bisexual, Transgender and Queer identified, or those perceived to be Lesbian, Gay, Bisexual, Transgender or Queer identified.
- 4.2.9.2.3 To advocate for recognition of the rights of members who choose to “come out.”
- 4.2.9.2.4 To educate members about the serious effects of homophobia and heterosexism and to implement measures that challenges these forms of oppression, with the approval of the District Executive.
- 4.2.9.2.5 To encourage and support members in building safe working environments free of discrimination and respectful of all human rights.
- 4.2.9.2.6 To provide a forum for members to discuss human rights and equity issues, specifically as they relate to Lesbian, Gay, Bisexual, Transgender and Queer identified concerns.
- 4.2.9.2.7 To work in conjunction with the Human Rights Committee and Status of Women Committee to emphasize the intersections of identity and equity issues, and to support members in negotiating conflicting rights.
- 4.2.9.2.8 To advise the Bargaining Units through the District Executive on policies and contractual language which may be needed to protect the rights of Lesbian, Gay, Bisexual, Transgender and Queer identified members.
- 4.2.9.2.9 To establish links with community groups and labour organizations that have common concerns.
- 4.2.9.2.10 To assist the District Executive in keeping the membership informed of events and issues pertaining to Lesbian, Gay, Bisexual, Transgender and Queer identified concerns.
- 4.2.9.2.11 To assist the District Executive in the implementation of human rights and equity programs, actions and policies.
- 4.2.10 Constitution
- 4.2.10.1 The committee shall consist of at least two (2) but not more than three (3) members appointed by the Executive of each Bargaining Unit and any additional members elected or appointed by the District Executive.
- 4.2.10.2 Terms of Reference:
- 4.2.10.2.1 To propose amendments to the District Constitution and report to District Council.
- 4.2.10.2.2 To provide advice and assistance to the District including the District Executive, individual Bargaining Units and members on matters related to District constitution, bylaw and policy amendments upon request.

## **BYLAW 5 - DISTRICT FINANCES**

- 5.1 Duty To Report To Treasurer
- 5.1.1 All District Bargaining Units shall submit to the District Secretary/Treasurer on a monthly basis bank statements for all accounts, and an up to date financial statement that reflects accurately the financial status of the Bargaining unit.
  
- 5.2 District Finance Rules and Procedures
- 5.2.1 The Finance Committee shall request information of projected activities for the coming year and their estimated costs in order to prepare the draft budget.
- 5.2.2 A draft budget shall be prepared by the District Finance Committee for presentation to the District Executive.
- 5.2.3 The final District budget shall be approved at the October General Meeting.
- 5.2.4 The final budget shall be the maximum expenditure of the District for that year unless amended by District Executive by a (3/4) three-quarters majority of the Voting Members of the Executive.
- 5.2.5 An independent auditor shall be appointed at a General Meeting, upon the recommendation of the Finance Committee in consultation with the District Executive, in any year not audited by the Provincial Auditor. The Auditor's Report shall be presented to the District Executive immediately following receipt thereof. Each District 12 Bargaining Unit shall ensure that interested members have an opportunity to review the auditor's report.
  
- 5.3 Reserve Funds
- 5.3.1 Reserve Funds shall be placed in a Reserve Fund Account in the name of OSSTF District 12 Toronto.
  
- 5.4 Bargaining Unit Funds
- 5.4.1 Each Bargaining Unit Treasurer shall submit a Bargaining Unit budget to the District Secretary/Treasurer by October 15<sup>th</sup> of each year.
- 5.4.2 The Bargaining Units Shall:
  - 5.4.2.1 establish bank accounts, appoint signing authorities and be financial self-administering;
  - 5.4.2.2 submit financial statements as at December 31, March 31 and June 30 to the District 12 Secretary/Treasurer;
  - 5.4.2.3 submit all electronic and printed financial records, receipts, cheques, deposit records and any other record required to conduct the District audit to the District 12 Secretary/Treasurer by July 30<sup>th</sup> of each year;
  - 5.4.2.4 assume all costs incurred for a Bargaining Unit audit as required.
  
- 5.5. Spending Authorities
- 5.5.1. The Spending Authority for all District Lines shall be the District 12 Executive.
- 5.5.2. The Spending Authority for all Secondary Teachers Bargaining Unit Lines shall be the STBU Executive.
- 5.5.3. The Spending Authority for all Occasional Teachers Bargaining Unit Lines shall be the OTBU Executive.
- 5.5.4. The Spending Authority for all Professional Student Services Personnel Lines shall be the PSSP Executive.

- 5.6. District Levy
- 5.6.1. The levy for District 12 Members shall be \$0.50 per pay cheque issued by the Toronto District School Board to OSSTF District 12 Members.
- 5.6.1.1. Any District 12 Levy shall be used by the District Executive to defray the costs of political action activities as approved by the District Executive.

## **BYLAW 6 - PROVINCIAL COUNCILLORS**

- 6.1 The District Provincial Councilor shall be the District President
- 6.2 Election of Teacher/Occasional Teacher Provincial Councilors
- 6.2.1 All Members of the Secondary Teachers Bargaining Unit and Occasional Teachers Bargaining Unit shall have the opportunity to vote for the Teacher/Occasional Teacher Provincial Councilors.
- 6.2.2 The number of Teacher/Occasional Teacher Provincial Councilors to be elected each year is determined by Provincial Office.
- 6.2.3 Up to one OTBU member may be elected Provincial Councilor.
  
- 6.3 Nominations:
- 6.3.1 All members of the Secondary Teachers Bargaining Unit and Occasional Teachers Bargaining Unit are eligible to be nominated for the position of Provincial Councilor.
- 6.3.2 In order to be nominated for the position of Provincial Councilor an eligible Member must submit their completed nomination form in accordance with the directions on that form, including the signature of five Members of the STBU or OTBU in support of the nomination no later than 4:30 p.m. on the 15<sup>th</sup> Day prior to the Annual General Meeting of the STBU or OTBU, which ever is earlier in the year.
  
- 6.4 Campaign Materials
- 6.4.1 Each candidate may submit one 8.5 X 11 information page about their candidacy to the District Constitution/Steering Committee no later than 10 Days prior to the Annual General Meeting of the STBU or OTBU, whichever is earlier in the year.
- 6.4.2 Five Days prior to the Annual General Meeting of the STBU or the OTBU, which ever is earlier in the year, a Provincial Councilor Candidates' Information Package which includes the submitted single 8.5 x 11 information page submitted by each candidate will be posted on the District website and may be posted on the websites of each of the STBU and OTBU.
- 6.4.3 The STBU and OTBU Executives may inform their members that this information is posted.
- 6.4.4 Copies of the Provincial Councilor Candidates' Information Package will be available at each of the STBU and OTBU Annual General Meetings.
  
- 6.5 Voting
- 6.5.1 Voting by OTBU Members shall take place at the OTBU Annual General Meeting and shall be by secret ballot.
- 6.5.2 Voting by STBU Members will take place at the STBU Annual General Meeting and shall be by secret ballot.
- 6.5.3 Ballots with the names of nominated candidates will be produced by District staff and made available on time for both the OTBU and STBU Annual General Meetings.

- 6.5.4 At least one Secretariat Liaison will run the balloting at the OTBU Annual General Meeting.
- 6.5.5 At least one Secretariat Liaison Secretariat Liaison will run the balloting at the STBU Annual General Meeting.
- 6.5.6 In order to receive a ballot, a Member shall confirm their Membership in the Bargaining Unit.
- 6.5.7 Voting will take place over the course of each of the Annual General Meetings.
- 6.5.8 At the close of business of each of the Annual General Meetings, the ballot box(es) shall be sealed and locked away at Provincial Office.
  
- 6.6 Counting of Ballots
- 6.6.1 Counting of ballots shall occur within 5 Days of the OTBU or STBU Annual General Meeting, which ever is later on the calendar.
- 6.6.2 Counting of ballots shall occur at Provincial Office by the Secretariat Liaison for the OTBU and/or STBU with one member of the OTBU and one member of the STBU Executive present. In addition, each candidate may have one scrutineer who is a Member of the District present for the count.
- 6.6.3 The candidates with the highest vote counts shall be declared elected to the number of positions available.
  
- 6.7 Notification of Results
- 6.7.1 Results of the election shall be posted on the District website within 1 Day of completion of the counting of ballots.
- 6.7.2 The candidates shall be notified of the election results within 1 Day of completion of the counting of ballots. **June, 2010**

## **BYLAW 7 - DELEGATES TO AMPA**

- 7.1 The District Executive shall publish the number of AMPA delegates generated by each Bargaining Unit.
- 7.2 Each District 12 Bargaining Unit shall determine their AMPA delegates, arising from their bargaining unit membership, according to the Provincial Constitution and Bylaws.
- 7.2.1 Each District 12 Bargaining Unit shall notify the District Secretary/Treasurer of the names of all candidates for AMPA Delegate, indicating the vote total for each candidate, no later than the third Monday in December.
- 7.3 The District Secretary/Treasurer and/or AMPA Coordinator shall replace Bargaining Unit Delegates from the Bargaining Unit Alternate/Reserve list in order of the vote ranking submitted by each Bargaining Unit.
- 7.3.1 The District Secretary/Treasurer and/or AMPA Coordinator may use any District 12 Member to replace a Bargaining Unit's Delegate or Alternate(s), if no other member(s) of that Bargaining Unit is available.
- 7.4 All members currently serving as Provincial Councillors shall be AMPA delegates.

- 7.5 The District Executive shall determine the number of Alternates, up to the maximum allowed by the Provincial Office, able to attend each AMPA. Once the number of Alternates is established, each Bargaining Unit shall be given the opportunity to provide the names of the Alternates. The number of Alternates from each Bargaining Unit shall be in direct proportion with the allowed number of Delegates.

## **BYLAW 8 - RIGHTS, PRIVILEGES AND DUTIES OF MEMBERS**

- 8.1 Rights and Privileges  
8.2 Duties of Members  
8.2.1 The members of District 12 shall be subject to the same duties as outlined in the Provincial Constitution

## **BYLAW 9 - DUTIES OF THE DISTRICT EXECUTIVE**

- 9.1 It shall be the duty of the District Executive to:  
9.1.1. act in the name of District 12 OSSTF, subject to the limitations of this Constitution and its Bylaws;  
9.1.2 facilitate the co-ordination of Bargaining Units' negotiations, and promote their interests;  
9.1.3 be responsible for all financial transactions between the OSSTF Provincial Office and District 12;  
9.1.4 be responsible for all financial arrangements between District 12 and Bargaining Units organized under District 12;  
9.1.5 establish and monitor District Standing Committees and any other Ad Hoc Committees;  
9.1.6 empowered to act on behalf of the District when interests of District 12 members are at stake;  
9.1.7 actively encourage open communication and cooperation among all of the Bargaining Units within District 12;  
9.1.8 establish and publish to the membership the dates of all District Executive Meetings including, where possible, meetings of District Standing Committees;  
9.1.9 establish and publish to the membership the dates needed to satisfy 'on time' requirements established in the Bylaws;  
9.1.10 provide for the appointment of a District Communications/Excellence in Education Officer, District Health and Safety Officer, Education Services Officer, Human Rights Officer and Status of Women Officer;  
9.1.11 appoint from its members liaisons to District Standing Committees;  
9.1.12 provide for ad hoc committees of the District;  
9.1.13 ensure all District members have a means of access to the District Executive;  
9.1.14 call a minimum of two District General Meetings/socials per year, one in October and one in June which shall be the Annual General Meeting;  
9.1.15 make the District members aware of District 12 policies;  
9.1.16 promote, within the District, the aims and objectives of OSSTF;  
9.1.17 meet on a regularly scheduled basis and at the call of the President;  
9.1.18 deal with matters brought before it which require action;

- 9.1.19 keep the District membership informed of its activities and the activities of the District Committees;
  - 9.1.20 recommend the District budget to the October General Meeting;
  - 9.1.21 authorize payment of expenses and accounts which are not in the budget;
  - 9.1.22 establish Ad Hoc committees;
  - 9.1.23 oversee all its committees, and deal with all committee reports and submissions;
  - 9.1.24 appoint members to all committees as required;
  - 9.1.25 respect the right of all District 12 Bargaining Unit Presidents, or their designates, when confronted with serious Bargaining Unit issues, to address the representative bodies of District 12 Bargaining Units other than their own;
  - 9.1.26 allocate interest earned from the Reserve Funds;
  - 9.1.27 promote the interaction between the District Executive, Bargaining Units, Standing Committees and the District membership;
  - 9.1.28 develop the Anti-Harassment and Anti-Bullying Policy and Procedure.
- 9.2 President
- 9.2.1 it shall be the responsibility of the President to:
  - 9.2.2 act as Chief Executive Officer of the District;
  - 9.2.3 call and preside over all meetings of the District Executive;
  - 9.2.4 call a General Meeting of the District when deemed necessary;
  - 9.2.5 act on all District committees as an ex-officio member;
  - 9.2.6 be empowered to invite District members who are on provincial standing committees to attend meetings;
  - 9.2.7 call a meeting of the District Executive within two (2) Days of a request of greater than sixty (60%) of the District Executive;
  - 9.2.8 act as liaison between the District and the Toronto District School Board as directed by the District Executive, except for matters related to the negotiation or maintenance of the terms and conditions of employment.
- 9.3 Vice Presidents
- 9.3.1 It shall be the responsibility of the First Vice-President to:
  - 9.3.2 perform duties as assigned by the President;
  - 9.3.3 It shall be the responsibility of the Second Vice-President to:
  - 9.3.4 perform duties as assigned by the President.
- 9.4 Executive Officers
- 9.4.1 It shall be the responsibility of the Executive Officers to:
  - 9.4.2 perform duties as assigned by the President.
- 9.5 Secretary/Treasurer
- 9.5.1 It shall be the responsibility of the Secretary/Treasurer to:
  - 9.5.2 receive, hold and disburse all moneys of the District according to the OSSTF Constitution and Bylaws, or as required by law;
  - 9.5.3 keep account of all moneys received, held and disbursed by the District;
  - 9.5.4 pay by cheque all accounts authorized by the District Executive;
  - 9.5.5 invest funds of the District on instruction of the District Executive;
  - 9.5.6 upon receipt of the funds to be disbursed to the Bargaining Units, those funds shall normally be disbursed within 10 Days;

- 9.5.7 present an annual District budget to the District Executive that clearly delineates District revenues and expenses and apportions the remaining amount from the Provincial Funding Master to the three Bargaining Units based on their percentage of FTE Membership;
- 9.5.8 present monthly interim financial reports to the District Executive;
- 9.5.9 present to the District membership annual a financial report;
- 9.5.10 present to the District membership an audited financial report every two (2) years.

#### **BYLAW 10 – CANDIDATES FOR PROVINCIAL EXECUTIVE OR OTF GOVERNOR**

- 10.1 In an OSSTF election year, a Member wishing to seek election to either Provincial Executive or OTF Governor:
- 10.2 Shall inform the District Secretary/Treasurer by the second Tuesday after Labour Day in the election school year if financial assistance from the District is to be requested;
- 10.3 may request the endorsement of District 12 Executive only at the first District Executive Meeting of the Year;
- 10.4 may request endorsement of the District only at the October General Meeting.

#### **BYLAW 11 - DISTRICT POLICY**

- 11.1 Establishment and Rescission by District Executive
- 11.2 Policy, amendment or rescission of Policy, and amendment or rescission of existing Policy may be made at any meeting of the District Executive:
- 11.3 by a (2/3) two-thirds vote of Executive members qualified to vote, present and voting, provided notice of the proposal was provided to all members of the District Executive at least seven (7) days prior to the District Executive meeting at which the proposed change is to be voted on.
- 11.4 Such notice is not required to be given to a member of the District Executive who cannot be reasonably reached by phone, mail, courier or electronic means.
- 11.5 by a nine-tenths (9/10) vote of the Executive members qualified to vote, present and voting, where previous notice has not been given.
- 11.6 Policy motions requiring a 9/10 vote for approval given shall be provided to the District President in writing prior to the start of the meeting.
- 11.7 A Policy motion requiring a 9/10 vote, which fails, may be reconsidered at the next District Executive Meeting provided proper notice is given.
- 11.8 Policy motions shall be considered only after the completion of the other published business of the Agenda, unless it is the majority will of the District Executive to do otherwise.

#### **BYLAW 12 - DISTRICT DUTIES OF THE BARGAINING UNITS**

- 12.1 It shall be the duty of the Bargaining Units to:
- 12.2 provide accurate lists of its members when needed for District business;



- 12.3 provide the assistance and information necessary for the District to co-ordinate bargaining activities;
- 12.4 keep the District informed of its activities as they may impact on the District;
- 12.5 be responsible for their own negotiations and grievances and report on the progress of significant developments to the District Executive.

**BYLAW 13 - RULES OF ORDER AND PROCEDURES**

- 13.1 The District President or designate shall be the Chair of District Executive Council meetings.
- 13.2 The Chair of District Executive meetings may:
- 13.3 move motions;
- 13.4 participate in debate;
- 13.5 vote on any motion.

**BYLAW 14 – MEETINGS**

- 14.1 District Executive:
- 14.2 There shall be a minimum of 6 meetings per year, with no more than (40) forty Days between any two meetings
- 14.3 District Standing Committees:
- 14.4 There shall be a minimum of 4 meetings per year.

**BYLAW 15 – AMENDMENTS TO BYLAWS**

- 15.1 Amendments to these Bylaws may be made at the Annual General meeting provided notice of motion has been given to the Constitution Committee twenty (20) days in advance of the General Meeting.
- 15.2 The Constitution Committee shall ensure that the District executive is provided copies of the proposed amendments at least 10 days prior to the General Meeting.
- 15.3 Each bargaining unit executive must provide the proposed amendments to their membership prior to the General Meeting.
- 15.4 Amendments submitted in accordance with 15.1 may be passed by a simple majority of those present and voting and otherwise by two-thirds (2/3) majority.

**BYLAW 16 - REPRESENTATION AT GENERAL AND ANNUAL GENERAL MEETINGS**

- 16.1 The General Meeting and the Annual General Meeting shall be open to all Members of the District.
- 16.2 Voting Members at the General Meeting and the Annual General Meeting shall be determined annually based on the following:
- 16.3 District Executive Members
- 16.4 Bargaining Unit FTE percentage of the District Membership multiplied by Quorum (as determined in Bylaw 1.3) X 4.

- 16.5      Determination of Bargaining Unit FTE for the purpose of implementing 16.2 shall be based on Provincial Office FTE calculation for the school year in which the General Meeting and Annual General Meeting take place.
- 16.6      Notice of the number of voting badges to be distributed to each Bargaining Unit of the District will be provided to Bargaining Unit Presidents at the first District Executive meeting of each school year by the President of the District.
- 16.7      Each Bargaining Unit Executive shall decide its own method for determining who its voting members at a General Meeting shall be.      **June, 2010**