

Constitution and By-Laws

of

District 1
Ontario North East

Ontario Secondary School
Teachers'
Federation

As voted
February
2020

Definitions

“AMPA”	Shall mean the Annual Meeting of Provincial Assembly
“AMPA Delegate”	Shall mean a Member at AMPA, chosen in accordance with Provincial Bylaws, who has voting privileges. Notwithstanding, each Bargaining Unit shall be entitled to a minimum of one Delegate.
“AMPA Alternate”	Shall mean a Member at AMPA who lacks voting privileges until the Alternate is seated to replace an absent Delegate or is recognized as an accredited voting member of the House Committee.
“AMPA Delegation”	Shall mean the Delegates and Alternates selected according to the Bylaws.
“Bargaining Unit”	Shall mean a Bargaining Unit Organization of OSSTF/FEESO District 1 Ontario North East.
“Branch”	Shall mean a Branch Organization of the OSSTF/FEESO according to provincial OSSTF/FEESO constitution and bylaws.
“By-laws”	Shall mean the standing rules governing the membership of Part X Education Act Bargaining Unit of District 1, Ontario North East, OSSTF made under the Constitution on matters of internal regulation and matters which are entirely within the control of District 1, Ontario North East OSSTF.
“Constitution”	Shall mean the system of fundamental principles according to which District 1, Ontario North East is organized and governed.
“Days”	Shall mean school/work days unless otherwise stated.
“District”	Shall mean District 1, Ontario North East of OSSTF.
“FTE”	Shall mean full time equivalent.
“Member”	Shall mean an Active Member of OSSTF except where stated otherwise.
“OLRA”	Shall mean the Ontario Labour Relations Act.
“OSSTF”	Shall mean the Ontario Secondary School’s Teachers’ Federation.
“Policy”	Shall mean a stand or position taken by District 1, Ontario North East in accordance with its By-laws on matters whose resolution is beyond the internal legislative power of the bargaining unit.
“President”	Shall mean the President of District 1, Ontario North East except where otherwise stated.

Article 1: NAME

- 11 This organization shall be known as “District 1, Ontario North East” and shall include the Bargaining Units as follows:
- 1.1.1 DSB ONE Teacher Bargaining Unit
 - 1.1.2 DSB ONE Occasional Teachers Bargaining Unit
 - 1.1.3 DSB ONE Educational Support Staff Bargaining Unit
 - 1.1.4 DSB ONE Professional Student Services Personnel Bargaining Unit
 - 1.1.5 James Bay Lowlands Educational Support Staff Bargaining Unit
 - 1.1.6 James Bay Lowlands Teacher Bargaining Unit
 - 1.1.7 James Bay Lowlands Occasional Teacher Bargaining Unit
 - 1.1.8 Moose Factory Educational Support Staff Bargaining Unit
- 12 Each Bargaining Unit shall have the right to elect its own Bargaining Unit executive, by, from, and amongst the Bargaining Unit’s membership, to carry-out the duties and business of the Bargaining Unit.

Article 2: REPUGNANCY

- 2.1 All former Constitutions within this District are hereby declared null and void.
- 2.2 Any part of this present Constitution, or any amendment hereto, which is repugnant to the Provincial Constitution of OSSTF is hereby declared null and void.

Article 3: OBJECTS OF THE DISTRICT

- 3.1 The Objects of the District shall include the current Objects of OSSTF, as follows:
- 3.1.1 first and foremost to protect its members, both individually and collectively in their profession, and to ensure that none of the civil, human and legal rights enjoyed by other Ontario residents shall be denied its members;
 - 3.1.2 to secure and maintain for all Members of OSSTF equal collective bargaining rights including the right to strike;
 - 3.1.3 to bargain collectively on behalf of its Members;
 - 3.1.4 to promote and advance the cause of public education;
 - 3.1.5 to promote a high standard of professional ethics and a high standard of professional competence;
 - 3.1.6 to secure for members active participation in formulating policies and practices affecting education;
 - 3.1.7 to work toward control of our professional destiny;
 - 3.1.8 to promote political action to ensure that legislation regulating educational structures and policies is in the best interests of members, public education, students and the community;

- 3.1.9 to support and promote equal opportunity for members, employees, and students;
- 3.1.10 to foster and promote the dignity of all persons regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status, or disability;
- 3.1.11 to associate and unite OSSTF members in District 1, Ontario North East.
- 3.2 The District shall attempt to co-ordinate the activities of the Bargaining Units in areas of mutual concerns and to maximize communications among the Bargaining Units.
- 3.3 The District shall represent the members of District 1, Ontario North East with respect to the members' collective views to the Provincial OSSTF, all government bodies, the general public, and the media as appropriate.

Article 4: MEMBERSHIP

- 4.1 A member shall be any individual who is a Member in good standing of OSSTF/FEESO and is a member of a recognized OSSTF/FEESO Bargaining Unit with District School Board Ontario North East or James Bay Lowlands Secondary School Board, or Moose Factory Island Area Board.

Article 5: District Organization

- 5.1 District Council of Presidents (DCOP)
 - 5.1.1 Membership
 - 5.1.1.1 The (DCOP) shall be comprised of all Bargaining Unit Presidents or designates
 - 5.1.2 Meetings
 - 5.1.2.1 The DCOP shall meet at every Provincial Council
 - 5.1.2.2 The DCOP shall meet electronically/by phone, as necessary, with 5 days notice from the District President (as per Bylaw 2)
- 5.2 District Executive
 - 5.2.1 The following District Executive positions shall be appointed, annually, from the DCOP:
 - 5.2.1.1 District President
 - 5.2.1.2 District Vice-President
 - 5.2.1.3 Communications/Excellence in Education
 - 5.2.1.4 Constitution Officer
 - 5.2.1.5 Educational Services Officer
 - 5.2.1.6 Human Rights Officer
 - 5.2.1.7 Labour Council Liaison
 - 5.2.1.8 Health & Safety Officer
 - 5.2.1.9 Political Action Officer
 - 5.2.1.10 Secretary
 - 5.2.1.11 Status of Women Officer
 - 5.2.2 District Treasurer, shall be elected from the General Membership, every uneven year at the Annual General Meeting
 - 5.2.2.1 notwithstanding 5.2.2, there shall be an election for a 1 year term of District Treasurer at the 2020 Annual General Meeting.

5.3 District Officers

5.3.1 There shall be 2 District Officers appointed by the DCOP for 2 year terms:

5.3.1.1 one for Ontario North East DSB with up to full time release;

5.3.1.2 one for the James Bay Coast with an annual minimum of 15 days time release.

5.3.2 The District Officers shall provide support to Bargaining Unit Presidents as per the job description approved by the District Council of Presidents.

Article 6: AMENDMENTS TO THE CONSTITUTION

61 Amendments to the Constitution may be made at the Annual General Meeting by a two-thirds majority vote of the members present and voting after due notice.

62 Due notice of motion shall be given when all members of the District receive notice fifteen (15) calendar days prior to the Annual General Meeting.

63 Amendments to the Constitution may be made at the Annual General Meeting by a nine-tenths majority vote of the members present and voting if due notice has not been given.

Article 7: BY-LAWS OF DISTRICT 1 (ONTARIO NORTH EAST) ONTARIO SECONDARY SCHOOL TEACHERS' FEDERATION

7.1 The membership of the District may not enact any By-law that is inconsistent with this Constitution or with the Constitution of OSSTF.

7.2 The membership of District 1 Ontario North East may enact By-laws governing:

7.2.1 the management of its property, its funds, and its own internal organization and administration;

7.2.2 the establishment or dissolution of special or standing committees; and

7.2.3 all other matters deemed to meet the Objects of OSSTF and the conduct of the business of District 1 Ontario North East.

BYLAWS

BY-LAW 1: DISTRICT YEAR

- 1.1 The District Year shall commence on July 1st and end on June 30th of the following year, for all fiscal matters and terms of office.

BY-LAW 2: MEETINGS

- 2.1 Meetings of the District Council of Presidents shall be called a minimum of four times per year or at the call of the President to:
 - 2.1.1 discuss the business of the District;
 - 2.1.2 receive reports; and
 - 2.1.3 discuss and pass motions put forward for transmission to OSSTF Provincial Office.
 - 2.1.3.1 notwithstanding by-law 2.1.3, as is required, the business of the District shall be conducted by the duly elected officers of the District Executive at times other than at District Council of Presidents Meetings.
 - 2.1.3.2 The District President or designate, shall conduct an electronic vote where motions are required to conduct the business of the District, at times other than at District Council of Presidents Meetings, according to Bylaw 9.
 - 2.1.3.3 The District President or designate, may use a conference call to conduct the business of the District, at times other than at District Council of President Meetings.
- 2.2 The President shall call the meetings of the District Council of Presidents
 - 2.2.1 at his/her discretion
 - 2.2.2 at the request of a majority of voting members of the District Council of Presidents.
- 2.3 The District Council of Presidents shall meet at Provincial Council.
- 2.4.1 Designated alternates shall be allowed voting privileges.
- 2.4.2 There shall not be any voting by proxy during votes at District Council of Presidents.
- 2.5.1 A quorum for any District Council of Presidents meeting shall consist of a simple majority of all voting members.
- 2.5.2 An affirmative vote by a majority of those District Council of Presidents members present constitutes acceptance of any motion.
- 2.5.3 The Rules of Order for all meetings shall be those currently in use by Provincial OSSTF.
- 2.8.1 A District Ontario North East OSSTF mass meeting may be called at any time at the discretion of the District President. A quorum of any mass meeting shall consist of those present.

BY-LAW 3: ADHOC COMMITTEES

- 3.1 Ad hoc Committees may be set up at the discretion of the District Council of Presidents. The members of the committee shall be members of District 1 Ontario North East.

BY-LAW 4: MEETING EXPENSES

- 4.1 Upon presentation of receipts, members of any committee appointed by the District Council of Presidents shall be reimbursed for authorized expenses.
- 4.2 Upon presentation of receipts, invited guests shall be reimbursed for authorized expenses.

BY-LAW 5: DUTIES OF THE DISTRICT *EXECUTIVE*

- 5.1 It shall be the duty of the District Executive to:
 - 5.1.1 promote within District 1 Ontario North East the aims and objects of OSSTF;
 - 5.1.2 receive and act upon correspondence in the interests of OSSTF;
 - 5.1.3 authorize payment of expenses and accounts incurred in the conduct of the business of District Council 1 Ontario North East;
 - 5.1.4 co-ordinate the activities of the Branches within the District in order to obtain the maximum benefit for the membership;
 - 5.1.5 inform the Provincial Executive of matters adversely affecting the welfare of the OSSTF or one or more of its members;
 - 5.1.6 consider matters of general interest to education as they affect District 1, Ontario North East, or OSSTF;
 - 5.1.7 appoint vacant District positions for a term not to exceed the original term of office;
 - 5.1.8 report in writing annually to the membership;
 - 5.1.9 distribute/circulate copies of local labour council newsletters to the members of the District.

- 5.2 It shall be the duty of the President to:
 - 5.2.1 call all meetings of the District;
 - 5.2.2 chair all meetings of the District;
 - 5.2.3 act as a member, ex officio, of all Committees of District 1 Ontario North East;
 - 5.2.4 represent District 1 Ontario North East at all internal and external functions as necessary;
 - 5.2.5 to act as a designate for any Bargaining Unit President who puts forth a request to do so;
 - 5.2.6 refer District matters to the appropriate Bargaining Unit;
 - 5.2.7 to act as a designate for any Bargaining Unit President who requests it.
 - 5.2.8 be a member of the District 1, Ontario North East delegation to AMPA;
 - 5.2.9 in conjunction with the Treasurer, and the Vice-President, be a designated signing authority (amended Nov '19).

- 5.3 It shall be the duty of the Vice President to:
 - 5.3.1 perform the duties of the President in his/her absence, or at his/her Request;
 - 5.3.2 perform such duties as assigned by the District President; and
 - 5.3.3 in conjunction with the President, and the Treasurer, be a designated signing authority (added Nov '19).

- 5.4 It shall be the duty of the Secretary to:
 - 5.4.1 record all the minutes of the District meetings;
 - 5.4.2 send the notice of meeting, meeting agenda and minutes of the previous meeting;
 - 5.4.3 maintain correspondence files;
 - 5.4.4 update the Constitution as necessary following any amendments at the Annual General Meeting and send to the President for distribution;
 - 5.4.5 perform such duties as are assigned by the President.

- 5.5 It shall be the duty of the Treasurer to:

- 5.5.1 keep an account of all moneys received and distributed;
 - 5.5.2 deposit all moneys received in a chartered bank or trust company in the name of OSSTF District 1 Ontario North East;
 - 5.5.3 issue receipts for all moneys received;
 - 5.5.4 submit all accounts to the appropriate body for approval;
 - 5.5.5 pay all authorized accounts by cheque and in accordance with the By-laws of the District;
 - 5.5.6 apply to the Provincial OSSTF Treasurer for all available Provincial funds;
 - 5.5.7 present financial statements and reports as requested by the President and at the Annual General Meeting;
 - 5.5.8 present to the Annual General Meeting a detailed, written financial statement for the preceding year;
 - 5.5.9 prepare and present to the Annual General Meeting a proposed budget in consultation with the Finance Committee composed of all Bargaining Unit Presidents, for the coming year, in consultation with the District Executive and the Treasurers of all bargaining Units, following guidelines established for accounts by Provincial OSSTF guidelines;
 - 5.5.10 be responsible for the management of all District 1 OSSTF's monies
 - 5.5.11 distribute annually rebates to each of the Bargaining Units within the District according to the formula determined;
 - 5.5.12 in conjunction with the President and Vice-President, be a designated signing authority; (amended Nov '19);
 - 5.5.13 ensure that all cheques are signed by himself/herself and one of the other signing officers;
 - 5.5.14 communicate pertinent information from the Treasurer's Handbook to the appropriate District, Branch, and Bargaining Unit Officers; and
 - 5.5.15 perform such duties as are assigned by the President.
- 5.6 It shall be the duty of the Communications/Excellence in Education Officer to:
- 5.6.1 work in conjunction with the District Council of Presidents and Provincial Office;
- keep the District 1 Bargaining Unit Officers informed;
- 5.6.2 promote the provincial Student Achievement Awards in honour of Marion Drysdale;
 - 5.6.3 perform such duties as are assigned by the President.
- 5.7 It shall be the duty of the Political Action Officer to:
- 5.7.1 implement the OSSTF external policy as it affects District 1 Ontario North East and all the Bargaining Units within the District;
 - 5.7.2 identify issues which fall within the context of political action in District 1 Ontario North East;
 - 5.7.3 actively educate the membership, the Members of Provincial Parliament, and the public concerning matters that affect education;
 - 5.7.4 identify the professional, curricular and educational issues and concerns of the members and make recommendations to the District for policy, action or research;
 - 5.7.5 provide advice and prepare discussion and position papers on educational issues including curriculum for the consideration of the District; and
 - 5.7.6 perform such duties as are assigned by the President.
- 5.8 It is the duty of the Educational Services Officer to:
- 5.8.1 act as a liaison between the Provincial Office and the Bargaining Unit Officers;
 - 5.8.2 identify the professional, curricular and educational issues and concerns of the members

- 5.8.3 and to make recommendations to the District for policy action or research; provide advice and prepare discussion and position papers on educational issues including curriculum for the consideration of the District;
- 5.8.4 promote, encourage and support classroom-related research and effective models of professional development in District 1 Ontario North East;
- 5.8.5 promote, generate and co-ordinate the professional growth of activities of members, through workshops, speakers and current educational services initiatives;
- 5.8.6 consult with and make submissions to the Regional Advisory Coordinator of the Provincial Educational Services committee; and
- 5.8.7 perform such duties as are assigned by the President.

- 5.9 It is the duty of the Health and Safety Officer to:
 - 5.9.1 coordinate with Bargaining Unit Health and Safety Officers to:
 - 5.9.1.1 arrange for the investigation of work stoppages due to unsafe working conditions or accidents involving critical injury as defined by the Occupational Health and safety Act;
 - 5.9.1.2 participate in any training and workshops to ensure all current issues are addressed;
 - 5.9.1.3 report to the District Council of Presidents on any health and safety issues affecting the members of District 1 Ontario North East; and
 - 5.9.2 perform such duties as assigned by the President

- 5.10 It is the duty of the Status of Women/Human Rights Officer to:
 - 5.10.1 act as a liaison between the Provincial Human Rights Committee and the District 1 Bargaining Units;
 - 5.10.2 promote understanding and awareness of issues of particular concern to women;
 - 5.10.3 act as a liaison between the Provincial Status of Women Committee and the District 1 Bargaining Units;
 - 5.10.3.1 represent District 1 Ontario North East, as the need arises, at provincial Status of Women meetings and conferences;
 - 5.10.4 report to the District on the activities of the Status of Women/Human Rights Committee; and
 - 5.10.5 perform such duties as are assigned by the President.

- 5.12 It is the duty of each District 1 Bargaining Unit President to:
 - 5.12.1 report on the activities of the Bargaining Unit at District Council of Presidents meetings;
 - 5.12.2 keep the members of the Bargaining Unit fully informed of the activities of the District by giving oral reports and distributing minutes as determined by the District President;

BY-LAW 6: Annual General Meeting

- 6.1 There shall be a spring annual general meeting to:
 - 6.1.1 receive reports from:
 - 6.1.1.1 Officers;
 - 6.1.1.2 Standing Committees;
 - 6.1.1.3 Ad-Hoc Committees;
 - 6.1.1.4 Treasurer
 - 6.1.2 approve the draft budget for the upcoming Federation year
 - 6.1.3 elect the District Treasurer
 - 6.1.4 elect District alternates to AMPA (and maintain record of the election results until such time as all Bargaining Unit delegates to AMPA are determined);
 - 6.1.5 amend the Constitution and Bylaws

- 6.2 Delegates

- 6.2.1 Delegates to the AGM shall be:
 - 6.2.1.1 all Bargaining Unit Presidents or designates
 - 6.2.1.2 additional Bargaining Unit delegates are determined as follows:
 - 6.2.1.2.1 1 per 20 FTE [numbers come from the Provincial OSSTF Funding Master divided by 20 and rounded (ex. 5.4=5; 5.5=6)]

BY-LAW 7: ELECTIONS

- 7.1 Election of the Treasurer and District Alternates to AMPA (as per Bylaw 8) shall take place at the Annual General Meeting
- 7.2 An Elections chairperson, who is not a member of District Executive, shall be appointed by District Council of Presidents to be in charge of the election process and work with a nominations committee appointed by the District Council of Presidents.
- 7.3 Nominations for positions shall be accepted from the floor, provided that the nominees are present to agree to nomination or, if absent, have indicated their willingness to serve, in writing.
- 7.4 Election shall be by a majority vote of those qualified to vote, present, and voting.

BY-LAW 8: DELEGATES TO AMPA

- 8.1 There shall be a District AMPA Delegation.
- 8.2 Each Bargaining Unit President shall be a delegate at AMPA.
- 8.3 The District will elect District Alternates to AMPA to assist with the business of AMPA, according to the numbers provided by Provincial Office.
- 8.4 Notwithstanding 8.2, in the event that the attendance of any Bargaining Unit President proves impossible, replacement should be from said Bargaining Unit. If this proves impossible, other candidates will be appointed by the District President in consultation with said Bargaining Unit. Regardless, all substitutions must first be approved by the District president, who must apply for consideration from the General Secretary of OSSTF.

BY-LAW 9: Electronic Motions

- 9.1 For a motion to be considered by e-mail, the following process shall be followed:
 - 9.1.1 District President e-mails the message to all members simultaneously with the designation “OSSTF/FEESO Urgent Business” in the subject line declaring an online meeting and requesting that members respond within 48 hours.
 - 9.1.2 Each member responds to the entire list to acknowledge the receipt of all messages.
 - 9.1.3 All members who have not responded will be called to ensure awareness of posted message.
 - 9.1.4 Members must register their presence within 48 hours of the initial posting.

- 9.1.5 Quorum shall be those who reply to register their presence within the 48 hours.
- 9.1.6 The president requests a second.
- 9.1.7 Discussion takes place within a prescribed time frame usually 48 hours.
- 9.1.8 Once the discussion has taken place, the president calls for a vote and indicates the voting time frame, usually 24 hours.
- 9.1.9 Members register their vote with OSSTF/FEESO Business VOTE in the subject line voting yes, no or abstain and respond to all.
- 9.1.10 For the motion to pass, there must be a majority vote.
- 9.1.11 The president announces the result of the vote.
- 9.1.12 At the next scheduled business meeting, the motion, the mover and seconder and results of the vote must be entered into the regular minutes.

POLICIES

ANTI-HARASSMENT/BULLYING POLICY

District Ontario North East OSSTF has an Anti-harassment and Anti-bullying policy and procedure which is to be followed at all OSSTF workplaces and functions. The District Ontario North East Council approved the Anti-harassment and Anti-bullying Policy and Procedures February 03, 2012. The policy and procedures are posted on the District website for review.