

Constitution and By-Laws

of

District 1
Ontario North East

Ontario Secondary School
Teachers'
Federation

March 2014

Definitions

“AMPA”	Shall mean the Annual Meeting of Provincial Assembly
“AMPA Delegate”	Shall mean a Member at AMPA, chosen in accordance with Provincial Bylaws 15.1 , who has voting privileges. Notwithstanding Bylaw 15.2.1 , 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 group 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

- 1.1 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
- 1.2 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.
 - 1.2.1 Elections for O.S.S.T.F. Bargaining Unit executives for the subsequent school year shall take place during the current school year, prior to the District 1 Ontario North East Annual General Meeting.

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 COUNCIL ORGANIZATION

- 5.1 The District Council shall consist of the following elected positions;
 - 5.1.1 President;
 - 5.1.2 Vice-President;
 - 5.1.3 Secretary;
 - 5.1.4 Treasurer;
 - 5.1.5 Educational Services Officer;
 - 5.1.6 Communications Officer;
 - 5.1.7 Political Action Officer
 - 5.1.8 Excellence in Education;
 - 5.1.9 Excellence in Education;
 - 5.1.10 Status of Women/Human Rights Officer;
 - 5.1.11 Occupational Health and Safety Officer;
 - 5.1.12 all Bargaining Unit Presidents; and

- 5.2 Additional Bargaining Unit delegates will be determined by a Bargaining Unit Membership formula whereby an additional delegate is generated with a minimum 20 FTE members and further delegates for each 20 FTE members or major portion thereof for their respective Bargaining Units. For example, 30.17 FTE members generates two (2) additional delegates.

- 5.2.1 Voting members of District Council shall consist of duly elected Bargaining Unit Presidents, additional Bargaining Unit delegates and the District President.
- 5.3 Bargaining Unit elections shall be held prior to the District 1, Ontario North East Annual General Meeting.
- 5.4 The District President will be released full time.
- 5.5 The District President and Vice President shall be elected for a two-year term. All other positions will be a one year term.
- 5.6 Only Bargaining Unit Presidents and District delegates for the upcoming Federation year shall be eligible for the positions of President and Vice President.
- 5.6.1 Notwithstanding 5.6, the sitting president is eligible for re- election.

Article 6: AMENDMENTS TO THE CONSTITUTION

- 6.1 Amendments to the Constitution may be made at any meeting of the District Council by a two-thirds majority vote of the members present and voting after due notice.
- 6.2 Due notice of motion shall be given when all members of the District Council receive notice fifteen (15) calendar days prior to that meeting at which the vote will be taken.
- 6.3 Amendments to the Constitution may be made at any meeting of the District Council by a nine-tenths majority vote of the members present and voting if due notice is not given.

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

- 7.1 The membership of the District Council 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 shall be called a minimum of two and a maximum of five 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 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 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 Meetings.
- 2.2 The President shall call the meetings of the District Council
 - 2.2.1 at his/her discretion
 - 2.2.2 at the request of a majority of voting members of the District Council.
- 2.3 The District Council shall meet at a time and location to be determined by the District Council.
- 2.4 The members of the District Council designated as voting members and present at the District Council meetings shall be allowed to vote.
 - 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.

- 2.5 A quorum for any District Council meeting shall consist of fifty percent plus one of all voting District Council members.
- 2.6 An affirmative vote by a majority of those District Council members present constitutes acceptance of any motion except amendments to the Constitution and By-laws.
- 2.7 The Rules of Order for all Council meetings shall be those currently in use by Provincial OSSTF.
- 2.8 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 Meetings. Such proceedings shall occur according to the terms outlined in Bylaw 9.
- 2.9 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 fifty percent plus one, of all the members present.

BY-LAW 3: ADHOC COMMITTEES

- 3.1 Ad hoc Committees may be set up at the discretion of the District Council. The members of the committee shall be members of District 1 Ontario North East, but not necessarily members of the District Council.

BY-LAW 4: MEETING EXPENSES

- 4.1 Upon presentation of receipts, District Council members shall be reimbursed for authorized expenses.
- 4.2 Upon presentation of receipts, members of any committee appointed by the District Council shall be reimbursed for authorized expenses.
- 4.3 Upon presentation of receipts, invited guests shall be reimbursed for authorized expenses.
- 4.4 Any member of District 1 Ontario North East may attend District Council meetings as an observer but shall not be allowed to vote and shall not be reimbursed for any expenses

BY-LAW 5: DUTIES OF THE DISTRICT COUNCIL, ITS OFFICERS AND ITS MEMBERS

- 5.1 It shall be the duty of the **District Council** 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 adopt By-laws for the transaction of business;
 - 5.1.8 appoint vacant District Council positions (Officers) for a term not to exceed the original term of office;
 - 5.1.9 report in writing annually to the membership;
 - 5.1.10 distribute/circulate copies of local labour council newsletters to the members of District Council and the District.
- 5.2 It shall be the duty of the **President** to:
- 5.2.1 call all meetings of the District Council;
 - 5.2.2 chair all meetings of the District Council;
 - 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.
 - 5.2.7 be a member of the District 1, Ontario North East delegation to AMPA;

5.2.8 in conjunction with the Treasurer, shall be a designated signing officer.

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 and

5.3.2 perform such duties as assigned by the District President.

5.4 It shall be the duty of the **Secretary** to:

5.4.1 record all the minutes of the District Council to the membership;

5.4.2 send out to District Council members the notice of meeting, meeting agenda and minutes of the last meeting;

5.4.3 maintain correspondence files;

5.4.4 update the Constitution as necessary following any amendments and distribute to each District Council member a copy of the changed Constitution at the next meeting of the District Council;

5.4.5 maintain a permanent record of District 1 Ontario North East's policies and motions in a separate book; and

5.4.6 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 District Council 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 an interim financial statement at each District Council meeting;

5.5.8 present to the District Council a detailed, written financial statement for the preceding year;

- 5.5.9 prepare and present to the District Council 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 from time to time by the District Council;
- 5.5.12 act as one of the signing officers;
- 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 Officer** to:
 - 5.6.1 work in conjunction with the District Council and the Provincial Director of Communications;
 - 5.6.2 keep the membership in touch with affairs affecting the welfare of the District 1 Ontario North East through the District website; and
 - 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 Branches 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 Council 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 Council; 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 identify the professional, curricular and educational issues and concerns of the members and to make recommendations to the District council for policy action or research;

5.8.2 provide advice and prepare discussion and position papers on educational issues including curriculum for the consideration of the District Council

5.8.3 promote, encourage and support classroom-related research and effective models of professional development in District 1 Ontario North East;

5.8.4 promote, generate and co-ordinate the professional growth of activities of members, through workshops, speakers and current educational services initiatives;

5.8.5 consult with and make submissions to the Regional Advisory Coordinator of the Provincial Educational Services committee; and

5.8.6 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 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 work in co-operation with the Provincial Human Rights Committee;

5.10.2 promote understanding and awareness of issues of particular concern to women;

5.10.3 maintain liaison with the Provincial Status of Women Committee;

5.10.4 represent District 1 Ontario North East, as the need arises, at provincial Status of Women meetings and conferences;

5.10.5 report to the District Council on the activities of the Status of Women/Human Rights Committee; and

5.10.6 perform such duties as are assigned by the President.

5.11 It is the duty of the **Excellence in Education Officer** to:

- 5.11.1 represent District 1 Ontario North East at provincial Excellence in Education meetings when such representation is requested by the Provincial Office
- 5.11.2 actively promote and initiate public secondary school marketing initiatives and report on exemplary ones to the District Council; and
- 5.11.3 promote the provincial Student Achievement (Marion Drysdale) Awards
- 5.11.4 perform such duties as are assigned by the President.
- 5.12 It is the duty of the **Bargaining Unit President** to:
 - 5.12.1 report on the activities of the Bargaining Unit at District Council 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 of the District Council meetings;

BY-LAW 6: ANNUAL GENERAL MEETING

- 6.1 There shall be an annual general meeting of the District Council in May to:
 - 6.1.1 discuss the business of District 1 OSSTF;
 - 6.1.2 receive reports from the Officers; and
 - 6.1.3 elect a new slate of Officers for the coming year.

BY-LAW 7: ELECTION OF OFFICERS

- 7.1 Election of Officers shall take place at the Annual General Meeting by the members of the District Council.
- 7.2 An Elections chairperson, who is not a member of District Council, shall be appointed by District Council to be in charge of the election process and work with a nominations committee appointed by the District Council.
- 7.3 Nominations for all positions shall be accepted from the floor, according to Article 5.6 and Bylaw 7.5, provided that the nominees are present to agree to nomination or, if absent, have indicated their willingness to serve, in writing.
- 7.4 Contested positions shall be voted on in the order of their listing in Article 5.1.
- 7.5 A member shall only be eligible for nomination to a position on District Council if he or she is a delegate of the District Council for the term in question.
- 7.6 Election shall be by a majority vote of those qualified to vote, present, and voting.

- 7.7 In any election, where after a particular ballot a further ballot may be necessary, the candidate receiving the lowest number of votes shall be dropped from succeeding ballots.
- 7.8 A defeated candidate for District President shall automatically be considered a candidate for Vice-President.

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 President will be a delegate at AMPA.
- 8.4 The District will elect additional alternates to assist with the business of the Annual General Meeting of OSSTF, according to the numbers provided by Provincial Office.
 - 8.4.1 At least one alternate delegate will be a member of a support staff bargaining unit.
- 8.5 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 The District President e-mails the message to all Council 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.
- 9.2 Each member responds to the entire list to acknowledge the receipt all messages.
- 9.3 All members who have not responded will be called to ensure awareness of posted message.

- 9.4 Members must register their presence within 48 hours of the initial posting.
- 9.5 A quorum of council members is required for the process to continue.
- 9.6 The president requests a second.
- 9.7 Discussion takes place within a prescribed time frame usually 48 hours.
- 9.8 Once the discussion has taken place, the president calls for a vote and indicates the voting time frame, usually 24 hours.
- 9.9 Members register their vote with the code OSSTF/FEESO Business VOTE in the subject line voting yes, no or abstain and respond to all.
- 9.10 For the motion to pass, there must be a majority vote.
- 9.11 The president announces the result of the vote.
- 9.12 At the next scheduled business meeting, the motion, second and results of the vote must be entered into the regular minutes along with the appropriate BIRT.

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 our District website for review.

