District 18 Upper Grand
Constitution and By-Laws

Amended May 29th, 2019

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CONSTITUTION

ARTICLE 1: Definitions and Interpretations

(A) Interpretations:

(1) References to words such as “member,” “Executive,” “Council,” and “General Meeting” shall refer to those for the District, unless specifically modified otherwise by the use of “Bargaining Unit,” “Provincial,” or like words.

(2) Definitions will be listed automatically in alphabetical order.

(3) Cross-references needing changes because of the adoption of amendments will be changed correspondingly automatically.

(4) If the law of Ontario prohibits any particular clause herein from being in force, then such a clause is inoperative until such time as the law does permit the action again.

(B) Definitions in the Constitution, By-laws, Policies, and Special Rules:

(1) “AGM” shall mean the Annual General Meeting of the District.

(2) “Bargaining Unit,” or “BU,” shall be used to designate the OSSTF organization of those members for whom OSSTF holds bargaining rights under the appropriate legislation.

(3) “Board” shall mean the “Upper Grand District School Board” or “Wellington Catholic District School Board” as deemed appropriate.

(4) “CBC” shall mean “Collective Bargaining Committee.”

(5) “Constitution, By-Laws, Policies and Special Rules” shall mean those of the District, unless specified otherwise.

(6) “Council” shall mean the “Executive Council of the District.”

(7) “Councillor” shall mean a member of the Council.

(8) “DCO” shall mean “District Communications Officer.”

(9) “District” shall mean “District of OSSTF.”

(10) “District Officer” shall be any person elected or appointed by a General Meeting or appointed by the District Executive Council to represent the District within assigned responsibilities.

(11) “ES” shall mean “Educational Services.

(12) “Executive” and “Exec” shall mean the “Executive Council” unless specified otherwise.

(13) “General Meeting” shall mean a meeting for all members of the District.

(14) “Member” shall mean an “Active member,” unless stated otherwise, as defined by the Provincial Constitution and By-Laws of OSSTF.

(15) “OSSTF” shall mean “the Ontario Secondary School Teachers’ Federation.”

(16) “OTF” shall mean “the Ontario Teachers’ Federation.”

(17) “PBO” shall mean “Pension and Benefits Officer.”

(18) “PD” shall mean “Professional Development.”

(19) "Policy" shall mean a stated position or stand taken by the
(20) District in accordance with its Constitution and By-Laws on matters whose resolution is beyond the internal legislative power of the District.
(21) "Provincial" shall refer to the organizational structure of OSSTF.
(22) "Spending Authority" shall mean a person empowered under the By-Laws to authorize expenditure of funds
(23) "Special Rules" shall mean rules related to the administration of the District or rules of order for the District not covered by the Provincial or District Constitution and By-Laws.
(24) "TPA members" means the members of OSSTF under the requirements of the Teaching Profession Act who are contract teachers, until the Occasional Teachers' Bargaining Unit is consolidated with it, after which time it shall mean "the members of OSSTF who are Part X Education Act members."
(25) "Vote" shall mean a vote of those members of the relevant District body who are present at the meeting, qualified to vote, and voting.
(26) "Workplace" shall be a location where an OSSTF member is employed.
(27) "Statutory Leave" shall mean the following types of leave as per the Employment Standards Act: pregnancy, parental, personal emergency, family caregiver, family medical, critically ill child care, organ donor, reservist, and crime-related child death or disappearance leave.
(28) "Standing Rules" shall mean the relevant Rules of Order used at the last AMPA preceding the AGM.

ARTICLE 2: Repugnancy

(A) Any part of the Constitution, By-Laws, Policies, or Special Rules or any amendment thereto, which is repugnant to the Provincial or District Constitution or By-Laws is hereby declared null and void.

(B) All Former Constitutions of the District are hereby declared null and void.

(C) All existing By-Laws, Policies, and Special Rules of the District, insofar as they are repugnant to any part of this Constitution are hereby declared null and void.

(D) Meetings of the Bargaining Unit and the Branches shall be conducted in accordance with the Rules of Order as outlined in the current OSSTF/FEESO Constitution and Bylaws.

(E) All meetings must allow for simultaneous aural communication as per the most recent edition of *Robert's Rules of Order*.

ARTICLE 3: Name, Membership, and Rights

(A) The name of the District shall be Upper Grand.

(B) Each member must be:
(1) a member in good standing of OSSTF, and
(2) employed by the Board.

(C) Each member has the same rights, duties and responsibilities under the By-Laws of OSSTF, except for bargaining for a collective agreement. In such cases, members are restricted to the procedures of their own bargaining unit.

(D) All Executive, Council, and Branch Executive members must be members of the District at their election or appointment and during their term of office, and be Active Members of OSSTF.

ARTICLE 4: Organization

4.1 District Executive Council:

(A) There shall be a District Executive Council (herein also known as DEC) consisting of at least the following offices:

(1)	President	
(2)	Vice-President	
(3)	Secretary	
(4)	Treasurer	
(5)	The President, or designate, of each District 18 Bargaining Unit	
(6)	Office Manager	(non-voting)
(7)	Parliamentary Chair / Constitution Officer	(non-voting)
(8)	Political Action / Labour Council Liaison Officer	(non-voting)
(9)	Health and Safety Officers (UGDSB)	(non-voting)
(10)	Health and Safety Officers (WCDSB)	(non-voting)
(11)	Status of Women Officer	(non-voting)
(12)	Human Rights Officer	(non-voting)
(13)	Educational Services Officer	(non-voting)
(14)	Communications Officer	(non-voting)

(B) The number of Executive offices may be expanded beyond the minimum number of offices identified above, provided that there is such a requirement under the Provincial Constitution and By-Laws, or when additional By-Laws describing such offices and duties state that such an officer is a member of the Executive.

(C) Terms and Years:

(1) a year of office in the District and Bargaining Units shall be from 1st July to 30th June.

(2) the District Executive Officers elected at the Annual General Meeting shall have a term of office of two (2) years.

(3) the following offices shall be filled by election at the Annual General Meeting and have a term of office of two (2) years:

(a) even-numbered year: President and Secretary

(b) Odd-numbered years: Treasurer and Vice President.

(4) The following offices shall be appointed in even numbered by DEC at the last DEC meeting of the Federation year for a two (2) year term.

(1) Political Action/Labour Council Liaison

(2) Health and Safety Officer – UGDSB

(c) Health and Safety Officer – WCDSB

(d) Human Rights Officer

(e) Educational Services Officer

(5) The following offices shall be appointed in odd numbered by DEC at the last DEC meeting of the Federation year for a two (2) year term.

(a) Status of Women Officer

(b) Communications Officer

(c) Parliamentary Chair / Constitution Officer

4.2 District Employee Management Committee:

(A) There shall be a District Employee Management Committee consisting of:

(1) The District President, the District Vice-President, and

(2) at least two (2) other Bargaining Unit Presidents who must be appointed by the last District Executive Council meeting of the Federation year.

ARTICLE 5: Bargaining Units

(A) Each bargaining unit organized by OSSTF in the jurisdiction of the Board shall be a separate Bargaining Unit of the District.

(B) For each Bargaining Unit, there shall be a Bargaining Unit Executive

(C) consisting of at least two (2) offices.

ARTICLE 6: General Meetings

(A) Power:

An Annual General Meeting as the supreme legislative body of the District may perform any lawful act of any body of the District.

(B) Annual General Meetings:

(1) There shall be an Annual General Meeting:

(a) to discuss the business of the District,

(b) to receive reports, and

(c) to elect Executive members as determined by the Constitution and By-Laws.

(2) Voting Delegates at Annual General Meetings:

(a) Annual General Meetings shall be open to all Members of the District.

(b) Voting Delegates for the Annual General Meeting:

i. voting members of DEC;

ii. one delegate per 50 members (or major fraction thereof) of each Bargaining Unit's Full-time Equivalent membership to be determined by the final FTE membership count submitted to OSSTF in the year of the AGM.

(c) Each Bargaining Unit may elect or appoint alternate delegate(s) in the event the voting delegate(s) are unable to attend the District AGM. Alternate delegates shall be members of the Bargaining Unit.

(d) Where one voting delegate holds two or more offices, that individual will have only one vote.

(e) Voting delegates must be active Members of the Bargaining Unit.

(f) The quorum required at an Annual General Meeting is 40% of the voting delegates.

(3) Notice of Annual General Meeting (AGM)

(a) The District President will provide all Bargaining Unit Presidents with notice of Annual General Meeting (AGM),with not less than thirty-five (35) days prior to the AGM, to allow for the distribution of this information to the membership. This notice will include:

i. time and place

ii. draft agenda

iii. deadline for nominations.

(b) Each Bargaining Unit will provide their membership with this information not less than twenty-five (25) calendar days prior to the AGM.

(c) In the case of disruption in electronic communications, this timeline may be extended up to forty-eight (48) hours.

(4) Notice of On-Time Motions for the Annual General Meeting (AGM)

(a) not less than twenty (20) calendar days prior to the AGM, notice of all on-time motions will be sent to:

i. Bargaining Unit Presidents,
ii. Chair of the Parliamentary Committee, and
iii. Chair of DEC.

(5) Notice of Candidates for the Annual General Meeting (AGM)

(a) Not less than fifteen (15) calendar days prior to the AGM, each Bargaining Unit President will provide their membership with the above notice of the on-time motions.

(b) Not less than five (5) calendar days prior to the AGM, the District President will provide a notice of all nominations for District offices to:

i. Bargaining Unit Presidents,
ii. Chair of the Parliamentary Committee, and
iii. Chair of the DEC.

(c) Not less than three (3) days prior to the AGM, each Bargaining Unit President will provide their membership with electronic notice of candidates.

(6) Standing Rules will be used. These rules will be available to AGM delegates, and will be explained by the Speaker at the beginning of the meeting.

(C) Other General Meetings

(1) Convening:
- (a) there shall be other General Meetings at such times as may be determined by the Executive.
- (b) A General Meeting must be called if the District Secretary receives a written petition stating the exact purpose of the meeting and signed by:
  - i. At least fifty (50) members of the District, and
  - ii. Members from at least three (3) Bargaining Unit.
- (c) the District President or Designate must schedule the General Meeting to occur within fifteen (15) school days after the secretary receives the petition in "(b)" above.
- (d) the District President must notify all Bargaining Unit Presidents at least two (2) full school days before the meeting is to be held and must include in this notice the time, place and exact purpose of the meeting.

(2) Quorum: the quorum of a General Meeting will be those present and qualified to vote.

ARTICLE 7: By-Laws

(A) The District may adopt By-Laws consistent with the Constitution and By-Laws of the District and Provincial OSSTF/FEESO.
- (1) The management of its property, its funds, and its own internal organization and administration.
- (2) The establishment of special and standing committees.
- (3) All other matters deemed necessary and convenient for the good and welfare of the Members, or of the conduct of the business of the District.

ARTICLE 8: Procedures for Amendments of Constitution and By-Laws

(A) Any member of the District may propose amendments to the Constitution or By-Laws.

(B) To propose an amendment to the Constitution or By-Laws at an AGM, a member shall deliver a copy of the proposed amendment to the District President or Designate.

(C) On-time motions for amendments to the constitution or By-Laws must be received by District President or Designate at least thirty (30) calendar days prior to the Annual General Meeting.

(D) Amendments to the Constitution and By-Laws adopted at the Annual General Meeting shall be effective the subsequent July1st, unless stated otherwise in the action motion passed in advance of the amendment(s) being considered.

(E) Constitutional Amendments
- (1) On-time Constitutional Amendments at an Annual General Meeting require a two-thirds (2/3) vote of those qualified to vote, present and voting.
- (2) Late Constitutional Amendments at an Annual General Meeting require a nine-tenths (9/10) vote of those qualified to vote, present and voting.

(F) By-Law Amendments
- (1) On-time By-Law Amendments at an Annual General Meeting require a majority vote of those qualified to vote, present and voting.
- (2) Late By-Law Amendments at an Annual General Meeting Require a three-quarters (3/4) vote of those qualified to vote, present and voting.

BY-LAWS

BY-LAW 1: Duties of Members

(A) It shall be the duty of the District members:
- (1) to elect at the Annual General Meeting the officers as required under the Constitution and By-Laws,
- (2) to receive and act upon reports and communications from the OSSTF,
- (3) to receive, determine action to be taken, and act upon reports and communications received from the Executive, Council, and Committees established by the membership,
- (4) to consider matters of general interest to education as they affect the OSSTF, and
- (5) to adopt By-Laws necessary for the transaction of any article of the Constitution.
- (6) When the Chair of District Executive Council deems necessary, Standing Rules may be implemented.

BY-LAW 2: Committees

(A) Chairperson:
The Chairperson of a District Committee shall be responsible for:
- (1) calling and chairing meetings of the committee,
- (2) the functioning of the committee in accordance with the constitution and By-Laws and the terms of reference set by the establishing body,
- (3) reporting in writing to the Executive, the Council, and the establishing body the activities, findings, and/or recommendations of the Committee,
- (4) acting as the liaison to other Committees, the establishing body, Executive, and Council,
- (5) keeping the President informed of the time, date, and place of each Committee meeting, and
- (6) supervising the organizing of the Committee.

(B) Duties:

(1) Make all approved minutes with reference to individuals blacked out from DEC meetings; include budgets, available through the Bargaining UNIT President within one (1) month of approval.

(C) Standing Committees:

(1) The Standing Committees are CBC and ES.
(2) Standing Committees have an obligation to keep the membership informed of their activities.

(3) All Standing Committees shall keep accurate minutes of each meeting of the Committee and a copy of the minutes shall be sent within fifteen (15) days of the meeting to the District Secretary and President.
(4) Each Standing Committee may recommend to the Executive a candidate for appointment as Chairperson in the case where the Executive has the responsibility for making an appointment.

(D) Decisions:

The decision to publish findings, to implement suggested policies, or to embark on courses of action recommended by a District Committee shall be the responsibility of the District Executive Council.

BY-LAW 3: District Executive Council

(A) Meetings:

(1) There shall be a DEC meeting at least six (6) times during the Federation year, at least one (1) of which must be held after the last Bargaining Unit AGM of the Federation year.
(2) DEC shall meet:
  (a) at the call of the President, or
  (b) at the request of three Councillors, who make their request in writing to the Secretary and District President.
(3) Only members of DEC shall have the right to vote at Council meetings. Should a person hold two (2) or more positions, they shall have only one (1) vote.
  (a) A quorum for a DEC meeting shall consist of at least Seventy percent (70%) of the voting members of council and must include at least five (5) Bargaining Unit Presidents or designates.
  (b) On fiscal matters, Bargaining Unit Presidents or designates will have one (1) vote for every one hundred (100) members or part thereof in their Bargaining Unit FTE.

(4) On-time motions will be forwarded to the President at least three (3) weeks prior to a meeting and will be distributed by the President to all members of the DEC at least two (2) weeks prior to the meeting date. Late motions will require a nine-tenth (9/10) vote count.

(B) Duties:

It shall be the duty of the DEC:

(1) to promote within the District the aims and objectives of the OSSTF,
(2) to meet as required,
(3) to inform the Provincial Executive of any matters adversely affecting the welfare of the OSSTF or one (1) or more of its members,
(4) to act as a committee dealing with all areas of responsibility and ethics within the District,
(5) to act in the name of the District between General Meetings,
(6) to review annually all District appointments,
(7) to receive, determine actions to be taken, and act upon reports and communications from the OTF, OSSTF, Provincial Committees, or District Committees appointed by the DEC, Bargaining Units, and District members,
(8) to approve the District budget no later than September or amend the budget of the District at later meetings,
(9) to determine the appointments of:
    (a) the Constitution or By-Laws,
    (b) the representatives of the District to Board Committees and/or joint District/Board Committees, and
    (c) the representatives of the District to other bodies, but which representatives are not elected by the members of the District,
(10) to ratify, or censure, the actions of representatives of the District appointed by DEC,
(11) to adopt Special Rules when necessary, and
(12) to make all approved minutes with reference to individual members blacked out, from DEC meetings, available on the District website within one (1) month of approval.

It shall be the duty of the DEC Officers:

(1) to report on their activities and offer advice to the President, and
(2) to chair committees of Bargaining Unit representatives with similar functions should such committees be established by the DEC, by the By-Laws, or by the Annual General Meeting.

BY-LAW 4: President

(A) Duties:

It shall be the duty of the President:

(1) to act as the contact with Provincial Office;
(2) to act as a signing authority for the District;
(3) to refer any and all concerns brought to the District President to the respective Bargaining Unit President;
(4) to call District Executive Council Meetings and other meetings as needed in the District;
(5) to prepare the agenda for DEC meetings and distribute to all DEC members at least two (2) weeks prior to the meeting date;
(6) to be the direct supervisor of the Office Manager of the District;
(7) to appoint, by the last District Executive Council meeting of the Federation year, at least two (2) Bargaining Unit Presidents to sit on the District Employee Management Committee for the following Federation year;
(8) to be the Benevolent Officer for the District;
(9) to appoint an Anti-Harassment Officer at the beginning of every District meeting or function;
(10) to inform each Bargaining Unit President of the number (to be determined by the final FTE membership count submitted to OSSTF in the year of the AGM) of voting delegates for the AGM at least thirty-five (35) days prior to the Annual General Meeting;
(11) to co-ordinate and process the District/BU participant lists for Provincial events;
(12) to co-ordinate, facilitate, organize, assist in the preparations for, and lead the District delegation to AMPA;
(13) to co-ordinate, facilitate and assist in preparations for the District AGM;
(14) to facilitate and assist members in the application for Provincial Standing Committees;
(15) to co-ordinate Student Achievement Award process including submission of student entries and letters of acknowledgement to student participants;
(16) to co-ordinate, assist, and plan for the yearly District Retirement Dinner;
(17) to co-ordinate and submit names of District participants to external conferences and conventions as approved by OSSTF;
(18) to ensure memberships and support of local Labour Councils are maintained;
(19) to ensure communication and coordination within the District for issues of broad concern and impact across multiple bargaining units;
(20) to co-ordinate with the District Treasurer to ensure District finances are transparent and properly administered;

(21) to support and assist District Officers in meeting their mandates;
(22) to co-ordinate and assist the Office Manager in matters related to the District office;
(23) to facilitate awareness within the District of awards, scholarship, and benefits;
(24) to coordinate and promote the celebration of events within the District;
(25) to set the District calendar;
(26) to facilitate and assist with the organization of District workshops;
(27) to be the signing authority for the approval of District time release;
(28) to notify the Boards each year of the District levy amount; and
(29) to appoint, by the last District Executive Council meeting of the Federation year, at least two (2) Bargaining Unit Presidents to sit on the District Appeals Committee for the following Federation year.

(B) Reimbursement:
The District will reimburse the Bargaining Unit from which the District President originates to a maximum amount of $18,000 each Federation year. The funds would be reimbursed to the Bargaining Unit to allow the purchase of time release to conduct District business. Time release costs would be clearly documented, itemized, and submitted in February and in June to the District Treasurer.

BY-LAW 5: Vice-President

(A) It shall be the duty of the Vice-President:
(1) to participate in the District Employee Management Committee,
(2) to perform other duties as requested by the President, and
(3) to perform the duties of the District President in his/her absence.

BY-LAW 6: Secretary

(A) It shall be the duty of the Secretary:
(1) to record all minutes of DEC, and General Meetings,
(2) to receive and to keep the correspondence, and to answer as subject to direction by Executive Council or a General Meeting,
(3) to keep all non-financial records,
(4) to forward as directed by the DEC or a General Meeting representations, recommendations, and resolutions to the Provincial Office,
(5) to receive and keep the records of all District Committees at the District Office,

(6) to distribute the appropriate minutes which indicate those members who are absent to Executive at least two (2) weeks in advance of the next regular meeting,
(7) to distribute, at least one (1) week prior to and not more than one (1) month in advance of the next regularly scheduled General Meeting, the minutes of the General Meetings for which the minutes have not been read and confirmed, and
(8) to keep a permanent record of the names of the membership of the District Executive Council, and District Committees, especially for the presentation of service pins.

BY-LAW 7: Treasurer

(A) It shall be the duty of the Treasurer:

(1) to keep records of all monies received and disbursed,

(2) to deposit all monies received in a charted bank or financial institution within the geographic boundaries of the District, in the name of the District,
(3) to issue receipts for all monies received when necessary,
(4) to pay all authorized accounts by cheque in accordance with such By-Laws as may be established by the District,
(5) to present to the membership at the Annual General Meeting an audited report of income and expenses of the previous fiscal year, and an interim report;
(6) to require receipts, where appropriate, and statements, in writing, for claims for payment;
(7) to follow the accounting procedures as recommended by the Provincial Auditor from OSSTF,
(8) to provide to the DEC, at least 4 times annually, financial reports which include expenses to date for each budget line and the financial position of the District, including all District assets, and
(9) to provide and maintain Workers' Compensation coverage for all office staff and Bargaining Unit Officers with released time for Federation work.

(B) The District Treasurer will be paid at the rate of $30.00 per hour for a maximum of 50 hours per federation year. Expenses and hours worked by the District Treasurer will be clearly documented, itemized and submitted monthly to the District President.

BY-LAW 8: District Communications Officer

(A) Duties:

It shall be the duty of the DCO:

(1) to work in conjunction with the Executive,
(2) to distribute news and information to the membership during the school year, and
(3) to act as chairperson of a Communications Committee composed of one person from each Bargaining Unit.

BY-LAW 9: District Educational Services

(A) The Chairperson shall:

(1) be a member of the DEC,
(2) represent the District on the Professional Development Advisory Committee and the Professional Development Day Planning Committee and act as the District's rep. in dealing with other affiliates in PD matters, and
(3) call ES meetings on a regular basis.

(B) The ES Committee shall:

(1) assist Bargaining Unit ES officers in organising PD activity,
(2) supervise the allocation of District PD monies and establish criteria for such requests,
(3) act as liaison with sources of funding outside the District,
(4) advise their respective bargaining unit members of their responsibilities to participate in approved professional activities on Professional Development Day, either in accordance with the PD Day calendar of workshops or with the consent of their respective bargaining unit executives at least three (3) weeks prior to PD Day, and
(5) consist of the Chairperson and one (1) representative from each Bargaining Unit.

BY-LAW 10: District Political Action/Labour Council Liaison

(A) It shall be the duty of the Political Action/Labour Council Liaison:

(1) to coordinate the political action activities of the District,
(2) to advise the DEC on political action,
(3) to attend, or arrange for a designate to attend, Board meetings, and
(4) to act as Liaison with OSSTF Labour Council representatives.

BY-LAW 11: District Health and Safety Officer

There shall be two (2) Health and Safety Officers, one (1) from each employer.

(A) The Health and Safety Officer shall:
- (1) be appointed by the District Executive Council,
- (2) be a member of the DEC,
- (3) monitor the Acts and Regulations concerning Health and Safety and their application to members of OSSTF,
- (4) keep the DEC informed of all pertinent matters dealing with occupational health and safety in the schools, and
- (5) ensure the fair and equitable implementation of the Acts and Regulations concerning health and safety as they pertain to members of OSSTF.

BY-LAW 12: District Human Rights Officer

(A) It shall be the duty of the Human Rights Officer:
- (1) to assist the Provincial Office in human rights initiatives,
- (2) to coordinate the human rights activities of the District, and
- (3) to advise the DEC on human rights.

BY-LAW 13: District Status of Women Officer

(A) It shall be the duty of the Status of Women Officer:
- (1) to assist the Provincial Office in Status of Women initiatives,
- (2) to coordinate District activities involving women's issues, and
- (3) to advise the DEC on women's issues.

BY-LAW 14: District Employee Management Committee

(A) It shall be the duty of the District Employee Management Committee:
- (1) to conduct the hiring procedures of employees of the District.
- (2) to participate in the performance review of the Office Employee(s).
- (3) to meet in May of each year to discuss personal service contracts and any changes to, or issues with, the contracts for the following year.
- (4) to discuss matters regarding an employee's personal service contract or other concerns brought forward either by the employee or by any of the Bargaining Unit Presidents.
- (5) to meet at the call of the District President.
- (6) to provide a written report from the Committee to DEC at least once each year.

BY-LAW 15: District Parliamentary Committee

(A) The Chairperson shall:
- (1) be available to chair District Executive Council meetings, and shall be considered a non-voting member and shall not count for quorum purposes at DEC meetings, and
- (2) be the Chairperson for all General Meetings, or shall appoint a designate to chair such meetings.

(B) The Committee shall:
- (1) be established yearly at the first DEC meeting of the year to review the Constitution and By-Laws and to prepare proposed Constitutional and By-Law changes for review by the District Executive Council in preparation for the purpose of producing on-time motions for the Annual General Meeting.

BY-LAW 16: Provincial Assembly

(A) Delegates and Alternates to the Provincial Assembly shall:
- (1) be elected at a General Meeting of their respective Bargaining Unit, with the exception of the delegate position held by their respective Bargaining Unit Presidents,
- (2) attend the Assembly,
- (3) constitute the District 18 Assembly Committee, and
- (4) resign if they find they cannot attend Assembly, and notify their Bargaining Unit President and the delegation leader of this resignation so that a replacement may be appointed.

(B) Bargaining Units shall:
- (1) submit the required number of names of Delegates to the AMPA co-ordinator, and
- (2) submit the name of at least one (1) Alternate to the AMPA co-ordinator.

(C) When the General Secretary has determined the number of Delegates each Bargaining Unit is allowed, and the total number of Delegates from District 18 is known, DEC shall determine, from among the submitted names of BU Alternates by the AMPA co-ordinator, which alternates shall constitute the District's Alternates to the current AMPA.

BY-LAW 17: *President, or designate, of each District Bargaining Unit*

It shall be the duty of the President, or designate, of each District Bargaining Unit:

(1) to inform the District President of the names of their voting delegates and alternates for the AGM fifteen (15) days prior to the Annual General Meeting.

(2) To act as the Delegation Leader for the Bargaining Unit who may appoint alternates for the Bargaining Unit Delegation at the AGM if required.

BY-LAW 18: Nominations and Elections

(A) Nominations Committee

DEC will appoint a chair of Nominations committee who will not run for elected positions.

(B) Call for District Nominations

(1) two (2) months prior to the AGM, the nominations committee shall provide the District President with a notice of the District positions to be elected that year,

(2) seven (7) days prior to the AGM, the Nominations Chairperson shall provide the District President with an electronic notice of all nominees, and

(3) in the absence of nominations ahead of time, nominations may be taken from the floor.

(C) Qualifying Nominations:

(1) be nominated by two (2) other D18 members,

(2) deliver their nomination to the Nominations Chairperson or the District President two (2) weeks prior to the AGM, and

(3) be available at the AGM to answer questions from those members in attendance.

(D) Secret Ballots

(1) when a secret ballot is to be taken, the DEC shall provide ballots, voting stations, and poll clerks,

(2) members receiving ballots might be required to verify their membership in the District and their right to vote. and

(3) the Executive shall appoint members to count the ballots and to report to the presiding officer of the AGM.

BY-LAW 19: District Levy

(A) The Annual General Meeting shall be deemed to be a combined General Meeting of all Bargaining Units for the purpose of a change to the levy for each member of a Bargaining Unit to pay for the cost of Office Managers time as required for the District office.

(B) The levy will be based on a report and recommendations from the District Treasurer.

(C) The levy will be deducted from each member's pay cheque according to the Bargaining UNIT schedule in each school year.

(D) The levy deduction amount will be included on the T4 slips with the OTF or Union deductions in the year in which the deduction is made.

(E) In the absence of a levy motion passed at the AGM, the annual OSSTF District levy for all members is set at current Levy amount. Members working in more than one bargaining unit will pay no more than th current Levy amount as a District levy.

BY-LAW 20: Vacancy in Office

A vacancy during the term of office shall be filled by a member appointed by the Executive.

BY-LAW 21: Removal from Office

An appointed District or Branch Officer may be removed from office for just cause before the normal expiration of the term of office by the body which appointed the officer.

BY-LAW 22: District Finances

(A) Finance Committee:

The Finance Committee shall:

(1) be comprised of the Treasurer of each Bargaining Unit and the District Treasurer. Each Bargaining Unit Treasurer shall have one vote. In the event that a BU Treasurer is also the Chairperson, they will have only one vote.
(2) have a one year term of office from 1st July to 30th June,
(3) have as Chairperson the District Treasurer,
(4) receive and consider requests for the next year's proposed budget, and prepare a proposed balanced budget, along with any recommendations based on the Provincial Funding Master,
(5) consider and report on any financial matters referred to it by the District Executive Council, and
(6) after taking into account District budget line needs, and determining a base amount for each bargaining unit, all monies available to Bargaining Units shall be allocated by FTE.

(B) Spending Authorities:

(1) the Treasurer and President are Spending Authorities,
(2) the Chairperson of a Committee is a Spending Authority for its expenses,
(3) any disagreement among Spending Authorities shall be resolved by motion by the DEC, and
(4) by motion, the DEC, or a General Meeting may authorize the expenditure of funds.

(C) Expenses:

(1) expenses for reimbursement to members must be supported in writing prior to reimbursement,
(2) receipts are required for all expenses, where such receipts are obtainable,
(3) any expenditure beyond the budget values in the District Budget shall require, by motion, the prior approval of the DEC. A General Meeting is not bound by the process of the preceding sentence,
(4) all District mileage rebates will match or exceed those of the Provincial OSSTF, and
(5) all cheques require two signing authorities: the Treasurer and the President, or the Treasurer and the President's designate.

BY-LAW 23: District Policy

(A) Creating Policy:

Policy statements for the District may be adopted, amended, or rescinded:

(1) by the general membership at a an Annual General Meeting under the conditions that:
   (a) a previous notice of the meeting has been given by the Secretary,
   (b) the content of the proposed policy statement or action has been given in the notice of the meeting,
   (c) the meeting is held not less than thirty (30) days from the time the Secretary sends the notice of the meeting, and
   (d) the vote is a majority vote; or

(2) by the DEC at a meeting under the conditions that:
   (a) a previous notice of at least the previous Council meeting has been given,
   (b) the content of the proposed policy statement or action has been given in the notice of the meeting,
   (c) the vote is a two-thirds (2/3) vote, and
   (d) all motions under section " (2)" shall be considered interim until ratified or rescinded at the next regularly scheduled an Annual General Meeting notwithstanding part "(1) (b)" and "(c)".

(B) Policy Wording:

Policy statements for the District shall begin with the words "It is the policy of the District that ..."

BY-LAW 24: District Awards

(A) District Award of Merit

(1) Purpose of Award: This award is to be presented to worthy candidates in recognition of outstanding contributions to education.

(2) Eligibility:

(a) members will be eligible for the Award of Merit if they have been employed by the Board and have been a member of the District for at least one (1) school year (September to June) prior to receiving the award,

(b) the number of recipients (if any) of the award shall be at the discretion of the Reviewing Committee, and

(c) the Reviewing Committee should not be concerned with the Bargaining Unit of the candidates.

(3) Criteria: The candidates should be judged upon their outstanding contribution to education in the following area(s):

(a) development of innovative/creative programs,

(b) professional Contributions,

(c) dedication to excellence in the workplace, and

(d) contributions beyond the normal job expectations.

(4) Reviewing Committee: The Reviewing Committee will consist of all the BU Presidents as of September prior to the awarding.

(a) District Executive will assign a BU President to act as chairperson of the Reviewing Committee at the first DEC meeting of the Federation year

(b) the Chairperson will set the deadlines.

(c) BU Presidents will encourage and solicit nominations from their Membership and forward the Nomination form to their Membership.

(5) Nominations: Nomination forms, which will include all criteria and deadlines, are available on the District Website, District Office and from BU Presidents. The nominations should be submitted in writing to the BU Presidents by the announced deadline and will include a complete and detailed summary of one (1) or more of the criteria listed in point “(3)”. The final decision will be made by the Reviewing Committee.

(6) Notification: The chairperson will notify and congratulate in writing all of the nominees to thank them for their contribution.

(7) Form and Presentation of the Award:
(a) the award shall have, or be accompanied by, a suitable inscription. Nomination letters will also be presented to the recipient,
(b) the Award shall be presented at the Awards/Retirement Dinner,
(c) the identity of the recipient(s) (if any) shall not be announced or publicised, other than confidentially informing the nominees, before the presentation at the Awards/Retirement Dinner.
(d) all nominees shall receive an Excellence in Education Certificate and pin at the Awards/Retirement Dinner.

(8) Publicity: Full press and staff publicity will be given to the award and to the recipient(s).

(B) Service Pin

(1) Any Member who serves a total of four (4) years on District Executive Council, a District Standing Committee, or on a Bargaining Unit Executive, Council or Standing Committee, or combination thereof, is eligible to receive a Service Pin, but Members are eligible to receive only one Service Pin.

(2) The President of the District or of a Bargaining Unit will nominate members.

(C) Retiring Members

(1) All members of the District who are retiring shall be honoured at the District's celebration evening's dinner at no cost to them or each such member's guest.

(2) Each retiree will receive a retirement certificate and gift at the Retirement/Awards Dinner.

BY-LAW 25: Organizing New Bargaining Units

(A) Categories

The District may organize only new groups of potential members:

(1) under the Ontario Labour Relations Act; or

(2) who are members of other Affiliates of OTF in the publicly-funded secondary school systems within the municipalities of Wellington County, Dufferin County, and the City of Guelph.

(B) Process

When the District is approached by potential members for organisation, the decision whether or not to organize such members shall be approved by Executive Council and then a General Meeting called for that purpose. A resolution to approve such organizing shall require a simple majority vote.

BY-LAW 26: Anti-Harassment and Anti-Bullying Policy

(A) The District 18 shall have an Anti-Harassment and Anti-Bullying Policy and procedure to be followed at all OSSTF workplaces and functions.

(B) The Anti-Bullying and Anti-Harassment Policy and Procedure and any amendments to it shall be approved by the District Executive Council.

(C) 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) Within five (5) 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.

(2) Within two (2) days of receiving the request, the District President shall appoint three members of the District Appeals Committee to consider the appeal.

(3) Within three (3) days, the District Appeals Committee shall meet to consider the appeal.

(4) The District Appeals Committee shall review the complaint, the investigation process and findings, and the decision.

(5) Following the review, the Committee shall either confirm or modify the decision.

(6) The decision of the District Appeals Committee shall be consistent with the District Anti-Harassment and Anti-Bullying Policy and Procedures.

(7) The District 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.

(8) Within two (2) days of receiving the decision of the District Appeal Committee, the District President shall communicate the decision to the Appellant in writing.

(9) The decision of the District Appeals Committee shall be considered final and not subject to any appeal.

BY-LAW 27: Leaves from Federation Office

(A) Leaves:

(1) Leaves will include Statutory Leave, Sick Leave and Board Approved Leave.
(2) Leaves are subject to the term of office, and shall not supersede re-election to office.
(3) A leave does not constitute a permanent vacancy. A District Executive position that is vacant as a result of a leave shall be filled temporarily as per By-Law 19.
(4) A vacancy due to a leave shall be deemed temporary and the Executive member shall return to their position held prior to the leave upon their return.

Appendix A:

OSSTF/FEESO District 18 Anti-Harassment Policy

Anti – Harassment Statement:

"Let us not take thought for our separate interests, but let us help one another. A member of OSSTF/FEESO has the right to a workplace and union environment free from harassment and bullying. Harassment and discrimination are not joking matters. They have a destructive effect on the workplace environment, individual wellbeing, and union solidarity. Such actions are not only destructive, they can be illegal. Harassment and discrimination can take many forms and may be verbal, physical or psychological. They can involve a wide range of actions including comments, gestures or looks, pictures, messages, touching, or more aggressive actions. These acts may be indirect or overt; they may be isolated or repeated. Inadvertent, hidden and systemic harassment and discrimination must be identified and addressed. The roots of systemic harassment and discrimination include but are not limited to racism, sexism, and homophobia and transphobia. OSSTF/ FEESO does not condone harassment or discrimination on the basis of age, national or ethnic origin, colour, religion, sex, gender identity, sexual orientation, race, socio-economic status or mental or physical disability. Acts of harassment and discrimination are always degrading, unwelcome and coercive. They are always unacceptable. As members of OSSTF/FEESO, our goal must be to protect human rights, to promote mutual respect and trust, and to foster inclusion. We cannot condone or tolerate intimidating, demeaning, hostile and aggressive behaviour against another member. We cannot condone these behaviours when we witness them. As OSSTF/FEESO members, we must speak out against this conduct and stand together to protect human rights. We must take action. OSSTF/FEESO is committed to strengthening member solidarity, and in addition to representing members' interests in the workplace, takes seriously its own responsibility to ensure that members are treated with respect and dignity at all District 18 sponsored OSSTF/FEESO events and meetings. Any member who feels targeted by harassment or discrimination must be able to speak up and know their concerns will be responded to immediately in accordance with OSSTF/FEESO Bylaws and the Resolution and Complaint Process as found in the District 18 OSSTF/FEESO Constitution and Guidelines."

Anti-Harassment Procedure: A member who believes s/he has been the target of harassment or discrimination at a District 18 sponsored OSSTF/FEESO meeting or event is encouraged to take immediate action to ensure this behaviour is stopped. As a first step, the member should make it clear to the perpetrator that they find the behaviour offensive, and ask that it be stopped. This can be done personally, either in writing or verbally, or with the assistance of a third party. If the behaviour recurs or persists, or if the member does not feel safe in approaching the perpetrator directly, s/he should speak with the designated officer(s) and ask her/him to act. If no officer has been designated, the member should speak with the Secretariat in charge to ask that one be appointed. The designated officer(s) will investigate the complaint promptly, including separately interviewing the parties involved and any witnesses, with a view to resolving the problem informally. During this process, the designated officer(s), with the

approval of the District President, may remove the respondent temporarily from the meeting if circumstances warrant. The investigation shall be handled confidentially; however, all complaints will be reported by the designated officer(s) to the District President. If the complaint cannot be resolved informally, the complainant will be asked to put the complaint and all relevant information in writing. If the complainant chooses to provide such a written complaint, it will be submitted to the District President for action and it shall be the joint responsibility of the District President and the District Vice-President to conduct an investigation, determine if the behaviour falls under the definition of harassment, and decide on appropriate remedial action. While conducting the investigation, the District President and Vice-President, will be informed by an understanding of the systemic roots of discrimination and harassment as expressed in the OSSTF/FEESO Equity Statement. The parties involved will receive a written report stating the findings and any action taken. Resolutions may include but are not limited to apologies, mediation, warnings, temporarily limiting access, or removal/ exclusion from the meeting or event. If a decision is made to remove or exclude that member, and where this member is representing a bargaining unit or district, a confidential letter outlining the reasons for this decision will be sent to the president of the appropriate body. The District 18 President shall keep a confidential file of all records and reports related to the investigation of written complaints for a period of five years. Decisions may be reviewed by the Appeal Committee of District 18 OSSTF/FEESO on the request of a member, as outlined in the District 18 OSSTF/ FEESO Constitution. None of the above restricts a member’s right to file a complaint with the Ontario Human Rights Commission or make a complaint to police.

Revisions 2019

2019 AGM Wednesday, May 29th, 2019 – For further clarification of changes please refer to minutes and motions package.

Number	Article/By-Law	description
CON 1- 2019	Article 1 (B)	B (28) added
CON 1-2019	Article 6	Added (6)
BYL 1-2019	By-Law 3	Added (6)
BYL 2 -2019	By-Law 24 C	Deleted
BYL 3-2019	By-Law 3b8	Edited wording
BYL 4-2019	By-Law 22 1	Edited subsection 1
BYL 5-2019	By-Law 24 (a)	Edited
BYL 6- 2019	By-Law 24 4 b	edited
BYL 7-2019	By-Law 4 c	Subsection c added
BYL 8-2019	By-Law 24 5	edited
MAC 1-2019		District Levy Workgroup extended
MAC 3-2019		District Treasurers Workgorup extended.

Revisions 2018

2018 AGM Wednesday, May 30th, 2018 – For further clarification of changes please refer to minutes and motions package.

Number	Article/By-Law	description
BUDG 1-2018		District Mileage rate be set at 55 cents/km for the following fiscal year
CON 1-2018	Article 1 (B)(27)	Statutory Leave added
BYL 1-2018	By-Law 26	Leaves from Federation Office added
BYL 2 -2018	By-Law 4	Amended to read as outlined in the motions
BYL 3-2018	By-Law 7	Addition of section B compensation.
BYL 4-2018	By-Law 3 (A)(3)(b)	Amended head count to read FTE
MAC 1-2018		Greener Initiative adopted paperless meetings for DEC
MAC 2-2018		Workgroup formed to investigate District Levy and impact on members

Revisions 2017

2017 AGM Wednesday, May 31st, 2017 – For further clarification of changes please refer to minutes and motions package.

Number	Article/By-Law	description
CON 1-2017	Article 6	Deletion of Quorum and additions of Voting delegates as per motion
BYL 1-2017	By-Law 4	additions of item 12
BYL 2-2017	By-Law 16	Insertion of bylaw 16, and renumber as per motion.

Revisions 2016

2016 AGM Thursday, June 1st, 2016 – For further clarification of changes please refer to minutes and motions package.

Number	Article/By-Law	description
CON 1-2016	Article 4	Updated as per motion
BYL 1-2016	By-Law 3	Updated as per motion
BYL 2-2016	By-Law 4	Deleted DCC Duties
BYL 3-2016	By-Law 4 A 5	amended as per motion
BYL 4-2016	By-Law 11	Collective Bargaining Deleted
BYL 5-2016	By-Law 17	Deletion DCC
BYL 6-2016	By-Law 20	Replace Levy amount statement
BYL 7-2016	By-Law 7	Replace District Coordination Committee with DEC
BYL 8-2016	By-Law 10	Replace DCC with DEC
BYL 9-2016	By-Law 13	Replace DCC with DEC
BYL 10-2016	By-Law 12	Replace Executive with DEC
BYL 11-2016	By-Law 13	Replace DCC with DEC
BYL 12-2016	By-Law 14	Replace Executive with DEC
BYL 13-2016	By-Law 15	Replace Executive with DEC
BYL 14-2016	By-Law 19	Replace Executive with DEC
BYL 15-2016	By-Law 23	Replace Executive with DEC
BYL 16-2016	By-Law 24	Replace Executive with DEC
BYL 17-2016	By-Law 25	Delete District Coordinating Committee
BYL 18-2016	By-Law 18	Replace District Manager with AMPA co-ordinator
MAC 1-2016		Creation of committee to combine AGM and Retirement 2017
MAC 2-2016		Creation of committee to develop framework for technology
MAC 3-2016	Appendix A	Anti-Harassment Policy

Revisions 2015

2015 AGM Thursday, May 28th 2015 – For further clarification of changes please refer to minutes and motions package.

Number	Article/By-Law	description
CON 1-2015	Article 1 (B)	Addition of New section
CON 2-2015	Article 4.1 (D)	Deleted
CON 3-2015	Article 6 (A)	Addition of word General
CON 4-2015	Article 6(C)	Addition of New section (2)
CON 5-2015	Article 8	Amended section (A) and deleted (E) & (F)
BYL 1-2015	By-law 19	Deletion of (E)
BYL 2-2015	By-law 19	Deletion of (F)
BYL 3-2015	By-law 22	Deletion of phrase
BYL 4-2015	By-law 24	(A)(1) & (A)(2)(d) amended with phrase

Revisions 2014

2014 AGM Thursday, May 29th 2014 – For further clarification of changes please refer to minutes and motions package.

Number	Article/By-Law	description
CON 1-2014	Article 2	New section added (D)
CON 2-2014	Article 3	District 18 replaced by Upper Grand
CON 3-2014	Article 4.3	Addition of word District
BYL 1-2014	By-law 2 (B)(1)	Substitutions of words
BYL 2-2014	By-law 8 (A)	Deletion of 8
BYL 3-2014	By-law 8 (A)(9)	Word substitution
BYL 4-2014	By-law 11 (A)(1)	Deletion of C
BYL 5-2014	By-law 20	Deletion of C
BYL 6-2014	By-law 20	Deletion and insertion D
BYL 7-2014	By-law 23 (C)(4)	Addition of “or exceed”
BYL 8-2014	By-law 25	Addition of the word “District”