

REVISED May, 2008

BY- LAWS
OF
ONTARIO SECONDARY SCHOOL TEACHERS' FEDERATION
DISTRICT 20 HALTON

D20

Printed September, 2008

BY-LAWS

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**BY-LAWS
OF
O.S.S.T.F. DISTRICT 20 HALTON**

BY-LAW 1 - FEDERATION YEAR

The Federation fiscal year shall be from July 1st to June 30th.

BY-LAW 2 - MEMBERSHIP

Section One RIGHTS AND PRIVILEGES

- (a) These shall be in accordance with the Constitution and By-Laws of O.S.S.T.F.
- (b) It is the right of every member to equal treatment without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, gender, sexual orientation, age, record of offences, marital status, family status or handicap.

Section Two DUTIES OF MEMBERS

- (a) It shall be the duty of every Member to comply with the Constitution and By-Laws of O.S.S.T.F.;
- (b) It shall be the duty of every Member to comply with the Constitution and By-Laws of O.S.S.T.F. District 20 Halton to support the policies of O.S.S.T.F. District 20 Halton and to seek to change the Constitution, By-Laws and Policies only through the proper procedures.

BY-LAW 3 - DISTRICT ORGANIZATION

Section One THE DISTRICT EXECUTIVE/COUNCIL - POWERS AND DUTIES

The District Executive/Council:

- (a) represents the Membership;
- (b) shall meet:
 - (i) at an inaugural meeting in September, in accordance with the District 20 Procedures;
 - (ii) at such other times in accordance with By-Law 3;
- (c) shall elect, at its inaugural meeting:
 - (i) the District President,
 - (ii) the District Secretary-Treasurer,
 - (iii) the District Vice-President;
- (d) may determine Interim Policy on behalf of the District;

- (e) shall appoint at the earliest opportunity, and may dismiss:
 - (i) Chairs of District Standing Committees,
 - (ii) members of District Standing Committees,
 - (iii) members of District Executive/Council Ad-Hoc Committees,
 - (iv) members of other committees for which the District is asked to provide representation;
- (f) will determine the terms of reference for its ad-hoc committees;
- (g) may call meetings of the District Assembly;
- (h) shall, prior to the District Assembly, approve the draft District Budget for the following fiscal year;
- (i) shall work toward the implementation of District Policy;
- (j) shall have the power to approve any overspending in any account of the District budget, except the District Executive/Council account;
- (k) shall inform the membership about Provincial O.S.S.T.F. and Ministry issues and directions;
- (l) shall review the District Constitution, By-Laws, Policy and Procedures annually;
- (m) shall solicit and receive nominations and select recipients of District awards and make recommendations for Provincial awards;
- (n) shall inform the membership of District 20's process for recognizing members;
- (o) shall administer the Excellence In Education funds in accordance with the District 20 Procedures.
- (p) shall ensure the election or appointment of the following Officers of the District: a Pensions and Benefits Officer, a Health and Safety Officer, an Educational Services Officer, a Human Rights Officer, and a Status of Women Officer;
- (p) shall ensure that procedures are established and maintained to allow each Bargaining Unit in the District to be responsible for its own collective bargaining, grievance process, and management of its allotted funds.

Section Two THE BARGAINING UNIT REPRESENTATIVES - POWERS AND DUTIES

The Bargaining Unit Representatives will:

- (a) represent his/her Bargaining Unit at District Executive/Council and District Assembly meetings;
- (b) call meetings of his/her Bargaining Unit for the discussion of O.S.S.T.F. matters;
- (c) take on the duties as outlined in the District Procedures;
- (d) bring forward Bargaining Unit concerns.

Section Three THE DISTRICT PRESIDENT - POWERS AND DUTIES

The District President or his/her designate will:

- (a) act as the official spokesperson for O.S.S.T.F. District 20 Halton on all District matters;
- (b) act as ex-officio member of all District Standing Committees;
- (c) call the inaugural meeting of District Executive/Council;
- (d) call meetings of District Executive/Council at the written request of any two Bargaining Unit Presidents or at the request of the District President;
- (e) prepare an agenda for each meeting of the District Executive/Council;
- (f) chair the meetings of District Executive/Council in such a way as to allow free and responsible discussion of the questions under debate, within the Rules of Order as adopted by the District Executive/Council.

Section Four THE DISTRICT VICE-PRESIDENT - POWERS AND DUTIES

The District Vice-President will:

- (a) act in place of the District President at the District President's request;
- (b) perform all other duties assigned by the District President.

Section Five THE DISTRICT SECRETARY-TREASURER

The District Secretary-Treasurer shall:

- (a) maintain a record of District financial accounts for the fiscal year;
- (b) report to the District Executive/Council on financial matters as requested;

- (c) prepare and present to District Executive/Council a regular report on the financial matters of the District;
- (d) assist in the bi-annual audit of the financial records of the District done by Provincial O.S.S.T.F.

BY-LAW 4 - DISTRICT COMMITTEES

Section One DISTRICT COMMITTEES

(a) The following District Standing Committees will be formed:

- A. Finance
- B. Employee Relations/Hiring
- C. Communications
- D. Political Action
- E. Rights and Equity
- F. Excellence in Education
- G. District Appeals

(b) Ad Hoc Committees may be formed from time to time as the District Executive/Council deems necessary.

Section Two CHAIRPERSONS OF DISTRICT COMMITTEES - POWERS AND DUTIES

The Chairperson of a District Committee will:

- (a) call meetings, set agendas and record minutes which are to be filed at the District Office.
- (b) ensure that the committee:
 - (i) works within its terms of reference and budget;
 - (ii) acts consistently within O.S.S.T.F. District and Provincial Policies;
- (c) submit a committee budget to the District Secretary-Treasurer prior to March 1st;
- (d) fulfill the responsibility for disbursement from that budget;
- (e) report in writing to the District Executive/Council at least once a year;
- (f) consult with the President on a regular basis about matters related to the activities of the committee.

Section Three DISTRICT STANDING COMMITTEES-MEMBERSHIP AND TERMS OF REFERENCE

(A) District Finance

1. Membership

- (a) four members, one from each Bargaining Unit, one of whom shall be the District Secretary-Treasurer.

2. Terms of Reference

- (a) to prepare a District budget for submission to the District Executive/Council for their consideration;
- (b) to present the budget to the District Executive/Council and the District Assembly;
- (c) to communicate with the spending authorities in the District to explain the budgeting procedures of the District;
- (d) to assist the District Secretary-Treasurer in periodically reviewing the District finances.
- (e) to make recommendations with respect to financial policy, procedures and investments.

(B) District Employee Relations/Hiring

1. Membership

- i. the District President
- ii. a representative of each Bargaining Unit Executive

2. Terms of Reference

- (a) to be appointed by the District Executive/Council at its October meeting;
- (b) to review, bi-annually, the job description for the Office Administrative Assistant and, after investigating any issues/concerns (including discussing them with the Office Administrative Assistant), recommend amendments, including those that need to be negotiated when the Assistant's "Terms & Conditions of Employment" are renewed;
- (c) to develop a bi-annual performance appraisal process, to be used by the President in order to review the performance and completion of duties of the Office Administrative Assistant;
- (d) to develop selection criteria for approval by the District Executive/Council in the event that a new Office Administrative Assistant is required. The committee will:
 - i. develop and distribute application forms with the approved selection criteria;

- ii. interview candidates;
- iii. recommend to District Executive/Council one candidate for appointment to the position of Office Administrative Assistant.

(C) **District Communications**

1. **Membership**

- (a) Up to six members to be determined by need, including a representative of each Bargaining Unit.

2. **Terms of Reference**

- (a) to work in conjunction with the District Executive/Council and the Provincial Public Relations officers;
- (b) to keep the membership informed on affairs affecting the welfare of the District;
- (c) to be responsible for the District Newsletter;
- (d) to coordinate and disseminate information from all worksites, O.S.S.T.F. District 20 committees, and District activities;
- (e) to recommend communication needs within the District.

(D) **District Political Action**

1. **Membership**

- (a) a representative of each of the Bargaining Units, one of whom shall be from the District Executive/Council as liaison with the Committee;
- (b) additional District 20 members, to a maximum of 25 members.

2. **Terms of Reference**

- (a) to establish and maintain liaison with other affiliates;
- (b) to maintain constant observations of the proceedings of The Halton District School Board;
- (c) to advise the District on matters concerning political activities of candidates for local, provincial and federal office;
- (d) to implement P.A.C. projects assigned by the Provincial Executive.

(E) **District Rights & Equity**

1. Membership

(a) Up to 9 members to include:

- (i) one member of the District Executive/Council, as liaison to the committee;
- (ii) up to 8 members at large reflecting the diversity of the District.

2. Terms of Reference

(a) To monitor and promote equity for the members of O.S.S.T.F., District 20 Halton by:

- (i) educating members with respect to relevant issues;
- (ii) networking with other committees in other Districts and at the provincial level;
- (iii) making recommendations regarding collective bargaining issues;
- (iv) monitoring relevant Board policies;
- (v) promoting employment and promotion equity.

(F) **Excellence in Education**

1. Membership

(a) at least one member from each Bargaining Unit

2. Terms of Reference

- (a) To follow PROC -7 in the District Procedures Handbook.

(G) **District Appeals**

1. Membership

(a) four (4) members, one (1) from each bargaining unit (appointed following the procedures chosen by each bargaining unit) and;

(b) the chairperson, to be appointed by the District Executive/Council at its first meeting of the school year.

2. Terms of Reference

(a) to hear appeals from members affected by a decision resulting from a complaint under the District 20 Anti-Harassment and Anti-Bullying Policy following the process in the District Procedures Handbook, PROC-9.

BY-LAW 5 - RULES OF ORDER

The Rules of Order at all meetings of District Assembly, District Executive/Council and District Committees shall be in accord with the Provincial Handbook and Resource Binder.

BY-LAW 6 - DISTRICT POLICY

Section One STATUS OF DISTRICT POLICY

No Member has the right to advocate publicly the contravention of established O.S.S.T.F. policy or practice.

Section Two ESTABLISHMENT AND RESCISSION BY DISTRICT EXECUTIVE/COUNCIL

(a) Interim Policy, amendment or rescission of Interim Policy, or interim rescission of existing policy may be made at any meeting of the District Executive/Council:

(i) by a three-quarters majority of the members qualified to vote, present and voting, provided that a proper notice of policy motion was given to the District Executive/Council on or before the date of the previous meeting of the District Executive/Council;

(ii) by a seven-eighths majority of the members qualified to vote, present and voting, previous notice as in (a) (i) not having been given;

(b) a proper notice of policy motion for the establishment of interim policy is one which begins with the words, "BE IT RESOLVED THAT, it is the policy of O.S.S.T.F. District Twenty (20) that ...".

Section Three ESTABLISHMENT AND RESCISSION BY DISTRICT ASSEMBLY

(a) District Policy, and the amendment or rescission of policy, may be made in District Assembly:

(i) by a majority of the members qualified to vote, present and voting, provided that a proper notice of policy motion shall have been given in writing, to the Secretary-Treasurer on or before April 1st of that school year, and such notice of policy motion shall have been forwarded, on or before April 15th of the school year, by the Secretary-Treasurer to the Bargaining Unit representatives;

(ii) by a two-thirds majority vote of the members qualified to vote, present and voting, previous notice as in (i) not having been given;

(b) A proper notice of policy motion for the establishment of policy is one which begins with the words, "BE IT RESOLVED THAT, it is the policy of O.S.S.T.F. District Twenty (20) that ...";

- (c) Notwithstanding a motion's adherence to By-Law 7, Section Three (b), it is the duty of the District Steering Committee to make a final ruling as to whether or not a motion is a policy motion;
- (d) Any interim policy, or interim amendment of policy, or interim rescission of policy made by the District Executive/Council since the previous Meeting of the District Assembly shall be ratified or rescinded by a majority vote of the members of the District Assembly qualified to vote, present and voting.

BY-LAW 7 - AMENDMENTS

These By-Laws may be amended at a District Assembly:

- (a) by a majority vote of the Members qualified to vote, present and voting, provided that NOTICE OF MOTION has been given, in writing, to the District Office at least three weeks prior to the meeting, and circulated to all voting members at least one week prior to the meeting;
- (b) by a three-quarters vote of the Members qualified to vote, present and voting, provided that no NOTICE OF MOTION has been given.

BY-LAW 8 - PROCEDURES

Section One There shall be a section entitled "District Procedures" attached to the Constitution and By-Laws of O.S.S.T.F. District 20 Halton.

Section Two District Procedures may be established or amended at a District Executive/Council meeting or a District Assembly by a simple majority vote of the Members qualified to vote, present and voting.