



**District 28 Renfrew**  
Ontario Secondary School Teachers' Federation

**DISTRICT CONSTITUTION**

**TABLE OF CONTENTS****PAGE****ARTICLES**

ARTICLE ONE	DEFINITIONS .....	5
ARTICLE TWO	NAME .....	6
ARTICLE THREE	ADHERENCE TO PROVINCIAL OSSTF .....	6
ARTICLE FOUR	AIMS OF THE EXECUTIVE AND COUNCIL .....	6
ARTICLE FIVE	DISTRICT EXECUTIVE .....	6
ARTICLE SIX	COUNCIL .....	7
ARTICLE SEVEN	COMMITTEES .....	7
ARTICLE EIGHT	FEDERATION .....	7
ARTICLE NINE	BRANCH ORGANIZATION .....	7
ARTICLE TEN	BYLAWS .....	8
ARTICLE ELEVEN	AMENDMENTS .....	8

**BYLAWS**

BYLAW ONE	EXECUTIVE .....	10
BYLAW TWO	COUNCIL .....	10
BYLAW THREE	DUTIES OF THE EXECUTIVE OFFICERS .....	10
BYLAW FOUR	DUTIES OF THE APPOINTED OFFICERS .....	11
BYLAW FIVE	RECOGNITION OF STUDENTS AND/OR MEMBERS .....	12
BYLAW SIX	DUTIES OF THE FEDERATION .....	12
BYLAW SEVEN	DUTIES OF THE EXECUTIVE .....	12
BYLAW EIGHT	DUTIES OF THE COUNCIL .....	13
BYLAW NINE	POLICY .....	13
BYLAW TEN	MEETINGS .....	14
BYLAW ELEVEN	HONORARIA .....	15

	<u>PAGE</u>
<b>BYLAW TWELVE</b>	STANDING COMMITTEES ..... 15
<b>BYLAW THIRTEEN</b>	SPECIAL STANDING COMMITTEES ..... 17
<b>BYLAW FOURTEEN</b>	REPLACEMENT OF COUNCIL/COMMITTEE MEMBERS..... 18
<b>BYLAW FIFTEEN</b>	MINUTES ..... 18
<b>BYLAW SIXTEEN</b>	PUBLIC RELATIONS ..... 19
<b>BYLAW SEVENTEEN</b>	STRIKE ASSISTANCE ..... 19
<b>BYLAW EIGHTEEN</b>	AMPA ..... 19
<b>BYLAW NINETEEN</b>	NOMINATIONS AND ELECTIONS..... 20
<b>BYLAW TWENTY</b>	BY-ELECTIONS ..... 22
<b>BYLAW TWENTY-ONE</b>	AMENDMENTS TO THE BYLAWS, INTERNAL POLICIES & PROCEDURES..... 23
<b>BYLAW TWENTY-TWO</b>	AUTHORITIES & RULES OF ORDER ..... 24
 <b><u>POLICIES &amp; PROCEDURES</u></b>	
<b>EXTERNAL POLICIES</b> .....	26
1. PHYSICAL CONDITIONS IN THE SCHOOL .....	26
2. JOB DUTIES .....	26
3. ONE SCHOOL SYSTEM .....	26
4. UOVHSAA LEAGUE SCHEDULING .....	26
<b>INTERNAL POLICIES</b> .....	26
1. COMMITTEES.....	26
2. PUBLIC ELECTIONS .....	26
3. SUPERVISION.....	26
4. ANTI-HARASSMENT .....	27
<b>PROCEDURES</b> .....	27
1. ANTI-HARASSMENT PROCEDURE .....	27
2. ANTI-HARASSMENT APPEALS PROCEDURE .....	27
3. DISTRICT 28 BENEVOLENT FUND PROCEDURE .....	28
4. DISTRICT 28 PROFESSIONAL DEVELOPMENT FUND PROCEDURE .....	28
5. DISTRICT 28-FUNDED DISTRICT PROJECTS ACCOUNT PROCEDURE .....	29

# **ARTICLES**

**ARTICLE ONE – DEFINITIONS**

In this constitution:

- 1.1 “**AMPA**” shall mean Annual Meeting of Provincial Assembly.
- 1.2 A “**bargaining unit**” shall be those members covered by the same collective agreement.
- 1.3 “**Board**” shall mean the Renfrew County District School Board.
- 1.4 “**Committees**” shall be divided into:
  - 1.4.1 “**Standing Committees**” shall mean those committees that are permanent and meet throughout the year, every year, to conduct ongoing business.
  - 1.4.2 “**Special Committees**” shall mean those committees that are permanent but meet only as needed to perform specific tasks.
  - 1.4.3 “**Ad Hoc Committees**” shall mean temporary committees that are formed to complete a specific task, and that are then dissolved after the completion of the task.
- 1.5 “**Continuing Education**” is any program offered to students outside of the day program toward OSSDs for secondary school students. Adult day schools and PAL schools are continuing education schools.
- 1.6 “**Council**” shall mean the Renfrew County District 28 Council, except where otherwise stated.
- 1.7 “**Council members**” shall be members of, and in good standing with, the Ontario Secondary School Teachers’ Federation and shall be elected or appointed as prescribed by the bylaws.
- 1.8 “**District**” shall mean District 28 Renfrew, OSSTF.
- 1.9 “**Executive**” shall mean those members elected at large by the membership at a General Meeting.
- 1.10 “**External Policy**” shall mean a stand or position taken by OSSTF, District 28, Renfrew in accordance with the bylaws on matters whose resolution is beyond the internal legislative power of the District.
- 1.11 “**Federation**” shall mean the Renfrew County District Federation membership, except where otherwise stated.
- 1.12 “**Internal Policy**” shall mean a stand or position taken by OSSTF, District 28, Renfrew in accordance with the bylaws on matters whose resolution is within the internal legislative power of the District.
- 1.13 “**Occasional teacher**” shall mean a teacher defined as such by the Education Act of Ontario.
- 1.14 “**Occasional Teachers’ Branch**” shall mean a Branch organization of OSSTF.
- 1.15 “**OLRA**” shall mean “Ontario Labour Relations Act”.

- 1.16 “**OSSTF**” shall mean the provincial Ontario Secondary School Teachers’ Federation.
- 1.17 “**OTF**” shall mean the Ontario Teachers’ Federation.
- 1.18 “**Procedures**” shall mean a particular course or sequence of actions to be followed by District 28.

## **ARTICLE TWO – NAME**

- 2.1 This organization shall be known as “OSSTF, District 28, Renfrew” and shall include all members of the Ontario Secondary School Teachers’ Federation employed by the Renfrew County Board of Education.

## **ARTICLE THREE – ADHERENCE TO PROVINCIAL OSSTF**

- 3.1 No part of this constitution may contravene any of the constitutions or bylaws of the Provincial OSSTF. If any parts are found to contravene the constitutions or bylaws of the provincial OSSTF, then the provincial constitutions and bylaws shall apply.

## **ARTICLE FOUR – AIMS OF THE EXECUTIVE AND COUNCIL**

- 4.1 The District Executive and Council shall act in the name of the Federation and shall be responsible for the effective administration within the District of the policy of OSSTF.
- 4.2 The District Executive and Council shall determine and respect the wishes and needs of the membership and ensure that the concerns of the local membership are brought to the attention of OSSTF.
- 4.3 The District Executive and Council shall provide leadership in matters affecting the welfare of the members.
- 4.4 The District Executive and Council shall supervise all committees in the establishment of goals beneficial to the membership in consultation with the committees, and shall assist the committees in their efforts to achieve those goals.
- 4.5 Each Bargaining Unit President shall be responsible for the Collective Agreement of their Bargaining Unit.

## **ARTICLE FIVE – DISTRICT EXECUTIVE**

- 5.1 There shall be an Executive consisting of the following members: President, 1<sup>st</sup> Vice-President, 2<sup>nd</sup> Vice-President, Secretary-Treasurer, Teacher Bargaining Unit President, Office Managers’ Bargaining Unit President and ECE Bargaining Unit President. The District Past-President and TBU Chief Negotiator will be non-voting members of the Executive. (An individual may occupy more than one office.)
- 5.1.1 Committee Chairs to act as advisors to the Executive, as requested by the Executive.

- 5.2 The Executive shall be structured as prescribed by the bylaws.
- 5.3 The duties of the Executive and its members shall be as prescribed by the bylaws.
- 5.4 Executive members, who are eligible to vote, must be active members of a Bargaining Unit.

#### **ARTICLE SIX – COUNCIL**

- 6.1 There shall be a District Council consisting of the District Executive and the following additional voting members: Branch Presidents, Educational Services Chair, Equity Chair, Communications Political Action Chair, and Occupational Health and Safety Chair.
- 6.1.1 The representatives on Council shall abstain from voting on issues relating to the negotiation process outside their own bargaining unit.
- 6.2 The Council shall be structured as prescribed by the bylaws.
- 6.3 The duties of the Council and its members shall be as prescribed by the bylaws.
- 6.4 The term of office of the Council shall be July 1 to June 30 of the following year.

#### **ARTICLE SEVEN – COMMITTEES**

- 7.1 There shall be the following District Standing Committees:
  - 7.1.1 Educational Services Committee
  - 7.1.2 Equity Committee
  - 7.1.3 Health & Safety Committee
  - 7.1.4 Communications Political Action Committee (CPAC)
- 7.2 There shall be the following District Special Committees:
  - 7.2.1 Constitution Review Committee
  - 7.2.2 Finance Committee
- 7.3 There shall be District Ad Hoc committees, as the District Council or the District Annual General Meeting may from time to time deem necessary.

#### **ARTICLE EIGHT – FEDERATION**

- 8.1 The duties of the Federation shall be as prescribed by the bylaws.

#### **ARTICLE NINE – BRANCH ORGANIZATION**

- 9.1 Each secondary school in Renfrew County (seven high schools plus Continuing Education and the Occasional teachers branch) where Teacher Bargaining Unit members of OSSTF perform their duties shall constitute a Branch of the District.

- 9.1.1 The Occasional Teachers' Branch shall consist of the teachers employed as occasional teachers by the Renfrew County Board of Education in its secondary schools and alternative schools.
- 9.2 Branch Executives shall consist of a President, and can also include a Past-President, Vice-President, Secretary-Treasurer, Communications Political Action Committee (CPAC) Officer, Educational Services Officer, Collective Bargaining Committee Officers, Equity Officer, Health and Safety Officer and Parent Council representative.
- 9.3 The Branch Executive shall be elected at an annual Branch General Meeting.
- 9.3.1 The meeting shall be called by the Branch President no later than the June meeting of District Council of the year before which they are to take office.
- 9.3.2 Branch members shall be informed of the District provisions for Members to access dependent care funding.
- 9.3.3 The election shall be run by a member of the District or TBU Executive.
- 9.3.4 The results of the election shall be reported to the June meeting of District Council.
- 9.4 The duties of the Branch Executive shall be consistent with their bargaining unit and Provincial bylaws.

#### **ARTICLE TEN – BYLAWS**

- 10.1 The District, at the Annual General Meeting, may pass bylaws or revisions thereto not inconsistent with the Constitution concerning:
  - 10.1.1 the procedure for the election of its various office holders;
  - 10.1.2 the formation of District and Branch organizations;
  - 10.1.3 the management of its property and its own internal organization and administration;
  - 10.1.4 the time, place, and conduct of the annual and other meetings of the Federation;
  - 10.1.5 the establishment, amendment, and rescission of District policy; and
  - 10.1.6 all other matters as are deemed necessary or convenient for the promotion of the welfare of the members or the conduct of the business of the District.

#### **ARTICLE ELEVEN – AMENDMENTS**

- 11.1 Amendments to this constitution may be made:
  - 11.1.1 at the Annual General District Meeting by a two-thirds (2/3) affirmative vote of the members qualified to vote, present and voting, provided that notice of the proposed amendments shall have been given in writing to the Secretary Treasurer fifteen (15) school days prior to the date of the meeting, and who shall make it available in each Branch ten (10) school days prior to the date of the meeting; or
  - 11.1.2 at the Annual General District Meeting by a nine-tenths (9/10) affirmative vote of the members qualified to vote, present and voting, previous notice as in 11.1.1 not having been given.



# **BYLAWS**

**BYLAW ONE – EXECUTIVE**

- 1.1 The members of the Executive shall be elected as follows:
  - 1.1.1 the immediate Past President shall be a non-voting member of the Executive for one year following their term as President;
  - 1.1.1.1 in the event that there is no immediate past president as defined above, the Council may appoint a member as an executive officer to fill the position;
  - 1.1.2 the District President shall be elected by a vote of the membership at large in accordance with the Bylaws;
  - 1.1.2.1 each Bargaining Unit shall elect a President at a general meeting by a vote of the members of that Bargaining Unit present and voting;
  - 1.1.3 the 1<sup>st</sup> and 2<sup>nd</sup> Vice-Presidents shall be elected by a vote of the membership at large in accordance with the Bylaws; and
  - 1.1.4 the Secretary-Treasurer shall be elected by a vote of the membership at large in accordance with the Bylaws.
- 1.2 Executive positions shall be for two year terms, except for Past- President, which shall be for a one year term.
- 1.2.1 The terms of office of the Executive shall commence on July 1.

**BYLAW TWO – COUNCIL**

- 2.1 The members of the Council shall be the Executive as well as the following:
  - 2.1.1 the Branch Presidents, who shall be elected by the OSSTF members in their Branches; and
  - 2.1.2 the Communications and Political Action, Educational Services, Equity, and Occupational Health and Safety Chairs, who shall be elected by their respective committees.

**BYLAW THREE – DUTIES OF EXECUTIVE OFFICERS**

- 3.1 **Duties of the Past President:**
  - 3.1.1 to act as an advisor to the Executive and Council;
  - 3.1.2 to represent the Council on the Grievance Appeals Committee for the Collective Agreement which was negotiated during their term of office; and
  - 3.1.3 to continue at the expressed wish of the Council as representative of the Council in collective bargaining matters for the duration of negotiations initiated during their term of office.
- 3.2 **Duties of the District President:**
  - 3.2.1 to call meetings of the Executive, Council and the membership;
  - 3.2.2 to preside over all general meetings of the membership;
  - 3.2.3 to call separate meetings of all committees for the purpose of electing their chairs;
  - 3.2.4 to represent the Council or designate such representation on all committees and maintain contact with all District work;
  - 3.2.5 to act as liaison agent between other bodies and the District Executive and Council;
  - 3.2.6 to send out nomination forms to the Branches for elections during election years.
  - 3.2.7 to be the Communications Officer on the CPAC committee:
  - 3.2.7.1 to work with the District Webmaster to maintain the District website;

- 3.2.7.2 to work with the District Executive to publish a newsletter periodically; and
- 3.2.7.3 to communicate with the media;
- 3.2.8 to serve as Chair for any District committee, with the exception of the Finance and Constitution Review Committees, that has not elected a Chair; and
- 3.2.9 to be a signing authority for the District.

**3.3 Duties of the Bargaining Unit Presidents:**

- 3.3.1 To attend District Executive and District Council meetings;
- 3.3.2 To act as a liaison between their Bargaining Unit and the District; and
- 3.3.3 To be members of the District Finance Committee.

**3.4 Duties of the 1<sup>st</sup> Vice-President:**

- 3.4.1 to perform the duties of the President if requested by the President or the Council;

**3.5 Duties of the 2<sup>nd</sup> Vice-President:**

- 3.5.1 to perform the duties of the President if requested by the President or the Council;
- 3.5.2 to chair all District Council meetings;
- 3.5.3 to serve as the Labour Council Liaison by attending Renfrew & District Labour Council meetings, representing OSSTF District 28 at those meetings and providing District Council with a report following Labour Council meetings;
- 3.5.4 to act as the District Environmental Officer:
  - 3.5.4.1 to monitor the environmental impact of District 28; and
  - 3.5.4.2 to make environmental recommendations to District 28 Executive;
- 3.5.5 to attend meetings of the Communications Political Action Committee; and
- 3.5.6 to act as the District Anti-Harassment Officer as per the guidelines in the Policies.

**3.6 Duties of the Secretary-Treasurer:**

- 3.6.1 to record and/or verify all minutes of Executive, Council, General and Annual meetings;
- 3.6.2 to keep all financial records and to report to District Council;
- 3.6.3 to make payments for legitimate District and Bargaining Unit purposes;
- 3.6.4 to work in close co-operation with the District President and other Officers;
- 3.6.5 to act upon the recommendations of the duly appointed auditors;
- 3.6.6 to be a member of and act as Chair of the Finance Committee;
- 3.6.7 to serve as the Educational Finance Representative to the Provincial OSSTF;
- 3.6.8 to receive and distribute District constitutional revisions and amendments and District nominations for the AGM;
- 3.6.9 to serve as the District Constitution Officer by being a member of, and Chair of, the Constitution Review Committee;
- 3.6.10 to maintain the District constitution;
- 3.6.11 to chair a Special Committee to review the constitution each year (Constitution Review Committee); and
- 3.6.12 to be a signing authority for the District.

**BYLAW FOUR – DUTIES OF THE APPOINTED OFFICERS**

- 4.1 The District Council may appoint officers and duties shall be assigned.
- 4.2 District Signing Authorities
  - 4.2.1 The District President and the District Secretary-Treasurer shall be signing authorities for the District.

- 4.2.2** The District Council shall annually appoint an OSSTF District 28 member to be the third signing authority for the District, the District Signing Aide-de-Camp.

### **BYLAW FIVE – RECOGNITION OF STUDENTS AND/OR MEMBERS**

- 5.1** District 28 shall have programs to recognize students and/or members.
- 5.2** OSSTF District 28 Student Bursaries
- 5.2.1** The OSSTF District 28 Student Bursaries shall be awarded at graduation each year.
- 5.2.2** One award shall be given at each high school, as well as for Continuing Education.
- 5.2.3** Each high school and Continuing Education shall establish their own criteria for the OSSTF District 28 Student Bursaries.
- 5.3** OSSTF District 28 Student Benevolent Fund
- 5.3.1** The OSSTF District 28 Student Benevolent Fund shall be used to support students in need in the schools in which OSSTF District 28 members work.
- 5.3.2** Interest from the OSSTF District 28 long-term savings, including GICs, shall provide funds for the OSSTF District 28 Student Benevolent Fund.
- 5.4** OSSTF District 28 Excellence in Education Program
- 5.4.1** The OSSTF District 28 Excellence in Education Program shall be used to recognize and celebrate students and members in the District 28 schools and community.

### **BYLAW SIX – DUTIES OF THE FEDERATION**

- 6.1 Duties of the Federation:**
- 6.1.1** to elect during election years, a President, 1<sup>st</sup> Vice-President, 2<sup>nd</sup> Vice-President and Secretary-Treasurer;
- 6.1.2** to receive and pass upon reports and communications from OSSTF and OTF;
- 6.1.3** to receive and pass upon reports of District Officers, Auditors, and Committees;
- 6.1.4** to determine the action to be taken in regard to the reports received and to instruct the Council and Committee thereon;
- 6.1.5** to consider matters of general interest to education as they affect OSSTF or the District; and
- 6.1.6** to adopt bylaws necessary to the transaction of District business and not in contravention to any article or section of this constitution or bylaws, and to file a copy of such bylaws with the Administrative Consultant.

### **BYLAW SEVEN - DUTIES OF THE EXECUTIVE**

- 7.1 Duties of the Executive:**
- 7.1.1** to meet at the call of the President to consider OSSTF and Federation matters;
- 7.1.2** to meet regularly with the Council;
- 7.1.3** to act on behalf of District Council when District Council is not scheduled to meet;
- 7.1.4** to present to the District Council for ratification, any actions taken by the Executive; and
- 7.1.5** to appoint two elections returning officers.

**BYLAW EIGHT – DUTIES OF THE COUNCIL****8.1 Duties of the Council:**

- 8.1.1 to promote within the District the aims and objectives of the OSSTF;
- 8.1.2 to attend all District meetings and meet at other times at the call of the President or at the written request of two members of the Council;
- 8.1.3 to report to the Federation at the Annual Meeting;
- 8.1.4 to carry out the instructions of the Federation;
- 8.1.5 to deal with all matters brought before it from the Branches, which require action, before the next regular Federation meeting;
- 8.1.6 to keep the Federation informed of its activities;
- 8.1.7 to appoint substitutes for District representatives who are unable to act;
- 8.1.8 to authorize and disburse payments incurred in the conduct of business of the Federation;
  - 8.1.8.1 Authorization of payments for amounts of less than \$300 shall be approved by a simple majority of those present and voting.
  - 8.1.8.2 Authorization of payments for amounts of \$300 or more shall be approved by:
    - 8.1.8.2.1 a simple majority of those present and voting, where notice of motion has been given at least 48 hours prior to the start of the District Council Meeting.
    - 8.1.8.2.2 a 3/4 majority of those present and voting, notice not having been given as per 8.1.8.2.1.
- 8.1.9 to inform the Provincial Executive of any matters adversely affecting the welfare of the Federation or of one or more of its members;
- 8.1.10 to appoint a resolutions committee to expedite the disposition of resolutions submitted to the Annual General Meeting of the District;
- 8.1.11 to appoint, at its discretion, members to any Board Committee when requested by the Board;
- 8.1.12 to advise and direct the committees of the District to ensure that the wishes and needs of the membership are respected; and
- 8.1.13 to receive for ratification, amendment, or rejection, any actions taken by the Executive.

**BYLAW NINE – EXTERNAL POLICY****9.1 Establishment and Rescission of External Policy by the District Council:**

- 9.1.1 Interim External Policy, amendment or rescission of Interim External Policy, and interim amendment or interim rescission of existing External Policy, may be made at any meeting of the District Council:
  - 9.1.1.1 by a two-thirds (2/3) affirmative vote of the members qualified to vote, present and voting, provided that a proper Notice of External Policy Motion was given to the District Council on or before the date of the previous meeting of the District Council; or
  - 9.1.1.2 by a nine-tenths (9/10) affirmative vote of the members qualified to vote, present and voting, previous notice as in Bylaw 9.1.1.1 not having been given.

**9.2 Establishment and Rescission of External Policy by the Annual General Meeting:**

- 9.2.1 External Policy, and the amendment or rescission of External Policy, may be made at the Annual General Meeting:
  - 9.2.1.1 by a simple majority of the members qualified to vote, present and voting, provided that notice of the proposed amendments shall have been given in writing to the Secretary Treasurer fifteen (15) school days prior to the date of the meeting, and who shall make it available in each Branch ten (10) school days prior to the date of the meeting; or

- 9.2.1.2** by a three-quarters (3/4) affirmative vote of the members qualified to vote, present and voting, previous notice as in 9.2.1.1 not having been given.
- 9.2.2** Any interim External Policy or interim amendment of External Policy or interim rescission of External Policy made by the District Council since the previous District Annual General Meeting may be amended and then shall be ratified or rescinded by a simple majority vote of the members of the District qualified to vote, present and voting, Bylaw 9.2.1 notwithstanding.
- 9.3** A proper notice of External Policy motion for the establishment and rescission of External Policy, or for the interim establishment and rescission of External Policy, is one which begins with the words, "It is the policy of OSSTF, District 28, Renfrew that".
- 9.3.1** Notwithstanding a motion's adherence to Bylaw 9.3, it is the duty of the Constitution Review Committee to make a final ruling as to whether or not a motion is an External Policy motion.
- 9.4** No Branch, nor the District, has the right to advocate the contravention of established OSSTF External Policy.

### **BYLAW TEN – MEETINGS**

- 10.1** There shall be an Annual General Meeting on or before May 31:
- 10.1.1** to discuss the business of the District and vote on constitutional amendments and the budget;
- 10.1.2** to receive reports;
- 10.1.3** to hear election speeches; and
- 10.1.4** for the consideration of motions to be forwarded to the Annual Meeting of the Provincial Assembly.
- 10.1.5** The quorum for the Annual General Meeting and other General Meetings shall be those members present and voting.
- 10.2** There shall be a General Meeting at such other times as may be determined by the Council at the call of the President.
- 10.2.1** A General Meeting may also be called at the written request of 25 members to the District President or at the call of a majority of the members of one Bargaining Unit. The meeting shall be held within fifteen (15) school days of receipt of the request by the District President.
- 10.3** Notice of the Annual and General Federation Meetings must be in the hands of the Branch Presidents ten (10) school days prior to the Annual and General Meetings and posted in every school.
- 10.4** There shall be at least four regularly scheduled District Council Meetings during the school year, with the first meeting to be held in September.
- 10.4.1** There shall be District Council meetings at such other times as may be determined at the call of the President or at the written request of two members of the Council
- 10.4.2** The quorum for District Council meetings shall be a simple majority of its members.
- 10.5** There shall be District Executive meetings at the call of the President or at the written request of two members of the Executive
- 10.5.1** The quorum for District Executive meetings shall be a simple majority of its members.

- 10.6** All meetings must allow for simultaneous aural communication as per the most recent edition of *Robert's Rules of Order*.
- 10.7** Executive Session:
- 10.7.1** A body shall move into Executive Session whenever it must consider either matters relating to personnel or matters of serious importance to the body.
- 10.7.2** The standard resolution to move into Executive Session should be worded as follows: "Be it resolved that this House move into Executive Session, with the Chairperson in the Chair, and OSSTF members and minimal staff present."
- 10.7.3** All matters discussed in Executive Session shall remain absolutely confidential to those members present during the Session. Violation of this provision of confidentiality is punishable under the disciplinary procedures of OSSTF. The Minutes of an Executive Session shall be read and acted upon only in an Executive Session.
- 10.7.4** The Minutes of an Executive Session shall be kept in a secure location for a period of seven years, whereafter they shall become part of the body's public record unless the body specifically directs otherwise.
- 10.7.5** Within Executive Session the standard rules of order shall be followed unless the body specifically directs otherwise.
- 10.7.6** A resolution to rise from Executive Session shall be moved at the end of the Session.
- 10.7.7** The resolutions directing the body to move into and rise from Executive Session are the only public record of the Executive Session.
- 10.7.8** Any resolution arising from Executive Session which requires public action shall be reported in the resolution to rise from Executive Session."

#### **BYLAW ELEVEN - HONORARIA**

- 11.1** The honoraria shall be:
- |               |                                |     |                     |
|---------------|--------------------------------|-----|---------------------|
| <b>11.1.1</b> | District Secretary/Treasurer   | 1.5 | % of CAT IV maximum |
| <b>11.1.2</b> | 2 <sup>nd</sup> Vice-President | 1.0 | % of CAT IV maximum |
- 11.2** Honoraria for elected positions shall only be given to elected members.

#### **BYLAW TWELVE – STANDING COMMITTEES**

- 12.1** **Membership of Standing Committees:**
- 12.1.1** Standing committees shall have one representative from the Office Managers Bargaining Unit, one representative from the ECE Bargaining Unit, and one representative from each of the TBU branches, including the Occasional Teachers' Branch.
- 12.1.2** Standing committees shall elect a Chair, subject to ratification by Council.
- 12.2** **Terms of Reference:** The terms of reference for District Standing Committees shall be established by the District Council and shall be amendable, as the Council deems advisable.
- 12.3** **Educational Services Committee**
- 12.3.1** **Duties of the Educational Services Committee:**
- 12.3.1.1** to promote professional activity by making the members aware of current educational and in-service programs available to them;

- 12.3.1.2 to encourage active participation in subject councils as a route to professional growth;
- 12.3.1.3 to provide liaison between schools and the Educational Services Committee;
- 12.3.1.4 to assess professional needs of members and to plan and organize programs to satisfy those needs;
- 12.3.1.5 to work with the Board of Education in establishing guidelines for the participation in, and funding for, Educational Services activities;
- 12.3.1.6 to cooperate with other OTF members in Renfrew County on matters of Educational Services;
- 12.3.1.7 to make recommendations to District Council on the allocation of 2010 funds; and
- 12.3.1.8 to perform such other duties as designated by District Council.
- 12.3.2 Duties of the Chair of the Educational Services Committee:**
  - 12.3.2.1 to assist the Council in the promotion of Professional Activities at the local level;
  - 12.3.2.2 to report to the Council on all matters concerned with Educational Services;
  - 12.3.2.3 to work in co-operation with the committee members and the appropriate bodies or persons at the Provincial level;
  - 12.3.2.4 to call and chair meetings of the Educational Services Committee;
  - 12.3.2.5 to prepare a yearly written report on the Committee's activities for presentation at the District Annual Meeting in May; and
  - 12.3.2.6 to serve as the District Educational Services Officer.

## **12.4 Equity Committee**

### **12.4.1 Duties of the Equity Committee:**

- 12.4.1.1 to monitor regularly human rights and status of women and to advise the Council on the need for appropriate action with respect to any developing trends;
- 12.4.1.2 to provide a forum for the discussion of issues relevant to women and to human rights;
- 12.4.1.3 to provide the Council with assistance in establishing goals and directions for local human rights and women's issues; and
- 12.4.1.4 to perform such other duties as designated by District Council.

### **12.4.2 Duties of the Chair of the Equity Committee:**

- 12.4.2.1 to report to the Council on all matters relating to the human rights and status of women and affirmative action in education;
- 12.4.2.2 to work in co-operation with the appropriate bodies or persons at the Provincial level;
- 12.4.2.3 to assist the Council in the promotion of affirmative action at the local level;
- 12.4.2.4 to call and chair meetings of the Equity Committee;
- 12.4.2.5 to prepare a yearly written report on the Committee's activities for presentation at the District Annual Meeting in May; and
- 12.4.2.6 to serve as the District Human Rights Officer and the District Status of Women Officer.

## **12.5 Health and Safety Committee**

### **12.5.1 Duties of the Health and Safety Committee:**

- 12.5.1.1 to represent the District on the Board Advisory Health and Safety Committee;
- 12.5.1.2 to ensure members' rights, duties, and responsibilities, under the Ontario Health and Safety Act, are being met;
- 12.5.1.3 to identify potential hazards or dangers on school board property or in school board buildings, evaluate the dangers and/or hazards, recommend corrective action, and follow up on the recommended corrective action;
- 12.5.1.4 to participate in all duties as prescribed in the Occupational Health and Safety Act; and
- 12.5.1.5 to perform such other duties as designated by District Council.

### **12.5.2 Duties of Occupational Health & Safety Committee Chair:**

- 12.5.2.1 to report to the Council on all matters relating to Occupational Health & Safety within the District;



- 12.5.2.2 to represent the Council at the Renfrew County District School Board joint Health & Safety Committee;
- 12.5.2.3 to call and chair meetings of the workplace OSSTF Health & Safety Committee;
- 12.5.2.4 to prepare a yearly written report on the Committee's activities for presentation at the District Annual Meeting in May; and
- 12.5.2.5 to serve as the District Health and Safety Officer.

## **12.6 Communications Political Action Committee (CPAC)**

### **12.6.1 Duties of the Communications Political Action Committee:**

- 12.6.1.1 to provide advice, assistance and training to members in committee activities;
  - 12.6.1.2 to provide advice and assistance to the District Executive in relation to lobbying governments and political parties on matters of concern to the Federation;
  - 12.6.1.3 to coordinate the District Excellence in Education program by receiving Excellence in Education Project applications and making recommendations to the District Executive for funding;
  - 12.6.1.4 to liaise with and/or advise the District Council and to assist them in developing communications and public relations strategies to support the priorities of the District;
  - 12.6.1.5 to promote the pride of members in their own skills and in their contributions to their professions, students, clients, media and to their communities;
  - 12.6.1.6 to advise the District, and Bargaining Units on matters concerning political activity at the regional and local levels (e.g. OFL);
  - 12.6.1.7 to liaise with, and organize actions with, other interest groups in order to deal with areas of mutual concern, subject to the prior approval of the District Executive;
  - 12.6.1.8 to advise and communicate with the District Executive, Bargaining Units and membership on current issues in educational funding;
  - 12.6.1.9 to attend to election duties as outlined in the Bylaws; and
  - 12.6.1.10 to perform such other duties as designated by District Council.
- ### **12.6.2 Duties of Communications Political Action Committee (CPAC) Chair**
- 12.6.2.1 to report on all matters relating to CPAC within the District;
  - 12.6.2.2 to work in cooperation with appropriate bodies or persons at Province;
  - 12.6.2.3 to call and chair meetings of the CPAC;
  - 12.6.2.4 to prepare a yearly written report on the Committee's activities for presentation at the District Annual Meeting in May;
  - 12.6.2.5 to attend to election duties as outlined in the Bylaws; and
  - 12.6.2.6 to serve as the District Political Action Officer.

## **BYLAW THIRTEEN – SPECIAL STANDING COMMITTEES**

### **13.1 Constitution Review Committee:**

- 13.1.1 The Constitution Review Committee shall be chaired by the Secretary-Treasurer;
- 13.1.2 The membership will include two – four other members, selected first from District Council, then from the membership at large if needed;
- 13.1.3 The committee will meet to annually review the Constitution and make recommendations to District Council; and
- 13.1.4 The committee will meet to review all motions presented to the AGM for approval to ensure that they are in order.

### **13.2 Finance Committee:**

- 13.2.1 The Finance Committee shall be composed of the District President, District Treasurer, Bargaining Unit President(s), and the Treasurer(s) from each Bargaining Unit.

**13.2.2** The District Treasurer shall be the Chair of the Finance Committee.

**13.2.3** Duties of the Finance Committee:

**13.2.3.1** to set a budget in time for Council consideration in April;

**13.2.3.2** to recommend to the Council for approval, a compensation rate for mileage;

**13.2.3.3** to solicit budget requests and consider input from all bargaining units and branches equitably by March for the upcoming year's budget proposal; and

**13.2.3.4** to perform such other duties as designated by District Council.

**13.2.4 Duties of the Finance Committee Chair:**

**13.2.4.1** to expedite the role of the Finance Committee;

**13.2.4.2** to call meetings of the Finance Committee;

**13.2.4.3** to solicit budget requests from committee chairs and bargaining unit presidents; and

**13.2.4.4** to chair all finance committee meetings.

**13.3** The District appointees to joint Board-District Committees shall represent all members of the District and shall report regularly to the Council.

#### **BYLAW FOURTEEN – REPLACEMENT OF COUNCIL/COMMITTEE MEMBERS**

**14.1** Executive and Council members may be replaced in the following circumstances:

**14.1.1** When any voting member of the Council misses two consecutive meetings without replacement or report;

**14.1.2** Any member of the Council or of its committees may be expelled by a two-thirds vote of the Council if the member is deemed to be acting contrary to the best interests of the Federation; or

**14.1.3** In the case of the resignation of a voting member of Council.

**14.2** The Council may appoint an interim replacement until such time as a new member can be elected, which shall happen in a timely manner.

**14.3** The procedure for the replacement of the executive or council member shall be:

**14.3.1** In the case of the voting member being a Branch President, the Council shall accept any replacement voted upon by the Branch.

**14.3.2** In the case of the voting member being a Committee Chair, the Council shall accept any replacement voted upon by the Committee

**14.3.3** In the case of the voting member being an Executive member, the remainder of the term shall be filled in the following manner:

**14.3.3.1** If the remainder of the term is six or more months, a by-election shall be held in accordance with the Bylaws.

**14.3.3.2** If the remainder of the term is less than six months, the remaining Executive shall nominate candidate(s) to be elected by District Council

**14.4** Should any member of the District Executive require a statutory/sick leave, or be temporarily appointed to fulfill an acting position as the result of a statutory/sick leave, the District Council shall appoint an acting replacement for the duration of the leave, subject to the term of office.

#### **BYLAW FIFTEEN – MINUTES**

**15.1** The Secretary-Treasurer shall record in the minutes of Executive and Council Meetings:

- 15.1.1 a list of members present, absent and those absent with regrets;
- 15.1.2 a record of motions passed and defeated;
- 15.1.3 reports given; and
- 15.1.4 such other matters as the Council may from time to time determine.

#### **BYLAW SIXTEEN – PUBLIC RELATIONS**

- 16.1 The President or their designate shall be authorized to respond to, and correct, general misinterpretations and outright errors as they appear in the local media.

#### **BYLAW SEVENTEEN – STRIKE ASSISTANCE**

- 17.1 The District President shall facilitate a canvass for voluntary relief payments upon hearing of a strike or lock-out.
- 17.2 In the event that a District/Division or Ontario Labour Relations Act bargaining unit is on strike, the Treasurer may, at the discretion of Council, send financial support to the said District/Division or Ontario Labour Relations Act bargaining unit in the sum of \$300.00.

#### **BYLAW EIGHTEEN – AMPA**

##### **18.1 AMPA Delegates**

- 18.1.1 The District 28 Delegation to AMPA shall consist of the following:
  - 18.1.1.1 Provincial Councilors (Presidents) for each of the Bargaining Units
  - 18.1.1.2 Other member/s of the TBU as prescribed by AMPA FTE rules and appointed by TBU Council, according to their constitution
  - 18.1.1.3 Other member/s of the OTBU as prescribed by AMPA FTE rules and appointed by TBU Council, according to their constitution
  - 18.1.1.4 Other member/s of the Office Managers Bargaining Unit as prescribed by AMPA FTE rules and appointed by the Office Managers Bargaining Unit Council, according to their constitution
  - 18.1.1.5 Other member/s of the ECE Bargaining Unit as prescribed by AMPA FTE rules and appointed by the ECE Bargaining Unit Council, according to their constitution
  - 18.1.1.6 Alternates as prescribed by AMPA FTE rules and appointed by TBU Council, according to their constitution
  - 18.1.1.7 Should a Bargaining Unit President be unable to attend AMPA, they shall be replaced by a member of their Bargaining Unit, according to their constitution. Should no replacement be found from the Bargaining Unit, a replacement shall be found from the District, and shall be appointed by District Council, first from the District Executive, then from a participating member of District Council or a District committee and finally from the members-at-large of the District.
- 18.1.2 In the event that there are fewer names than vacancies, the remaining delegates and/or alternates shall be appointed by the TBU Executive.

##### **18.2 AMPA Motions**

- 18.2.1 The consideration of motions to be forwarded to AMPA must be submitted for Council approval at the January Council meeting.

**18.3 AMPA Reimbursement**

**18.3.1** District 28 AMPA delegates and alternates shall be reimbursed by OSSTF District 28 for expenses for attending AMPA as follows:

**18.3.1.1** the cost of the hotel room not covered by Province for Friday, Saturday, Sunday, and Monday nights, if approved in advance by OSSTF District 28;

**18.3.1.2** their total allotment of the Provincial OSSTF meal allowance and any meals that have been approved by OSSTF District 28, that are not funded by Provincial OSSTF; and

**18.3.1.3** the expense of the Annual Dinner of AMPA not covered by Province and for one guest of each District 28 delegate and alternate;

**18.3.1.3.1** Should a delegate or alternate not wish to attend the Annual Dinner, they shall be reimbursed at the standard rate for their own dinner.

**18.3.2** District 28 AMPA alternates shall be reimbursed by OSSTF District 28 for expenses for attending AMPA as follows:

**18.3.2.1** travel costs, according to the Provincial guidelines in *AMPA, Volume 1*;

**18.3.2.2** parking costs, according to the Provincial guidelines in *AMPA, Volume 1*; and

**18.3.2.3** dependent care, according to the Provincial guidelines in *AMPA, Volume 1*.

**BYLAW NINETEEN – NOMINATIONS AND ELECTIONS**

**19.1** Branches must receive nomination forms from the District President for executive positions fifteen (15) school days prior to the April District Council meeting in years when elections occur.

**19.2** Nominations for executive positions must be in writing and include the names and signatures of the nominator and seconder. Any member in good standing may make a nomination to the Council meeting.

**19.3** Nominations are due at the April District Council meeting. Nominations shall be closed by motion at that Council meeting.

**19.3.1** Notwithstanding 19.3, where there has not been a member in good standing nominated for a position by the above process, nominations may be made from the floor at the Annual Meeting.

**19.4** District Executive shall appoint two returning officers, who shall not be running for office.

**19.4.1** Campaigning will start after the April District Council meeting.

**19.4.1.1** Candidates will provide to the CPAC Chair electronic copies of a picture and a candidate profile of up to 250 words no later than fifteen (15) school days prior to the AGM.

**19.4.1.2** CPAC will produce a newsletter that will include candidate pictures, profiles and on-time motions and distribute the newsletter to the branches no later than ten (10) school days prior to the AGM.

**19.4.1.3** CPAC will upload the contents of the newsletter named in 19.4.1.2 to the District website no later than ten (10) school days prior to the AGM.

**19.4.1.4** Aside from those listed in Bylaw 19.4, no other campaign paraphernalia, gifts or literature is permitted.

**19.4.1.5** No candidates, including incumbents, may visit schools for the purpose of campaigning

**19.5** At the AGM, each candidate will be allotted three (3) minutes to make a campaign speech to the membership.

- 19.5.1** The order of speeches will be determined randomly by position in the following order: President, 1<sup>st</sup> Vice-President, 2<sup>nd</sup> Vice-President, Secretary-Treasurer.
- 19.5.2** The candidates' speeches, with the permission of each candidate, shall be uploaded to the District website within 12 hours of the end of the AGM
- 19.6** Ballots will be prepared by the Secretary-Treasurer, and will indicate, in the case of two candidates, that members are to mark their choice; and in the case of more than two candidates, that members are to rank their choices (preferential voting). Ballots will be sent electronically to each branch president one (1) school day prior to the election day.
- 19.6.1** Each Branch President will prepare a master list of all OSSTF District 28 members (TBU, Occasionals and Office Manager) working in their Branch.
- 19.6.2** Each Branch President will prepare paper ballots for each OSSTF District 28 member working in their Branch.
- 19.6.3** In the case that the Branch President is running for office, an alternate will fulfill the duties of Bylaw 19.6.
- 19.7** Election day shall be two (2) school days following the AGM.
- 19.7.1** Each Branch President shall have the polls open at least fifteen (15) minutes before school, for the duration of lunch and for twenty (20) minutes at the end of the last period.
- 19.7.2** Members must sign the master list to receive their ballot.
- 19.7.3** Voting shall be done by secret ballot.
- 19.7.4** In the case where there are two candidates for a position, members will mark their choice.
- 19.7.5** In the case where there are more than two candidates for a position, members will rank their choices (1 = 1<sup>st</sup> choice, 2 = 2<sup>nd</sup> choice, 3 = 3<sup>rd</sup> choice, etc.)
- 19.7.6** Members shall place their ballots in the provided locked box.
- 19.7.7** The returning officers shall collect the locked ballot boxes from each Branch on election day after the polls close.
- 19.7.8** In the case that the Branch President is running for office, an alternate will fulfill the duties of Bylaw 19.7.
- 19.8** On the first school day following election day, there shall be an Elections meeting, called by the returning officers.
- 19.8.1** The returning officers shall attend the meeting with the locked ballot boxes.
- 19.8.2** Each candidate shall select a scrutineer to attend this meeting.
- 19.8.3** The ballots shall be counted.
- 19.8.3.1** In the case where there are two candidates for a position, the candidate receiving the most votes shall be declared elected.
- 19.8.3.2** In the case where there are more than two candidates for a position,
- 19.8.3.2.1** The candidate receiving at least a simple majority of the 1<sup>st</sup> choice votes shall be declared elected.
- 19.8.3.2.2** If no candidate receives a majority of the 1<sup>st</sup> choice votes, the candidate receiving the fewest votes shall be eliminated (if there is a tie for fewest votes, both candidates shall be eliminated) and the ballots cast for this candidate shall be redistributed according to the 2<sup>nd</sup> choices of those voters. The candidate who now receives at least a simple majority shall be declared elected. In the event of a tie in the winning position, the election shall be resolved in favour of the candidate who received the most 1<sup>st</sup> choice votes.
- 19.8.3.2.3** If, after redistributing votes, there is still no candidate receiving at least a simple majority, the process of eliminating the candidate receiving the fewest votes and redistributing the ballots cast for them is repeated until one candidate has received at least a simple majority and shall be declared elected. In the event of a tie in the winning

- position, the election shall be resolved in favour of the candidate who received the most 1<sup>st</sup> choice votes.
- 19.8.4** The returning officers shall email results to Branch Presidents, including overall vote count
- 19.8.5** The Branch Presidents shall post the results, including overall vote count, at their respective worksites.
- 19.9** Defeated candidates may not drop down to run for a lower position.
- 19.10** Any contravention of Bylaw 19 may result in referral to Judicial Council.

## **BYLAW TWENTY – BY-ELECTIONS**

- 20.1** Branches must receive nomination forms from the District President for executive positions fifteen (15) school days prior to the due date for nominations.
- 20.2** Nominations for executive positions must be in writing and include the names and signatures of the nominator and seconder. Any member in good standing may make a nomination.
- 20.3** Nominations are due on the due date for nominations. Nominations shall be closed at that time.
- 20.3.1** Notwithstanding 20.3, where there has not been a member in good standing nominated for a position by the above process, nominations may be made from the floor at the District Council meeting where candidate speeches will take place.
- 20.4** District Executive shall appoint two returning officers, who shall not be running for office.
- 20.4.1** Campaigning will start after the due date for nominations.
- 20.4.1.1** Candidates will provide to the CPAC Chair electronic copies of a picture and a candidate profile of up to 250 words no later than fifteen (15) school days prior to the District Council meeting where candidate speeches will take place.
- 20.4.1.2** CPAC will produce a newsletter that will include candidate pictures, profiles and on-time motions and distribute the newsletter to the branches no later than ten (10) school days prior to the District Council meeting where candidate speeches will take place.
- 20.4.1.3** CPAC will upload the contents of the newsletter named in 20.4.1.2 to the District website no later than ten (10) school days prior to the District Council meeting where candidate speeches will take place.
- 20.4.1.4** Aside from those listed in Bylaw 20.4, no other campaign paraphernalia, gifts or literature is permitted.
- 20.4.1.5** No candidates, including incumbents, may visit schools for the purpose of campaigning
- 20.5** At the District Council meeting where candidate speeches will take place, members will be encouraged to attend in order to hear the speeches. Each candidate will be allotted three (3) minutes to make a campaign speech to the membership.
- 20.5.1** The order of speeches will be determined randomly by position in the following order: President, 1<sup>st</sup> Vice-President, 2<sup>nd</sup> Vice-President, Secretary-Treasurer.
- 20.6** Ballots will be prepared by the Secretary-Treasurer and will indicate, in the case of two candidates, that members are to mark their choice; and in the case of more than two candidates, that members are to rank their choices (preferential voting). Ballots will be

- sent electronically to each branch president one (1) school day prior to the by-election day.
- 20.6.1** Each Branch President will prepare a master list of all OSSTF District 28 members (TBU, Occasionals and Office Manager) working in their Branch.
- 20.6.2** Each Branch President will prepare paper ballots for each OSSTF District 28 member working in their Branch.
- 20.6.3** In the case that the Branch President is running for office, an alternate will fulfill the duties of Bylaw 20.6.
- 20.7** By-Election day shall be two (2) school days following the District Council meeting where candidate speeches took place.
- 20.7.1** Each Branch President shall have the polls open at least fifteen (15) minutes before school, for the duration of lunch and for twenty (20) minutes at the end of the last period.
- 20.7.2** Members must sign the master list to receive their ballot.
- 20.7.3** Voting shall be done by secret ballot.
- 20.7.4** Voting, when there is more than one candidate, shall be by preferential voting as described in the Nominations & Elections Bylaw.
- 20.7.5** Members shall place their ballots in the provided locked box.
- 20.7.6** The returning officers shall collect the locked ballot boxes from each Branch on election day after the polls close.
- 20.7.7** In the case that the Branch President is running for office, an alternate will fulfill the duties of Bylaw 20.7.
- 20.8** On the first school day following by-election day, there shall be an Elections meeting, called by the returning officers.
- 20.8.1** The returning officers shall attend the meeting with the locked ballot boxes.
- 20.8.2** Each candidate shall select a scrutineer to attend this meeting.
- 20.8.3** The ballots shall be counted.
- 20.8.4** The returning officers shall email results to Branch Presidents, including overall vote count
- 20.8.5** The Branch Presidents shall post the results, including overall vote count, at their respective worksites.
- 20.9** Defeated candidates may not drop down to run for a lower position.
- 20.10** Any contravention of Bylaw 20 may result in referral to Judicial Council.

#### **BYLAW TWENTY-ONE – AMENDMENTS TO THE BYLAWS, INTERNAL POLICIES, AND PROCEDURES**

- 21.1** Amendments to the Bylaws, Internal Policies, and Procedures may be made:
- 21.1.1** at the Annual General Meeting by a simple majority of the members qualified to vote, present and voting, provided that notice of the proposed amendments shall have been given in writing to the Secretary Treasurer fifteen (15) school days prior to the date of the meeting, and who shall make it available in each Branch ten (10) school days prior to the date of the meeting;
- 21.1.2** at the Annual General Meeting by a three-quarters (3/4) affirmative vote of the members qualified to vote, present and voting, previous notice as in 21.1.1 not having been given.

***BYLAW TWENTY-TWO – AUTHORITIES AND RULES OF ORDER***

**22.1** The parliamentary authorities for OSSTF District 28, in order of priority and precedence, are:

**22.1.1** The Rules of Order in this Constitution

**22.1.2** The Rules of Order in the OSSTF Provincial Constitution

**22.1.3** Robert's Rules of Order Newly Revised, Scott, Foresman & Co. (most recent edition)



# **POLICIES & PROCEDURES**

## **EXTERNAL POLICIES**

### **1. Physical Conditions in the School**

It is the Policy of OSSTF, District 28, Renfrew that the results of any investigations of the physical conditions in any school should be made available to the members who work in that school.

### **2. Job Duties**

It is the Policy of OSSTF, District 28, Renfrew that District members should not change or expand their job duties so as to reduce the work available to members of our own or other bargaining units, nor should they use students or volunteers so as to reduce the work available to our own or other bargaining units.

### **3. One School System**

It is the policy of OSSTF District 28, Renfrew that there should be one publicly-funded school system in each official language, English and French.

### **4. UOVHSAA League Scheduling**

It is the policy of OSSTF District 28, Renfrew that when a UOVHSAA league play does not allow for head to head play for all teams in the league, in scheduling the priority should be that the public schools should compete against each other first prior to scheduling against the other schools or where a home and home occurs, it should be against a public school.

## **INTERNAL POLICIES**

### **1. Committees**

The Board has the right to appoint any individual to any committee it chooses but no OSSTF member serving on any committee should be regarded as a members' representative unless he or she is duly appointed by the Executive, Council, or Branch concerned with ratification by Council.

### **2. Public Elections**

Branch and Bargaining Unit Presidents in co-operation with the District CPAC Chair endeavour to mobilize the Branches and Bargaining Units to:

- 2.1** place ads where the Branch desires it for municipal and school board elections;
- 2.2** organize public meetings where the Branch approves for the municipal or school board elections; and
- 2.3** organize a get-out-the-vote program for the elections where the Branch desires it.

### **3. Supervision**

Supervision at school dances, school functions and other extra-curricular activities is of a voluntary nature and full support will be given to any member against whom disciplinary actions are invoked on this account.

#### **4. Anti-Harassment**

It shall be the policy of District 28 that members should feel free to attend all meetings of the District without the fear of being harassed.

### **PROCEDURES**

#### **1. Anti-Harassment Procedure**

- 1.1** A member who believes that they have been the target of harassment, should, as a first step, inform 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.
- 1.2** If the behaviour recurs or persists, or if the member does not feel safe approaching the perpetrator directly, they should speak with the designated anti-harassment officer or an executive member of the District. The designated anti-harassment officer will investigate the complaint promptly, including separately interviewing the parties involved and any witnesses, with a view to resolving the problem informally.
- 1.3** The investigation shall be handled confidentially; however, all complaints will be reported by the anti-harassment officer to the District President.
- 1.4** 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 Secretariat assigned to District 28 to conduct an investigation, determine if the behaviour falls under the definition of harassment, and decide on appropriate remedial action. The parties involved will receive a written report stating the findings and any action taken.
- 1.5** Resolutions may include but are not limited to apologies, mediation, warnings, temporarily limiting access, or removal/exclusion from the meeting or event. If the 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 District.
- 1.6** Decisions may be reviewed by Judicial Council on the request of a member.
- 1.7** The District President shall keep a confidential file of all records and reports related to the investigation of written complaints for a period of five years.
- 1.8** None of the above restricts a member's right to file a complaint with the Ontario Human Rights Commission or to make a complaint to the police.

#### **2. Anti-Harassment Appeals Procedure**

Members of the District affected by a decision resulting from a complaint under the District's Anti-Harassment Policy & Procedure may appeal this decision using the following procedure:

- 2.1** Within five 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.
- 2.2** Within two days of receiving the request, the District President shall appoint three members of the District Executive to act as the Anti-Harassment Appeals Committee (herein called the Committee) and to consider the appeal.
- 2.3** Within three days, the Committee shall meet to consider the appeal.

- 2.4 The Committee shall review the complaint, the investigation process and findings, and the decision.
- 2.5 Following the review, the Committee shall either confirm or modify the decision.
- 2.6 The decision of the Committee shall be consistent with the District Anti-Harassment Policy & Procedures.
- 2.7 The Committee shall report the decision on the Appeal to the District President within five (5) days after meeting at which the Appeal is considered.
- 2.8 Within two days of receiving the decision of the Committee, the District President shall communicate the decision to the Appellant in writing.
- 2.9 The decision of the Committee shall be considered final and not subject to any appeal.

### **3. District 28 Benevolent Fund Procedure**

- 3.1 Members may make an application to the District 28 Benevolent Fund on behalf of another member who is experiencing extreme financial difficulty as a result of one of the following:
  - 3.1.1 accident;
  - 3.1.2 extreme emergency; and/or
  - 3.1.3 prolonged illness.
- 3.2 Applications to the District 28 Benevolent Fund shall be made to the District President and shall include:
  - 3.2.1 the name of the member for whom the application is being made; and
  - 3.2.2 a brief description of the reason for the extreme financial difficulty.
- 3.3 Benevolent relief grants shall be made on the approval of District Council in Executive Session.
  - 3.3.1 Notwithstanding 3.3, between scheduled District Council meetings, the District President and one other member of District Executive may approve an interim benevolent relief grant, based on extreme need, of up to 50% of the maximum allowable annual benevolent relief grant.
- 3.4 The District 28 maximum allowable annual benevolent relief grant shall be \$1000 per member.
- 3.5 No member may receive more than \$2000 in benevolent relief grants from District 28 within a 5 year period.

### **4. District 28 Professional Development Fund Procedure**

- 4.1 Members may make an application to the District 28 Professional Development Fund to cover all or a portion of the costs of their self-directed participation in the following:
  - 4.1.1 OSSTF-sponsored provincial, regional, or local workshops or conferences; and/or
  - 4.1.2 non-OSSTF-sponsored workshops or conferences, that are related to the member's professional duties and/or extracurricular activities; and/or
  - 4.1.3 courses that are related the member's professional duties and/or extracurricular activities; and/or
  - 4.1.4 re-certifications and memberships requiring a demonstration of skills.

- 4.2 Notwithstanding Procedure 4.1, applications to cover the costs of the Principal's Qualification program and/or the Supervisory Officer's Qualification program will not be accepted.
- 4.3 Applications to the District 28 Professional Development Fund shall be made to the Chair of the Educational Services Committee and shall include:
  - 4.3.1 the name and brief description of the workshop, conference, or course; and
  - 4.3.2 a list of anticipated expenses.
- 4.4 Professional Development grants shall be made on the approval of the Educational Services Committee and shall be reported by the Chair to District Council.
- 4.4.1 The Educational Services Committee shall first use the 2010 Account to cover the costs of Professional Development grants, whenever possible.
- 4.5 The initial District 28 maximum allowable annual Professional Development grant shall be \$200 per member.
- 4.5.1 Members may apply and be granted funding more than once per Federation year, but their total allotment may not exceed the initial maximum allowable annual Professional Development grant.
- 4.5.2 If money remains in the District 28 Professional Development Fund at the end of the fiscal year, it shall be divided equally among approved applicants, who have expenses not previously covered by the initial grant or by another source, and not to exceed an additional \$100 per applicant.
- 4.6 Upon approval, members must first pay their own costs and then submit receipts to the District Treasurer for reimbursement for allowable expenses, after the conclusion of the workshop, conference, or course.
- 4.6.1 Allowable expenses include the following, and must be according to the Provincial Guidelines, where applicable:
  - 4.6.1.1 registration fees;
  - 4.6.1.2 transportation and parking (mileage shall be at OSSTF District 28 rates);
  - 4.6.1.3 accommodations;
  - 4.6.1.4 meals; and
  - 4.6.1.5 dependent care.

## **5. District 28-Funded District Projects Account Procedure**

- 5.1 Applications to the District 28-Funded District Projects Account may be made by one or more of the following:
  - 5.1.1 District or Bargaining Unit Presidents; and
  - 5.1.2 District or Bargaining Unit committee chairs.
- 5.2 Applications to the District 28-Funded District Projects Account shall be made to the District President and shall include:
  - 5.2.1 the name and brief description of the project; and
  - 5.2.2 a list of anticipated expenses.
- 5.3 District 28-Funded District Projects shall be approved by District Council.
- 5.3.1 As part of the approval process, District Council shall determine whether provincial funding is available for the project, and if so, a provincial application shall be made.