

**Constitution  
Of**

**Ontario Secondary School Teachers'  
Federation (OSSTF)**

**DISTRICT 20 (Halton)**

**Occasional Teachers' Bargaining Unit  
(OTBU)**

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## **DEFINITIONS**

For the purpose of these documents:

“**Constitution**” shall mean a system of fundamental principles by which District 20 OTBU is governed.

“**By-Laws**” shall mean the rules and regulations governing D20 OTBU.

“**Member in good standing**” shall mean registered with Ontario College of Teachers (OCT) and has worked in the previous 95 consecutive instructional days.

## **ARTICLE 1 Name**

The organization shall be known as the Ontario Secondary School Teachers’ Federation (OSSTF), District 20, Halton Secondary Occasional Teachers (D20 OTBU).

## **ARTICLE 2 Affiliation**

**2.1** D20 OTBU shall be affiliated with:

2.1.1 OSSTF District 20

2.1.2 OSSTF Provincial Council and Committees

**2.2** For all issues having an impact on all Occasional Teachers, D20 OTBU has a direct, dynamic working relationship with all other OSSTF Districts.

## **ARTICLE 3 Purpose & Ethics**

The D20 OTBU Constitution and By-Laws shall not contravene the Constitution or By-laws of the Provincial OSSTF.

**3.1 Purpose**

D20 OTBU shall protect its Members, both individually and collectively, in their profession.

**3.2 Ethics:**

D20 OTBU shall encourage Members to achieve and maintain the highest degree of professional competence and uphold the honour, dignity, and ethical standards of the profession.

## **ARTICLE 4 Area of Operation**

The area of operation of D20 OTBU shall be defined as the Halton District School Board (HDSB) boundaries.

## **ARTICLE 5 Organization and Organizational Chart**

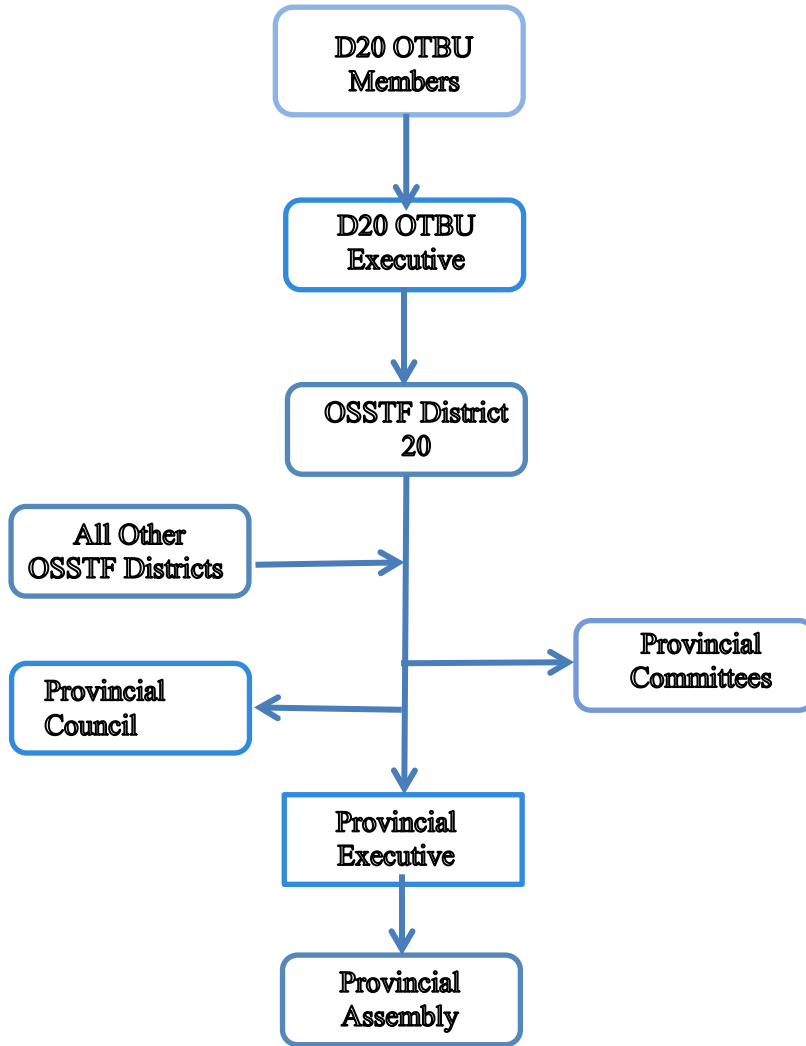
**5.1** D20 OTBU shall be organized as follows:

5.1.1 Governing body (all Members)

5.1.2 Executive

5.1.3 Standing/Ad Hoc Committees

5.2 Organizational Chart



**ARTICLE 6 Governing Body**

Every Member in good standing shall be considered a part of the Governing Body of the D20 OTBU to discuss and discharge the business of the D20 OTBU.

**ARTICLE 7 Executive**

- 7.1 The Executive of D20 OTBU shall consist of the following voting Members:
  - 7.1.1 Immediate Past President
  - 7.1.2 President
  - 7.1.3 Vice President
  - 7.1.4 Secretary
  - 7.1.5 Treasurer
  - 7.1.6 Chief Negotiator
  - 7.1.7 Grievance Officer
  - 7.1.8 Member at Large, if there is no Immediate Past President

## D20 OTBU Constitution

- 7.2 The Executive shall endeavour to further the objectives as set forth in Article 3 Purpose and Ethics and to secure and maintain the efficient organization of D20 OTBU.
- 7.3 All Members of the Executive of D20 OTBU must be Active Members in good standing.

### **ARTICLE 8 Standing/Ad Hoc Committees**

As required, D20 OTBU Executive shall form Standing/ Ad Hoc Committees.

### **ARTICLE 9 Membership**

The membership year shall be from July 1 to the following June 30.

#### **9.1 Membership**

##### **9.1.1 Probationary Member**

A probationary Member is a newly hired Occasional Teacher that has not completed the probationary period as outlined in Section 6.06 of the Collective Agreement.

##### **9.1.2 Active Member**

9.1.2.1 A secondary Occasional Teacher who is employed by the Halton District School Board is certified and in good standing with the:

1. Ontario College of Teachers
2. OSSTF Provincial
3. And has worked in the past 95 consecutive instructional days.

9.1.2.2 Members on an unpaid leave of absence of one year or less in duration which is recognized by the Collective Agreement shall be deemed to maintain their Active membership status without payment of Membership fees and dues.

#### **9.2 Rights and Privileges of Membership**

##### **9.2.1 Probationary Members**

All rights and privileges of the probationary Member shall commence with their first instructional day but are limited to the following:

- (a) to attend general and annual meetings of the D20 OTBU
- (b) to participate in discussions but not vote in the meetings or ratification of the Collective Agreement
- (c) to request local support through the grievance process
- (d) to request local support in an investigation of any disciplinary procedure undertaken by the HDSB and/or Ontario College of Teachers (OCT)
- (e) to request local and Provincial support in any problem directly related to professional duties
- (f) to receive publications by D20 OTBU

## D20 OTBU Constitution

### 9.2.2 Active Members

9.2.2.1 An active Member shall have full rights, privileges and responsibilities of membership in OSSTF unless limited by disciplinary action taken in accordance with By-law 2 Membership 2.1.1.3 Rights and Privileges of Active Members, Section 2.1.1.3.1 of the Provincial OSSTF Constitution.

9.2.2.2 The rights of an active Member shall be:

- (a) to hold office in both Local and Provincial OSSTF
- (b) to attend general and annual meetings of the D20 OTBU
- (c) to participate and vote in the ratification of the Collective Agreement
- (d) to participate in any general membership votes
- (e) to request Local support through the grievance process
- (f) to request Local support in an investigation of disciplinary procedure undertaken by the HDSB and/or Ontario College of Teachers
- (g) to request Provincial support in any problem directly related to professional duties
- (h) to receive publications by D20 OTBU

### 9.3 Termination of Membership

Membership in D20 OTBU shall be terminated as follows:

- (a) by resignation.
- (b) by default – non-fulfilment of minimum number of teaching days as stated in the collective agreement.
- (c) As a result of deprivation, suspension, debarment, expulsion or termination of membership from the OCT as imposed by the OCT's Discipline Committee.

## ARTICLE 10 Meetings

### 10.1 Annual General Meeting

10.1.1 The Annual General Meeting (AGM) shall be held annually at a time and date to be determined by the Executive.

10.1.2 Members will be notified by mail or email at least thirty (30) days prior to the AGM.

### 10.2 General Meetings

10.2.1 A General Meeting of D20 OTBU shall be called on ten (10) working days' notice, in writing or email, to the general membership under the following circumstances:

- (a) at the discretion of the President.
- (b) at the discretion of a simple majority of the Executive.

10.2.2 The Bargaining Unit President shall call a General Meeting when ten (10) Members or more make such a request in writing to the President.

### 10.3 Special General Meetings

10.3.1 A Special General Meeting of D20 OTBU shall be called on three (3) working days' notice, in writing or email, to the general membership under the following circumstances:

- (a) at the discretion of the President.
- (b) at the discretion of a simple majority of the Executive

10.3.2 Upon request in writing of at least twenty (20) voting Members of D20 OTBU. Notice of the time and place of such Special Meeting and the reason thereof, shall be emailed or mailed to each voting Member of D20 OTBU three weeks before the date fixed for the Special General Meeting.

**10.4 Executive Meetings**

- 10.4.1 The Bargaining Unit Executive shall meet a minimum of six times during the school year at the call of the President.
- 10.4.2 The Bargaining Unit President shall call a meeting of the Executive when three (3) or more Members of the Executive make such a request in writing to the President.
- 10.4.3 Members will be notified by email or telephone no less than (five) 5 days prior to the date of the Executive meeting.
- 10.4.4 An Executive Member who misses three (3) consecutive Executive meetings during one fiscal year without a valid reason is considered to have resigned his/her position. The vacancy shall be filled in accordance with By-Law 8.

**ARTICLE 11 Quorum**

**11.1 Annual General Meeting**

A quorum for conducting the business of D20 OTBU at the Annual General Meeting shall be those voting Members present.

**11.2 Special General Meetings**

A quorum for conducting the business of D20 OTBU at the Special General Meetings shall be those voting Members present.

**11.3 General Meetings**

A quorum for conducting the business of D20 OTBU at the General Meetings shall be those voting Members present.

**11.4 Executive Meeting**

A quorum for meetings of the Executive shall be a simple majority of the total voting Members of the Executive. Members must be present at the meeting and in good standing.

**ARTICLE 12 Elections**

Ballots will be counted and results announced at the Annual General Meeting, as per By-Law 6.

**ARTICLE 13 Transfer of D20 OTBU Property**

Each Executive Member, on the expiration of his/her official term, shall transfer all D20 OTBU property to his/her successor.

**ARTICLE 14 Funds**

D20 OTBU shall operate on the rebate from Provincial OSSTF and may include a Local levy; in addition to other funds received through investment sources or donations.

**ARTICLE 15 By-Laws**

D20 OTBU may not pass By-Laws inconsistent with the:

- a) D20 OTBU Constitution and By-Laws and
- b) Provincial OSSTF Constitution and By-Laws concerning the conduct and management of its business.

**ARTICLE 16 Amendments**

**16.1 Amendments to the Constitution**

- 16.1.1 Amendments to the Constitution may be made at the AGM.
- 16.1.2 Proposed amendments must be submitted in writing, email or fax to the Executive of D20 OTBU at least fifteen (15) calendar days prior to AGM.
- 16.1.3 The Executive shall publish, at least by mail or email, all proposed amendments to the General Membership at least fifteen (15) business days prior to AGM.
- 16.1.4 The amendments to the Constitution may be made by two-thirds (2/3) vote of the voting Members present and qualified to vote.
- 16.1.5 Where such notice has not been given to the membership, amendments may be made, and passed, at the AGM with nine-tenths (9/10) vote of the Members present and qualified to vote.

**16.2 Amendments to the By-Laws**

- 16.2.1 Amendments to the By-laws may be made at the AGM or a General Meeting.
- 16.2.2 Proposed amendments must be submitted in writing, email or fax to the Executive of D20 OTBU at least fifteen (15) calendar days prior to AGM or General Meeting.
- 16.2.3 The Executive shall publish, at least by mail and/or email, all proposed amendments to the General Membership at least fifteen (15) calendar days prior to AGM or General Meeting.
- 16.2.4 The amendments to the By-Laws may be made by a simple majority vote of the voting Members present and qualified to vote.
- 16.2.5 Where such notice has not been given, amendments may be made at the AGM or General Meeting and passed with a three-quarters (3/4) vote of the voting Members present and qualified to vote.