

REVISED April, 2014

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

**D20**

Printed June, 2014

## BY-LAWS

	<u>Page</u>	
<b>BY-LAW 1</b>	<b>Federation Year</b>	3
<b>BY-LAW 2</b>	<b>Membership</b>	3
<b>BY-LAW 3</b>	<b>District Organization</b>	3
	- District Executive	3-4
	- Bargaining Unit Representatives	5
	- District President	5
	- District Vice-President	5
	- District Secretary-Treasurer	5-6
<b>BY-LAW 4</b>	<b>District Committees</b>	6
	- Chairpersons of District Committees	6
	- District Standing Committees	
	Finance	7
	Employee Relations/Hiring	7-8
	Communications	8
	Political Action	8
	Rights & Equity	9
	Excellence in Education	9
<b>BY-LAW 5</b>	<b>Rules of Order</b>	9
<b>BY-LAW 6</b>	<b>Policy</b>	9-10
<b>BY-LAW 7</b>	<b>Amendments</b>	10-11
<b>BY-LAW 8</b>	<b>Procedures</b>	11

**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 - POWERS AND DUTIES**

**The District Executive:**

- (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 appoint at its inaugural meeting the District President:
  - (i) there shall be a President of the District who shall be the Chairperson, with voting rights, of the District Executive
  - (ii) the District President shall be one of the Unit Presidents of the incoming District Executive. The office shall rotate through the Bargaining Units in the following order:

1. Halton Secondary Occasional Teachers
2. Office Clerical and Technical Bargaining Unit,
3. Professional Student Services Personnel,
4. Teachers' Bargaining Unit,

(iii) In the event that a Unit President declines to serve, the office will pass to the next Unit President in rotational order by June 30th of each federation year.

(d) shall appoint at its inaugural meeting the District Vice-President:

(i) there shall be a Vice President of the District who shall be the Vice-Chairperson of the District Executive Council.

(ii) the District Vice-President shall be one of the Unit Presidents of the incoming District Executive. The office shall rotate through the Units in the following order:

1. Office Clerical and Technical Bargaining Unit,
2. Professional Student Services Personnel.
3. Teachers' Bargaining Unit,
4. Halton Secondary Occasional Teachers

(iii) In the event a Unit President declines to serve, the office will pass to the next in order.

(iv) Notwithstanding this bylaw, the District President and the District Vice-President must always come from different Bargaining Units.

(e) shall elect a District Treasurer from members of the BU Executives

(f) may appoint at the earliest opportunity, and may dismiss:

(i) Chairs of District Select Committees,

(ii) Members of District Select Committees,

(g) will determine the terms of reference for its select committees;

(h) may call meetings of the District Council;

(i) shall, prior to the District Council, approve the draft District Budget for the following fiscal year;

(j) shall work toward the implementation of District Policy;

(k) shall have the power to approve any overspending in any account of the District budget, except the District Executive account;

(l) shall inform the membership about Provincial O.S.S.T.F. and Ministry issues and directions;

(m) shall review the District Constitution, By-Laws, Policy and Procedures annually;

(n) shall solicit and receive nominations and select recipients of District awards and make recommendations for Provincial awards;

(o) shall inform the membership of District 20's process for recognizing members;

(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.

(q) shall appoint the Chair of the District Council

## **Section Two THE BARGAINING UNIT REPRESENTATIVES - POWERS AND DUTIES**

The Bargaining Unit Representatives will:

- (a) represent his/her Bargaining Unit at District Executive and District Council 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 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;
- (f) chair the meetings of District Executive 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.
- (g) recommend a Chair for the District Council Meeting to District Executive;
- (h) act as District Harassment Officer or assign the role to the Vice-President
- (i) organize, brief and be present to lead the District Delegation at AMPA;
- (j) represent the District as a representative on the Oakville District Labour 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.
- (c) help the President to organize, brief and be present to help lead the District Delegation at AMPA
- (d) represent the District as a representative on the Oakville District Labour Council

**Section Five THE DISTRICT SECRETARY-TREASURER**

- (a) The District Secretary-Treasurer shall:
  - (i) maintain a record of District financial accounts for the fiscal year;
  - (ii) report to the District Executive on financial matters as requested;
  - (iii) prepare and present to District Executive a regular report on the financial matters of the District;
  - (iv) assist in the bi-annual audit of the financial records of the District done by Provincial O.S.S.T.F.
- (b) It shall be the duty of the District Executive Council Secretary:
  - (i) to record all minutes of District Executive;
  - (ii) to file all records of District Executive with the Executive Assistant.
  - (iii) to send "on-time" OSSTF District 20 Resolutions (for the District Council Meeting) to each worksite.

**BY-LAW 4 - DISTRICT COMMITTEES**

**Section One DISTRICT COMMITTEES**

- (a) The following District Select 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 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 SELECT 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 Council for their consideration;
- (b) to present the budget to the District Executive and the District Council;
- (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 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 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 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 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 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 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 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 Council, District Executive 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**

- (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:
  - (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 on or before the date of the previous meeting of the District Executive;
  - (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 COUNCIL**

- (a) District Policy, and the amendment or rescission of policy, may be made in District Council:
  - (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 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 meeting or a District Council by a simple majority vote of the Members qualified to vote, present and voting.