



ONTARIO SECONDARY SCHOOL
TEACHERS' FEDERATION/FEESO
DISTRICT 22 - NIAGARA

AMALGAMATED T/OT BU

CONSTITUTION & BYLAWS

Updated June, 2024

Table of Contents

CONSTITUTION **6**

ARTICLE 1 - DEFINITIONS **6**

ARTICLE 2 - NAME AND MEMBERSHIP **6**

 2.2 Membership **6**

ARTICLE 3 - OBJECTS **6**

ARTICLE 4 - ORGANIZATION **7**

 4.4 District Executive **7**

 4.5 District Council **7**

 4.6 Branch **8**

 4.7 Occasional Teacher Branch **8**

 4.8 Committees **9**

 4.9 Protective Services Committee (PSC) **9**

 4.10 Educational Services Committee **9**

 4.11 Communications and Political Action Committee **9**

 4.12 Human Rights Committee **10**

 4.13 Status of Women Committee **10**

 4.14 Health and Safety Committee **10**

 4.15 District Steering Committee **10**

 4.16 District Appeals Committee **10**

 4.17 District Executive Review Committee **10**

 4.18 District Benevolent Fund Committee **10**

 4.19 District Grievance Committee **10**

 4.20 District Nominations and Elections Committee **11**

 4.21 District AMPA Delegation **11**

 4.24 District Delegation to the Niagara Regional Labour Council **11**

ARTICLE 5 – MEETINGS..... **11**

ARTICLE 6 – LEVIES..... **12**

ARTICLE 7 – AMENDMENTS TO THE CONSTITUTION..... **12**

ARTICLE 8 – AMENDMENTS TO BYLAWS **12**

ARTICLE 9 – ORDER OF PRECEDENCE..... **12**

ARTICLE 10 - DISTRICT OFFICE **13**

ARTICLE 11 - ELECTIONS AND APPOINTMENTS **13**

ARTICLE 12 - RESERVE FUNDS.....	13
12.1 Reserve Accounts	13
BYLAWS	14
BYLAW 1 - DISTRICT FEDERATION YEAR	14
BYLAW 2 - NOMINATIONS AND ELECTIONS	14
2.1 District Executive	14
2.2 Balloting	15
2.3 Voting for Elected Positions	15
2.4 Election of Faculty of Education Work Group (FEAWG) Representative	16
2.5 Election of OTBU Branch Executive	16
2.6 Election of Remaining Branch Executives	16
2.7 Standing Committee Chairs	17
2.8 Vacancies	17
2.9 AMPA Delegation	19
2.10 Niagara Regional Labour Council (NRLC) Delegation	19
BYLAW 3 - DUTIES.....	20
3.1 Members	20
3.2 District Executive	20
3.3 Time Release Officers	21
3.4 Resource Role	21
3.5 Administrative Role	22
3.6 Duties of District & T/OT Bargaining Unit President	22
3.7 Provincial Councillor	23
3.8 Vice-President of Protective Services/Chief Negotiator	23
3.9 Vice-President District Council Services	24
3.10 District Recording Secretary/Treasurer	24
3.11 Executive Officer	24
3.13 District Faculty of Education Advisory Work Group Representative (FEAWG)	25
3.14 BRANCH PRESIDENT	25
3.15 BRANCH VICE-PRESIDENT	26
3.16 BRANCH PSC REPRESENTATIVE	26
3.17 BRANCH PSC ALTERNATE	26
3.18 Protective Services Committee (PSC)	26
3.19 District Educational Services Committee	27
3.20 District Communications and Political Action Committee (CPAC)	27
3.21 District Human Rights Committee	28

3.22	District Status of Women Committee	28
3.23	District Health and Safety Committee	29
3.24	District Constitution Committee	30
3.25	District Steering Committee	30
3.26	District Appeals Committee	30
3.27	District Executive Review Committee	30
3.28	District Benevolent Fund Committee	30
3.29	District Grievance Committee	31
3.30	District Nominations and Elections Committee	32
3.31	District AMPA Delegation	32
3.32	District Delegation to the Niagara Regional Labour Council	32
BYLAW 4 – FINANCES		32
4.15	Levy	36
4.16	Office Manager’s Pension	36
BYLAW 5 – MEETINGS AND QUORUMS		37
5.1	District Annual Meeting (DAM)	37
5.2	Special General Meeting	37
5.3	Procedures	37
5.4	Reporting	37
5.5	Representation	38
5.6	District Information Meeting	38
5.7	District Executive	38
5.8	District Council	38
5.9	District Committees	39
5.9.5	Voting at District Committee Meetings	39
5.10	District AMPA Delegation	39
5.11	Motions Polled by email	39
5.12	Virtual Meetings	39
5.13	Quorums	40
BYLAW 6 – POLICY		40
6.1	Establishment and Rescission by District Council	40
6.2	Establishment and Rescission by District Annual Meeting	40
BYLAW 7 – NEGOTIATIONS PROCEDURE		41
7.1	Teachers & Occasional Teachers	41
BYLAW 8 - PROVINCIAL OFFICES.....		41
BYLAW 9 - DISTRICT OFFICE.....		42

BYLAW 10 - ANTI-HARASSMENT POLICY.....	42
BYLAW 11 - ANTI-HARASSMENT APPEALS PROCEDURE.....	42
APPENDIX A - ANTI-HARASSMENT POLICY	43
APPENDIX B - LIST OF ACRONYMS	45

CONSTITUTION

ARTICLE 1 - DEFINITIONS

- 1.1 In this Constitution:
 - 1.1.1 "OSSTF/FEESO" shall mean the Ontario Secondary School Teachers' Federation.
 - 1.1.2 "District" shall mean District 22 of the OSSTF/FEESO.
 - 1.1.3 "Unit" shall mean the T/OT Bargaining Unit of the OSSTF/FEESO District 22.
 - 1.1.4 "Member" shall mean an Active Member of District 22 in good standing, except where otherwise stated.
 - 1.1.5 "Constitution" shall mean the system of fundamental principles according to which the District 22 OSSTF/FEESO is governed, and the basic organization of OSSTF/FEESO District 22. This Constitution shall not contravene the Constitution and Bylaws of the Provincial OSSTF/FEESO.
 - 1.1.6 "Bylaws" shall mean standing rules governing the membership of OSSTF/FEESO District 22, made under this Constitution on matters of internal regulation and matters which are entirely within the control of OSSTF/FEESO District 22.
 - 1.1.7 "Policy" shall mean a stand or position taken by OSSTF/FEESO District 22, in accordance with its Bylaws on matters whose resolution is beyond the internal legislative power of OSSTF/FEESO District 22.
 - 1.1.8 "Workplace" shall mean any location where an active member of District 22 is employed.
 - 1.1.9 "Chairperson" shall mean the Presiding Officer of an official body of District 22.

ARTICLE 2 - NAME AND MEMBERSHIP

- 2.1 The name shall be the Ontario Secondary School Teachers' Federation, District 22 - Niagara.
- 2.2 **Membership**
 - 2.2.1 Membership shall consist of all active members of OSSTF/FEESO District 22 in good standing.
 - 2.2.2 Active members employed under a particular Collective Agreement shall constitute a Unit.
 - 2.2.3 Voluntary Members shall include:
 - a) Members whose applications have been approved by a Unit Executive.
 - b) Active Retired Members

ARTICLE 3 - OBJECTS

- 3.1 The objects of the District shall be:
 - a) to promote and advance the cause of public education.
 - b) to promote a high standard of ethics.
 - c) to bargain collectively on behalf of its Active Members.
 - d) to promote and advance the interest of Members.
 - e) to secure for Members more active participation in the formulation of policies and practices affecting their workplace.
 - f) to protect its Members, both individually and collectively, in their chosen fields.

- g) to promote political action to ensure that legislation regulating educational structures and policies is in the best interests of the Members, students, and the community.
- h) to support and promote equal opportunity for its Members, for its employees, and for students.
- i) to foster and promote the dignity of all persons regardless of race, ancestry, place or origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, socio-economic status, age, marital status, family status or disability.
- j) to promote the goals of OSSTF/FEESO.

ARTICLE 4 - ORGANIZATION

4.1 The District shall operate as a District within the boundaries determined by OSSTF/FEESO.

4.2 There shall be a District Executive, a District Council, and Committees as set forth in the Bylaws of this organization.

4.3 The District shall be divided into Branches as set forth in the Bylaws of this organization, and whose internal organization shall be as set forth below.

4.4 District Executive

4.4.1 There shall be an Executive consisting of the following Executive Officers:

- a) District & T/OT Bargaining Unit President
- b) Vice President of Protective Services/Chief Negotiator
- c) Vice-President of District Council Services
- d) Recording Secretary/Treasurer
- e) Executive Officer
- f) District Federation Services Officer (non-voting)

4.4.2 Additional Executive members, if deemed necessary, may be elected as District Council determines.

4.4.3 The District & T/OT Bargaining Unit President, Vice-President of Protective Services/Chief Negotiator, Vice-President of District Council Services, Recording Secretary/Treasurer, and Executive Officer shall be elected for two (2) year terms in odd years.

4.4.4 The District Federation Services Officer shall be appointed for two (2) year terms in even years.

4.5 District Council

4.5.1 The District Council shall consist of:

- a) District Executive Officers.
- b) Branch Presidents
 - (i) Alternative Education
 - (ii) Care/Treatment/Correction Facilities ("Section 23")
 - (iii) Education Centre/School Support Services/Curriculum Support Services
 - (iv) Lifetime Learning Centre
 - (v) Continuing Education
 - (vi) Instructional Outreach

- (vii) Night School/Summer School
- c) OT District Council Representative
- d) Faculty of Education Work Group (FEAWG) Representative.
- e) Member elected as Chair, or Representative of each of the following District Committees:
 - (i) Educational Services
 - (ii) Communications/Political Action
 - (iii) Human Rights
 - (iv) Status of Women
 - (v) H&S – Health & Safety
 - (vi) EIE – Excellence in Education
 - (vii) PSC – Protective Services Committee Member
 - (viii) Any other Committee Chair as deemed necessary.

4.5.2 The District Council may:

- a) have such rights of review and ratification of Executive decisions as is provided for in the Bylaws.
- b) make interim policy, subject to ratification at the following DAM.
- c) amend the Bylaws as provided elsewhere in this Constitution.

4.5.3 The following shall be invited (non-voting) guests to meetings of District Council:

- a) OSSTF/FEESO District 22 Niagara Active Retired Members (ARM) Chapter President, or designate.
- b) Provincial Office Executive Assistant(s) assigned to District 22 Niagara.
- c) Provincial Executive Liaison assigned to District 22 Niagara.

4.6 Branch

4.6.1 A branch shall be established for those OSSTF/FEESO members employed:

- a) at any one school, any other Special Branch or other Board facilities as determined by the District.

4.6.2 Each Branch should have an Executive consisting of:

- a) Branch President
- b) Vice-President
- c) PSC Representative
- d) Educational Services Representative
- e) Communications/Political Actions Representative
- f) Status of Women Representative
- g) Human Rights Representative
- h) Health and Safety Representative
- i) Any other position as deemed necessary

4.6.3 The Branch Executive shall be elected in accordance with the Bylaws.

4.7 Occasional Teacher Branch

4.7.1 An Occasional Teacher Branch shall be established for those OSSTF/FEESO members employed as occasional teachers.

4.7.2 The Occasional Teacher Branch should have an Executive consisting of:

- a) Branch President
- b) Vice-President
- c) Protective Services Representative
- d) Educational Services Representative

- e) Communications/Political Actions Representative
 - f) Status of Women Representative
 - g) Human Rights Representative
 - h) Health & Safety Representative
 - i) Health & Safety Alternate
 - j) District Council Representative
 - k) Any other position as deemed necessary
- 4.7.3 The Branch Executive shall be elected in accordance with the Bylaws.

4.8 Committees

4.8.1 There shall be the following District Standing Committees:

- a) Protective Services Committee
- c) Educational Services Committee
- d) Communications/Political Action Committee
- e) Human Rights Committee
- f) Status of Women Committee
- g) Health and Safety Committee
- h) Excellence in Education Committee
- i) Steering Committee
- j) Appeals Committee
- k) Executive Review Committee
- l) Nominations/Elections Committee
- m) District Appointment Committee

4.8.2 There shall be the following District Non-Standing Committees:

- a) Benevolent Fund Committee
- b) Grievance Committee

4.8.3 There shall be any other Committees as deemed necessary by the Executive or District Council.

4.9 Protective Services Committee (PSC)

4.9.1 There shall be a PSC.

4.9.2 The PSC shall consist of:

- a) one member elected by each branch
- b) District & T/OT Bargaining Unit President
- c) Vice-President of Protective Services/Chief Negotiator
- d) President of the OT Branch

4.9.3 The Committee shall elect a Chairperson from its members.

4.10 Educational Services Committee

4.10.1 There shall be a District Educational Services Committee.

4.10.2 The District Educational Services Committee shall consist of a member elected by each Branch.

4.10.3 The Committee shall elect a Chairperson from its members.

4.10.4 The Committee shall elect a District Educational Services Officer from its members.

4.11 Communications and Political Action Committee

4.11.1 There shall be a District Communications and Political Action Committee.

- 4.11.2 The District CPAC Committee shall consist of a member elected by each Branch. The Executive of the OSSTF/FEESO Active Retired Members (ARM) Chapter 22 may also appoint a member of the Chapter as a non-voting member of the Committee.
- 4.11.3 The Committee shall elect a Chairperson from its members.
- 4.11.4 The Committee shall elect a District CPAC Officer from its members.

4.12 Human Rights Committee

- 4.12.1 There shall be a District Human Rights Committee.
- 4.12.2 The District Human Rights Committee shall consist of a member elected by each Branch.
- 4.12.3 The Committee shall elect a Chairperson from its members.
- 4.12.4 The Committee shall elect a District Human Rights Officer from its members.

4.13 Status of Women Committee

- 4.13.1 There shall be a District Status of Women Committee.
- 4.13.2 The District Status of Women Committee shall consist of a member elected by each Branch.
- 4.13.3 The Committee shall elect a Chairperson from its members.
- 4.13.4 The Committee shall elect a District Status of Women Officer from its members.

4.14 Health and Safety Committee

- 4.14.1 There shall be a District H&S Committee.
- 4.14.2 The District H&S Committee shall consist of a member elected by each Branch.
- 4.14.3 The Committee shall elect a Chairperson from its members.
- 4.14.4 The Committee shall elect a District H&S Officer from its members.
- 4.14.5 The Committee shall elect a teacher member and an occasional teacher member for the MWJHSC.

4.15 District Steering Committee

- 4.15.1 There shall be a District Steering Committee.
- 4.15.2 The District Executive shall appoint a District Steering Committee.

4.16 District Appeals Committee

- 4.16.1 There shall be a District Appeals Committee.
- 4.16.2 The District Appeals Committee shall consist of five (5) members of the District appointed by the District & T/OT Bargaining Unit President prior to September 30 of each year.

4.17 District Executive Review Committee

- 4.17.1 There shall be a District Executive Review Committee.
- 4.17.2 The District Council shall appoint members to the District Executive Review Committee in non-election years.

4.18 District Benevolent Fund Committee

- 4.18.1 There shall be a District Benevolent Fund Committee.
- 4.18.2 The District Benevolent Fund Committee shall consist of five (5) members from a single branch as appointed by District Council.

4.19 District Grievance Committee

- 4.19.1 There shall be a District Grievance Committee.

4.19.2 The District Grievance Committee shall consist of three (3) members as appointed in accordance with Bylaw 3.26.1.

4.20 District Nominations and Elections Committee

4.20.1 In every election year, there shall be a District Nominations and Elections Committee.

4.20.2 The District Nominations and Elections Committee shall consist of up to six (6) members as appointed by District Council.

4.21 District AMPA Delegation

4.21.1 There shall be a District AMPA Delegation.

4.21.2 The District AMPA Delegation shall consist of delegates appointed by the District in accordance with Bylaw 2.9. The number of Delegates for T members and OT members is designated by Provincial OSSTF/FEESO.

4.21.3 The District AMPA Delegation shall also consist of alternates as determined by the Provincial Office. These alternates shall be allocated in accordance with Bylaw 2.9.

4.21.4 The District Delegation shall have a Chair who shall be the District & T/OT Bargaining Unit President or designate.

4.21.5 The District Executive may, upon approval of District Council, reduce the number of District 22 alternates sent to AMPA.

4.21.6 The Delegation shall meet at the call of its Chairperson. Each Delegate and Alternate should accept a definite area of interest in Federation affairs in which he/she shall engage in research in order to provide the Delegation with sufficient expertise in all areas. Each delegate shall be present and on the floor as the Chair designates.

4.24 District Delegation to the Niagara Regional Labour Council

4.24.1 There shall be a District Delegation to the Niagara Regional Labour Council.

4.24.2 The Delegation to the Niagara Regional Labour Council shall consist of delegates appointed in accordance with Bylaw 3.29.

4.24.3 The Delegation shall elect a Chair who shall be the District Labour Council Liaison.

4.24.4 The Delegation shall attend Labour Council Meetings.

4.24.5 The Delegation shall meet at the call of its Chairperson.

4.24.6 The District Delegation to the Niagara Regional Labour Council shall recommend Delegates to attend CLC and OFL conventions and conferences to the District Executive.

ARTICLE 5 – MEETINGS

5.1 Meetings may consist of:

- a) District Executive Meeting
- b) District Council Meeting
- c) District Annual Meeting (DAM)
- d) Special General Meeting
- e) Information Meeting
- f) Branch Meeting/Branch Executive Meeting
- g) Standing Committee Meeting
- h) Non-Standing Committee Meeting
- i) Ad Hoc Committee Meeting

ARTICLE 6 – LEVIES

6.1 The Bylaws may include provisions for levies as prescribed in the Bylaws.

ARTICLE 7 – AMENDMENTS TO THE CONSTITUTION

7.1 An amendment to this Constitution may be made:

- (a) at the DAM, or a Special General Meeting by a two-thirds (2/3) affirmative vote of the members present, and voting providing the membership has been notified twenty (20) school days in advance, such notice to specify the article and section to which the proposed amendment applies.
- (b) at the DAM or a Special General Meeting by a three-quarters (3/4) affirmative vote of the members present and eligible to vote when the notice referred to in sub-section (a) has not been given.

7.2 An interim amendment to this Constitution may be made at a District Council Meeting by a four-fifths (4/5) affirmative weighted vote of those present and voting, providing the membership has been notified at least five (5) school days in advance, such notice to specify the article and section to which the proposed amendment applies. Branch Presidents will provide information for all members. Such interim amendments would have full force and effect until the next DAM or Special General Meeting when they must be ratified, amended, or rescinded.

ARTICLE 8 – AMENDMENTS TO BYLAWS

8.1 The DAM or a Special General Meeting may amend, or pass new Bylaws consistent with this Constitution:

- (a) at the DAM, or a Special General Meeting by a two-thirds (2/3) affirmative vote of the members present and eligible to vote, providing the membership has been notified at least twenty (20) school days in advance, such notice to specify the Bylaw and section to which the proposed amendment applies, or
- (b) at the DAM or a Special General Meeting by a three-quarters (3/4) affirmative vote of the members present and eligible to vote when the notice referred to in sub-section (a) has not been given.

8.2 An interim amendment to the Bylaws may be made at a District Council meeting by a four-fifths (4/5) affirmative weighted vote of those present and eligible to vote, providing the members of the Council have been notified at least five (5) school days in advance, such notice to specify the Bylaw and section to which the proposed amendment applies. Branch Presidents will provide information for all members. Such interim amendments would have full force and effect until the next DAM or Special General Meeting when they must be ratified, amended, or rescinded.

ARTICLE 9 – ORDER OF PRECEDENCE

9.1 Nothing in this Constitution, or in the Bylaws made pursuant to it, shall contravene the Provincial Constitution of OSSTF/FEESO.

ARTICLE 10 - DISTRICT OFFICE

10.1 The District shall maintain a District Office which shall be run in a manner prescribed in the Bylaws.

ARTICLE 11 - ELECTIONS AND APPOINTMENTS

11.1 Any Member of the District is eligible to hold any OSSTF/FEESO elected office in the District, subject to the Bylaws.

11.2 Appointments will be made at the District level from persons qualified under the criteria established in the Bylaws.

ARTICLE 12 - RESERVE FUNDS

12.1 Reserve Accounts

12.1.1 In accordance with the District Constitution and Bylaws, any funds surplus to the needs of the bargaining unit shall be transferred to the various Reserve Funds at the end of the fiscal year at the discretion of the District Executive, which shall have its purposes, sources, and administration outlined in the Bylaws.

12.2 There shall be each of the following accounts:

- a) T Unrestricted Reserve Account.
- b) OT Unrestricted Reserve Account.
- c) District Building Reserve Account.
- d) District Contingency Reserve Account.
- e) District Sponsorship Revenue Reserve Account.
- f) District Photocopier Reserve Account.
- g) District Provincial OSSTF/FEESO Elections Reserve Account.
- h) District Benevolent Fund Reserve Account.
- i) District Excellence in Education Fundraising Reserve Account.
- j) T Professional Development Reserve Account.
- k) OT Professional Development Reserve Account.
- l) District Retirement Banquet Reserve Account.
- m) District Furniture and Equipment Reserve Account

BYLAWS

BYLAW 1 - DISTRICT FEDERATION YEAR

- 1.1 For fiscal matters and terms of office, the District Federation Year shall be from July 1 to the following June 30.

BYLAW 2 - NOMINATIONS AND ELECTIONS

2.1 District Executive

- 2.1.1 There shall be biennial elections for the positions of:
 - a) District & T/OT Bargaining Unit President
 - b) Vice-President of Protective Services & Chief Negotiator
 - c) Vice-President of Council Services
 - d) Recording Secretary/Treasurer
 - e) Executive Officer
- 2.1.2 A member designated by the District Council shall chair a Nominations, Elections, and Appointment Committee for the biennial District Executive elections, biennial appointment of the District Federation Services Officer and the triennial FEAWG election.
 - 2.1.2.1 The Chair of the Nominations and Elections Committee shall put out a memo, no less than twenty (20) school days prior to the District Annual Meeting, to all District members that will include:
 - a) The positions up for election
 - b) Duties & Responsibilities
 - c) Nomination Form
 - d) Instructions for Nominating a Member
 - e) The deadline for on-time nominations.
 - 2.1.2.2 The Chair of the Nominations and Elections Committee shall hold a meeting for all candidates to determine campaign rules. Failure to follow the agreed upon rules could result in disciplinary action up to and including disqualification from current elections and future elections.
- 2.1.3 The Nominations and Elections Committee shall present the names of the on-time candidates standing for elections to each member ten (10) school days prior to the DAM.
- 2.1.4 If more than the number of candidates to be elected to a particular position on District Executive are nominated, those candidates shall be given the opportunity to make campaign speeches to the DAM. The time limits on such speeches shall be five (5) minutes for each candidate to any office. Each candidate shall speak only once regardless of the number of offices for which the member is nominated.
- 2.1.5 A single timed question period of no more than thirty (30) minutes duration may follow the election speeches of the candidates to allow questions to and responses from candidates.
- 2.1.6 Names of members shall not be permitted to stand unless they are present or have signified their intentions in writing.

2.2 Balloting

- 2.2.1 Balloting for all elected positions following the DAM shall take place in a single round of voting in each Branch, as outlined in 2.3. The District Office will also serve as a voting location.
- 2.2.2 A defeated candidate may be considered for any other position(s). They must inform the Chair of the Nominations Committee (or designate) of their willingness to be considered for any subsequent position by the end of the DAM.
- 2.2.3 Voting shall be by secret ballot.

2.2.4 Balloting Method

- 2.2.4.1 When there are more than two (2) candidates for a single office the winner must receive a majority of the votes cast.
- 2.2.4.2 For each open position of office, in order for a ballot to be considered valid, all candidates must be placed in ranked order of preference by the voter.
- 2.2.4.3 The ballots will be counted in the following order: President, Vice-President of Protective Services/Chief Negotiator, Vice-President of District Council Services, Recording Secretary/Treasurer, and Executive Officer.
- 2.2.4.4 Votes will be tabulated using the instant run-off preferential voting system. For each office, if no candidate is the first choice of more than half of the members voting for that office, then the candidate ranked first by the lowest number of voters is dropped. All votes cast for the candidate dropped are redistributed to the remaining candidates. Further rounds of redistribution shall occur until a candidate receives a majority of the votes cast.
- 2.2.4.5 If a candidate is successful in winning an office, any votes cast for them in subsequent elections will automatically be redistributed where applicable.

2.3 Voting for Elected Positions

- 2.3.1 Voting for candidates to the following District offices shall take place in each of the Branches on the Monday and Tuesday following the DAM on a biennial basis. If the Monday following the DAM is a holiday, the balloting will take place on the Tuesday and Wednesday following the DAM. The offices to be elected shall be:
 - a) District & T/OT Bargaining Unit President
 - b) District Vice-President of Protective Services/Chief Negotiator
 - c) District Vice-President of Council Services
 - d) District Recording Secretary/Treasurer
 - e) District Executive Officer
- 2.3.2 Voting will be conducted as follows:
 - 2.3.2.1 Branch Presidents or designates will conduct the voting for their Branch.
 - 2.3.2.2 Voting will occur as outlined in Bylaw 2.2.
 - 2.3.2.3 The following will be provided to each Branch President through the District Office:
 - a) A list of eligible voters
 - b) A list of candidates nominated for each office
 - c) A sufficient number of ballots
 - 2.3.2.4 Eligible voters shall sign the list of eligible voters for the Branch when they receive their ballot(s).
 - 2.3.2.4.1 Members of the Occasional Teacher branch may vote in any location, provided they add their name to the eligible voters list of the Branch in which they are voting.

- 2.3.2.5 On the day following the conclusion of balloting, the signed voters lists, all ballots cast, all unused ballots and any voided ballots shall be returned directly to the District Office by the Branch President or designate.
- 2.3.2.5.1 Each candidate may designate a scrutineer to be present at the tabulation of the ballots.
- 2.3.2.5.2 No candidate may act as a scrutineer.
- 2.3.3 When positions for the District Executive are vacant by failure to elect a candidate following the DAM, the vacant positions shall be filled by election at the next District Council Meeting by weighted vote in accordance with the latest available membership rolls, and according to the normal election procedures.
- 2.3.3.1 Ten (10) school days' notice must be given prior to the election of an District Executive Officer by weighted vote at District Council. The notice will be accompanied by a call for nominations. Nominations received more than five (5) school days prior to the District Council meeting where the elections are to occur will be forwarded to members of District Council five (5) school days prior to the meeting. Nominations may be received from the floor at the District Council meeting at which the election takes place.
- 2.3.4 The District Executive Officers elected shall take office on July 1 of that same year.
- 2.4 Election of Faculty of Education Work Group (FEAWG) Representative**
- 2.4.1 An election by a majority of delegates present and voting shall be held at the DAM to nominate a member of the District for appointment by the Provincial Executive to the OSSTF/FEESO Faculty of Education Work Group (FEAWG).
- 2.4.1.1 The term of office shall be for three (3) years, with elections taking place in years for which the last two digits of the year are divisible by three (3).
- 2.4.1.2 In the event that the member appointed to the FEAWG is unable to complete the three (3) year term, or the member nominated by the DAM is not appointed by the Provincial Executive, or no member is elected by the DAM, a member shall be appointed by the District Executive who, upon approval by the Provincial Executive, will serve until the following DAM, when an election will be held for the remainder of the term.
- 2.5 Election of OTBU Branch Executive**
- 2.5.1 Election to the following branch offices shall take place at a Branch Meeting prior to the end of September in each school year:
- a) PSC Representative
 - b) District Council Representative
 - c) Educational Services Representative
 - d) CPAC Representative
 - e) Human Rights Representative
 - f) Status of Women Representative
 - g) OT H&S Representative:
 - (i) who will also be the nominated MWJHSC Representative for OTs
 - h) OT MWJSHC Alternate
- 2.5.2 Normally, after notice to bargain has been given to the employer or received, and before negotiations have been concluded, the newly-elected PSC Representative will not take office until such new Agreement is concluded.
- 2.6 Election of Remaining Branch Executives**
- 2.6.1 Election to the following branch offices should take place at a Branch Meeting prior to the end of September in each school year:
- a) Branch President

- b) Branch Vice-President
 - c) PSC Representative
 - d) PSC Alternate
 - e) District Educational Services Representative
 - f) District CPAC Representative
 - g) District Human Rights Representative
 - h) District Status of Women Representative
 - i) H&S Site Representative:
 - (i) where the DSBN Site Representative is an OSSTF/FEESO member, this person shall also act as the District H&S Committee Representative, or
 - (ii) where the DSBN Site Representative is not an OSSTF/FEESO member, the branch will elect a District H&S Committee Representative as in Bylaw 2.6.1
 - j) any other officer as may be required by the Branch (e.g., Pensions and Benefits Information Representative, Secretary, etc.).
- 2.6.2 Normally, after notice to bargain has been given to the employer or received, and before negotiations have been concluded, the newly-elected PSC Representative will not take office until such new Agreement is concluded.
- 2.6.3 Notwithstanding 2.6.1, the Branch Representatives for the Continuing Education and Instructional Outreach Branches shall be elected by the Branch members present at Branch meetings held at the location of the DAM beginning fifteen (15) minutes prior to the scheduled start of the DAM.
- 2.6.4 The results of Branch Executive elections should be forwarded to the District Office as soon as they are completed.
- 2.6.4 In the event that any Branch fails to elect a representative as in 2.6.1 or 2.6.3, the Executive may appoint Branch Representatives.
- 2.7 Standing Committee Chairs**
- 2.7.1 Each Standing Committee shall, subject to Bylaw 3, at a meeting after the DAM and before September 30th annually, elect a Committee Chair to take office for the new Federation year. Executive Officers shall not be eligible as Chair of a Committee. Nominations for Committee Chair may be made only by the Branch Representatives who are members of the Committee.
- 2.7.2 Should no member be elected as District Educational Services Officer, District CPAC Officer, District Human Rights Officer, District Status of Women Officer, District H&S Officer, or District EIE Officer as outlined in Bylaws 3.16.2, 3.17.2, 3.18.2, 3.19.2, 3.20.2, 3.21.2, the position will be advertised to the membership at large. Should there be no suitable applicants, a member will be appointed pro tem until the committees elect an Officer.
- 2.7.3 Should no member be elected as Chair of a District Committee as outlined in the District Constitution and Bylaws, the position will be advertised to the membership at large. Should there be no suitable applicants, an Executive Liaison to the Committee will serve as Chair pro tem until the Committee elects a Chair.
- 2.8 Vacancies**
- 2.8.1 Vacancies which occur in the elected positions on the Executive between the start of the term of office of the Executive and the subsequent elections following the next DAM shall be filled as follows:

- 2.8.1.1 In the District & T/OT Bargaining Unit Presidency – by the Vice-President of Protective Services/Chief Negotiator.
- 2.8.1.2 In the position of the Vice-President of Protective Services/Chief Negotiator on an interim basis by the Vice-President of District Council Services.
- 2.8.1.2.1 At the next meeting of District Council which meets the requirements of Bylaw 2 an election shall be held by weighted vote to elect a new Vice-President of Protective Services/Chief Negotiator.
- 2.8.1.3 In all other positions – by an election at the next District Council by weighted vote in accordance with the latest available membership rolls, and according to the normal election procedures.
- 2.8.2 Vacancies which occur in the elected positions on the Executive between the elections at the DAM and the start of the term of office shall be filled as follows:
 - 2.8.2.1 In the District & T/OT Bargaining Unit Presidency – by the District & T/OT Bargaining Unit President-Elect should the member not be the incumbent District & T/OT Bargaining Unit President. Should this not be possible by reason of the incumbent District & T/OT Bargaining Unit President having been re-elected, the Vice-President of District Council Services-Elect will assume the District & T/OT Bargaining Unit Presidency. An election will be held at the next District Council by weighted vote.
 - 2.8.2.2 If the position of Vice-President of Protective Services/Chief Negotiator becomes vacant, an election will be held at the next District Council by weighted vote.
 - 2.8.2.3 In the position of Vice-President of District Council Services, an election will be held at the next District Council by weighted vote.
 - 2.8.2.4 In the position of Recording Secretary/Treasurer – by the Treasurer-elect should the member not be the incumbent. In the event that the Treasurer was re-elected, an election shall be held at the next District Council by weighted vote in accordance with the latest available membership rolls, and according to the normal election procedures.
 - 2.8.2.5 In the position of Executive Officer, an election shall be held at the next District Council by weighted vote.
- 2.8.3 Notwithstanding the above, ten (10) school days notice must be given of the election of a District Executive Member by weighted vote at District Council. The notice will be accompanied by a call for nominations. Nominations received more than five (5) school days prior to the District Council meeting where the elections are to occur will be forwarded to members of District Council five (5) school days prior to the meeting.
- 2.8.4 When a vacancy occurs in the Branch Executive during the terms of office an election shall be held at the next Branch Meeting.
- 2.8.5 A vacancy shall occur in any Executive position when an Executive member either informs the Executive of their inability to perform their duties, or if they expect to have a long-term absence.
- 2.8.6 Notwithstanding the above and Bylaw 2, in the event of the resignation of an Executive Member, there shall be a by-election following the next DAM to assume office for the next Federation Year.
 - 2.8.6.1 The voting for the by-elections will follow the same process as in Bylaw 2.
- 2.8.7 When the Office of District Recording Secretary/Treasurer becomes vacant during the term of office and a new District Recording Secretary/Treasurer is elected, the financial records shall be audited by the OSSTF/FEESO Provincial Comptroller.
- 2.8.8 Vacancies Created by Statutory/Sick Leaves**
 - 2.8.8.1 In the event the District & T/OT Bargaining Unit President requires a statutory/sick leave, District Council shall appoint the Vice-President of Protective Services/Chief Negotiator as

Acting District & T/OT Bargaining Unit President, and the Vice-President of District Council Services to Acting Vice-President of Protective Services/Chief Negotiator for the duration of the leave, subject to the terms of office.

2.8.8.2 In the event the Vice-President of Protective Services/Chief Negotiator requires a statutory/sick leave, the District Council shall appoint the Vice-President of District Council Services as Acting Vice-President of Protective Services/Chief Negotiator for the duration of the leave, subject to the terms of office.

2.8.8.3 Should any other Executive Member 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 from amongst the members of the District Council for the duration of the leave, subject to the terms of office.

2.9 AMPA Delegation

2.9.1 District Delegates and Alternates to AMPA shall be provided in the following order:

- a) District Executive Members
- b) Chairs or Co-Chairs of District Committees, the District Health and Safety Officer, the District MWJHSC Member(s), the District Educational Services Officer, the Communications and Political Action Officer, the FEAWG Representative, the District Status of Women Officer, the District Excellence in Education Officer, the District Human Rights Officer
- c) Branch Presidents, members of PSC, and MWJHSC Alternates
- d) Members of Committees
- e) Members at Large

2.9.1.1 Those in 2.9.1(a) and (b) will be notified to declare their intention to attend AMPA in October, and must declare their intention to attend one (1) week prior to the November District Council Meeting.

2.9.1.1.1 If the number of interested from 2.9.1(b) exceeds the number of openings within the delegation, members will be appointed by the District Executive.

2.9.1.1.2 Vote counts will be retained in order to determine priority if replacements are needed.

2.9.1.2 Remaining openings will be filled by notification of those in 2.9.1(c), (d), and (e), in that order, to declare their intention to attend AMPA by the December District Council Meeting.

2.9.1.2.1 At such point when the number of interested from 2.9.1(c), (d), or (e) exceeds the number of openings within the delegation, members will be appointed by the District Executive.

2.9.1.2.2 Vote counts will be retained in order to determine priority if replacements are needed.

2.9.1.3 If the District Council or Executive agree to a schedule of meetings in a given year which does not include any of the above-mentioned meetings, the Executive may designate alternative scheduling of the above.

2.10 Niagara Regional Labour Council (NRLC) Delegation

2.10.1 The Vice-President of District Council Services shall be a delegate to the NRLC.

2.10.2 The remaining District Delegates and Alternates to the NRLC shall be provided in the following order:

- a) The District Executive
- b) Members of District Standing Committees
- c) Members at Large
- d) Members of ARM

- 2.10.3 Members will be notified of openings by the Branch Presidents within five (5) school days after the first District Council meeting of the Federation year.
- 2.10.4 Interested members must declare their intention no later than five (5) school days before the second District Council meeting of the Federation year.
- 2.10.5 If the number of interested members exceeds the number of openings within the delegation, an election will take place at the second District Council meeting of the Federation year.
- 2.10.6 Delegate positions that become vacant, or are not filled by the above procedures may be filled through appointment by the Executive, with the continuing appointment subject to ratification by Council at its next meeting.

BYLAW 3 - DUTIES

3.1 Members

- 3.1.1 It shall be the duty of members to comply with the Duties of Members of the OSSTF/FEESO as outlined in the Provincial Bylaws.
- 3.1.2 Any member attending an OSSTF/FEESO funded function shall commit to attend the entire event. Any failure to do so will be referred to the District Executive, and may result in denial to receive funding for future events.

3.2 District Executive

- 3.2.1 The prime function of the District Executive shall be to translate policy into effective administrative action. In addition, the District Executive shall:
 - a) provide leadership in all education-related matters affecting the welfare of the members of the District.
 - b) administer District finances.
 - c) prepare the District budget proposal.
 - d) meet on at least four (4) separate occasions per Federation year.
 - e) review the contract of the office staff and make recommendations for changes to salary or benefits.
 - f) review the management of the District Office.
 - g) appoint the District Steering Committee, the District Appeals Committee, the District Nominations/Elections Committee, and the District Executive Review Committee.
 - h) appoint a replacement within thirty (30) days in the event of a vacancy in any of the positions in Bylaw 2.1.1.
 - i) appoint delegates to Ontario Federation of Labour (OFL) and Canadian Labour Congress (CLC) conventions and conferences.
 - j) to recommend, at the end of the fiscal year, the disposition of any funds surplus to the needs of the District.
 - k) to recommend the appointment of a District Auditor.
 - l) to create new reserve fund accounts on an interim basis between District Annual Meetings.
 - m) appoint a District Constitution Officer.
 - n) have ownership for all grievances.
 - o) recommend Policy.
 - p) evaluate Policy.
 - q) appoint members to the Benevolent Committee each September.

- r) appoint ad hoc committees.
- s) appoint an alternate to represent the District for all or part of a Provincial Council meeting should the Provincial Councillor be unable to attend.
- t) make a final decision on recommendations from the PSC regarding waivers or amendments to the Collective Agreement as outlined in Bylaw 7.1 and 7.2 to make a final decision on recommendations from the PSC regarding a Memorandum of Agreement as outlined in Bylaw 7.
- u) approve day release requests.
- v) limit or extend the activities of the District & T/OT Bargaining Unit President with respect to the job description detailed herein.

Notwithstanding the above, individual District Executive members shall perform the duties as outlined in subsequent sections of this Bylaw.

- w) The position of District Executive Members with release time shall not suffer loss of salary, benefits, seniority, or pension benefits.
- x) The District Executive shall be responsible for performing duties that may extend beyond the normal school day and school year with the proviso that compensatory time off will be considered.

3.3 Time Release Officers

- 3.3.1 Both the District & T/OT Bargaining Unit President and the Vice-President of Protective Services/Chief Negotiator shall be released on a full-time basis.
- 3.3.2 The District Federation Services Officer shall be released for one (1) period per semester (0.33 FTE) to conduct D22 business.
- 3.3.3 Notwithstanding Bylaw 3.1.1, additional District Executive members shall be granted full-time or part-time release as selected by a hiring panel, and approved by District Council.
 - 3.3.3.1 The District & T/OT Bargaining Unit President shall be paid a regular salary, including teaching allowances, plus an allowance equal to 10% of the Category 4 maximum salary.
 - 3.3.3.2 The Vice-President of Protective Services/Chief Negotiator shall be paid a salary of regular salary, including teaching allowances, plus an allowance equal to 5% of the Category 4 maximum salary.
 - 3.3.3.3 The District Federation Services Officer shall be paid a salary of regular salary, including teaching allowances, plus an allowance equal to 5% of the Category 4 maximum salary, pro-rated to the percentage for which they are released to conduct D22 business.

3.4 Resource Role

The District & T/OT Bargaining Unit President, and Vice-President of Protective Services/Chief Negotiator shall be responsible for:

- a) maintaining and updating files re: Ministry and Board policies, an official copy of the District 22 Constitution, Bylaws and policies and collective bargaining research documents.
- b) advising appropriate bodies concerning the above resources.
- c) conducting, participating and/or organizing District or Branch Workshops or special events upon request.
- d) visiting each Branch at least once per semester and additional visits shall take place as directed by the District Executive or requested by a Branch.
- e) maintaining close liaison with members of the Executive and the Branch Presidents concerning Federation matters.

3.5 Administrative Role

The District & T/OT Bargaining Unit President and Vice-President of Protective Services/Chief Negotiator shall be responsible for:

- a) managing the operation of the District.
- b) maintaining, for the Executive, a journal of activities relating to the use of the office and the office personnel.

3.6 Duties of District & T/OT Bargaining Unit President

3.6.1 The District & T/OT Bargaining Unit President shall:

- a) be the Chief Executive Officer of the District.
- b) be accountable to the District Executive in the execution of responsibilities outlined herein.
- c) Appoint a member of the District Executive to be the Equity Officer on an annual basis.
- d) call meetings of the District Executive, District Council, and the DAM, and the District & T/OT Bargaining Unit President or designate shall preside at the District Executive and District Annual Meetings.
- e) be an ex-officio member of all District Committees, appoint executive liaisons to any committees not represented on the District Executive, and shall strive to become knowledgeable in all aspects of Federation work.
- f) provide a report with regard to their activities and District Executive undertakings to District Executive and District Council at each of their meetings.
- g) provide an annual report with regard to their activities, District Executive undertakings, and District Council business to the DAM.
- h) ensure that the Vice-Presidents, Treasurer and Committee Chairs submit reports to District Council and on-time written reports to the DAM.
- i) endeavour to meet with all OSSTF/FEESO members on District Standing Committees, ad hoc committees, and joint OSSTF/FEESO-Board committees to ensure that all OSSTF/FEESO members are aware of their particular committee's Terms of Reference, Policies and Executive directives.
- j) distribute or designate a member to distribute minutes of all District Council meetings to all Branch Presidents and members of the District Executive, with an extra copy (or copies) for posting for each Branch President.
- k) send to Provincial Office a copy of all District Council and DAM minutes.
- l) co-ordinate and promote Communications and Public Relations activities, working in conjunction with the Executive and the Provincial OSSTF/FEESO Communications/Political Action Department.
- m) approve day release of members as required.
- n) serve as the District & T/OT's first Provincial Councillor.
- o) act as the District AMPA Delegation Chair.
- p) act as a signing officer of the District.
- q) appoint five (5) members to the District Appeals Committee prior to September 30th of each year.
- r) collate and distribute District printed and/or virtual materials, eg. newsletters, minutes of committee meetings, memoranda, and agendas.
- s) forward and return communications between Federation Officers and other Districts, Boards, Affiliates, and Provincial OSSTF/FEESO.
- t) be available to answer members' questions or concerns when a problem arises between members, members and the Federation, or members and DSBN. The

District & T/OT Bargaining Unit President will provide the answer within a reasonable period of time or direct the member to the best channel for a potential solution. Should a member be dissatisfied with the resolution or the recommendation, the member will be directed to the District Grievance Committee or the Secretariat Liaison for further action.

3.7 Provincial Councillor

3.7.1 The Provincial Councillor shall:

- a) represent the District at meetings of the Provincial Council, and shall report the proceedings of same to the District Executive.
- b) perform such other duties as are outlined in the Provincial Constitution and Bylaws.

3.8 Vice-President of Protective Services/Chief Negotiator

3.8.1 The Vice-President of Protective Services/Chief Negotiator shall:

- a) be the Benefits Information Officer.
- b) be responsible for preparation of briefs for negotiations.
- c) be the Grievance Officer.
- d) be the Staffing Officer.
- e) be the Contract Maintenance Officer.
- f) be the Pension and Benefits Officer.
- g) act as agent for the District with regard to the Employee and Family Assistance Program.
- h) attend provincial or regional meetings or conferences sponsored by Provincial Collective Bargaining.
- i) assume other duties as required by the District & T/OT Bargaining Unit President/Executive.
- j) liaise with the District H&S Committee.
- k) administer the Long Term Disability Plan.
- l) provide an annual report with regard to their activities, District Executive undertakings, and District Council business to the DAM.
- m) be a member of the PSC.
- n) provide a report to all PSC meetings.
- o) liaise with the District Communications/Political Action Committee.
- p) be responsible for the approval of disbursement of professional development funds from the T and OT Educational Services reserves.
- q) monitor DSBN meetings by either attending or reviewing DSBN minutes.
- r) assist the District & T/OT Bargaining Unit President in performing all duties as needed.
- s) act as a signing officer of the District.
- t) perform other duties assigned by the District & T/OT Bargaining Unit President in consultation with the District Executive.
- u) assume the duties of the District & T/OT Bargaining Unit President in the event of an absence or incapacity of the same.
- v) In the event of a vacancy in the office of District & T/OT Bargaining Unit President, to carry out the duties of the same until such time as the District Executive appoints a replacement.

3.9 Vice-President District Council Services

3.9.1 The Vice-President District Council Services shall:

- a) chair all District Council meetings.
- b) represent District 22 on the Directors' Leadership & Coordinating Committee.
- c) monitor and respond to member questions sent to the Occasional Teacher email account (otbu@d22.osstf.ca).
- d) be a delegate of the District Delegation to the NRLC.
- e) liaise with the OFL and CLC.
- f) be a member of the Table Team for negotiations.
- g) liaise with the District CPAC.
- h) perform other duties assigned by the District & T/OT Bargaining Unit President in consultation with the District Executive.

3.10 District Recording Secretary/Treasurer

3.10.1 The District Recording Secretary/Treasurer shall:

- a) keep an accounting of all funds received and disbursed.
- b) deposit all funds received in a chartered bank, trust company or credit union in the name of District 22 OSSTF/FEESO.
- c) issue numbered receipts as necessary for all funds received.
- d) present financial statements as of the end of the previous month to each regular meeting of the District Executive for approval and to the following meeting of District Council for information.
- e) ensure all duly authorized expenditures are paid.
- f) present the Financial Report, as required by OSSTF/FEESO Bylaws, to the DAM. The required financial statements, budget and funding applications shall be submitted to the Provincial Office and any other financial report which may be requested by the District Executive, District Council or the DAM shall be available within four (4) weeks of such a request.
- g) ensure all cash disbursements are accompanied by a receipt or voucher.
- h) call and Chair a meeting of the District Executive to prepare the next year's budget.
- i) present the proposed District Budget to the District Executive, and present or arrange to present the final budget proposal to the District Council.
- j) take minutes at District Executive and District Council meetings.
- k) perform other duties assigned by the District & T/OT Bargaining Unit President in consultation with the District Executive.
- l) act as a signing officer regarding the payment of all accounts only as authorized by District spending authorities in accordance with the budget which has been duly adopted by the District Council.
- m) some of the functions listed above may be assigned on the recommendation of the District Recording Secretary/Treasurer and approval of the District Executive to an employee of District 22 OSSTF/FEESO.

3.11 Executive Officer

3.11.1 The Executive Officer shall:

- a) assist in contributing to member communications; including all-member emails and District 22 OSSTF/FEESO social media accounts.
- b) provide an annual report with regard to their activities to the DAM.

- c) perform other duties assigned by the District & T/OT Bargaining Unit President in consultation with the District Executive.

3.12 District Federation Services Officer

3.12.1 The District Federation Services Officer shall:

- a) work with the D22 Office Manager to complete daily financial transactions and disbursements.
- b) act as a signing officer for the District.
- c) assist in the preparation of monthly financial reports and budget updates to be shared with the District Recording Secretary/Treasurer
- d) provide an annual report with regard to their activities to the DAM
- e) perform other duties assigned by the District & T/OT Bargaining Unit President in consultation with the District Executive.

3.13 District Faculty of Education Advisory Work Group Representative (FEAWG)

3.13.1 The FEAWG Representative shall:

- a) attend the provincial OSSTF/FEESO FEAWG meetings.
- b) attend the Teacher Education Liaison Committee (TELC) meetings for the Brock University Faculty of Education.
- c) provide two-way communication regarding issues and concerns between the local TELC committee and the OSSTF/FEESO FEAWG.
- d) assist in organizing Federation Day, Affiliate Day and workshops at the Brock University Faculty of Education.
- e) make the OSSTF/FEESO presentation at Federation Day or arrange for the participation of other OSSTF/FEESO personnel.
- f) promote the teacher federations among the teacher candidates.
- g) Report in writing to the DAM on its activities.
- h) assess the applications received from teacher candidates for the OSSTF/FEESO Faculty of Education Award to make recommendations to the Provincial Executive as to worthy recipients.
- i) attend Brock University FEAC (Faculty of Education Advisory Committee) meetings
- j) perform the duties of the chair of TELC and attend the OTF-TELC meetings during years when it is OSSTF/FEESO's turn in the local rotation among Federations every two (2) years.

3.14 BRANCH PRESIDENT

3.14.1 The Branch President shall:

- a) assist the members of the Branch in the interpretation of the Collective Agreement.
- b) bring to the attention of the Vice-President of Protective Services any dispute or disagreement involving interpretation or application of the terms of the Collective Agreement within one (1) teaching day.
- c) ensure that all pertinent facts regarding the alleged violation are collected and forwarded to the Vice-President of Protective Services.
- d) attend or ensure representation at District Council meetings, and report back to branch members.
- e) represent the Branch on the In-School Staffing Advisory Committee (ISSAC), or appoint a designate.

- f) inform the Branch members of the existence of the Benevolent Fund and advise members how to access the fund.
- g) hold elections for all Branch Executive positions between the DAM and June 30 of each school year. Vacant positions may be filled by election at any time.

3.15 BRANCH VICE-PRESIDENT

3.15.1 The Branch Vice-President shall:

- a) carry out the duties of the Branch President in the event that they are unable to do so.

3.16 BRANCH PSC REPRESENTATIVE

3.16.1 The Branch PSC Representative shall:

- a) represent the Branch on the In-School Staffing Advisory Committee (ISSAC).
- b) represent the Branch on the District PSC Committee.

3.17 BRANCH PSC ALTERNATE

3.17.1 The Branch PSC Representative shall:

- a) carry out the duties of the OSC Representative in the event that they are unable to do so.

3.18 Protective Services Committee (PSC)

3.18.1 It is the sole group empowered to represent all members covered by the Teacher/Occasional Teacher Collective Agreement in negotiations and to bargain on their behalf. Each Branch shall elect one representative to the PSC and an alternate.

3.18.2 The Table Team of the PSC will be composed of the Vice-President of Protective Services/Chief Negotiator, PSC Chair, President or designate, Vice-President District Services, and up to one (1) elected member from the PSC Committee.

3.18.3 The PSC shall:

- a) conduct research and prepare for negotiations such documents as may be required.
- b) maintain an effective two-way communications link with the Provincial Office Protective Services, Regional CBC Coordinator, the Executive, the Council and the membership with respect to negotiations.
- c) make recommendations to the Executive regarding requests for Provincial Assistance, Provincial Responsibility for Negotiations, or other participation.
- d) prepare any written or other explanatory materials the Committee feels is necessary for the membership to understand a proposed contract which is to be presented for a ratification vote.
- e) make recommendations on any proposed contract being presented for a ratification vote.
- f) report in writing to the DAM on its activities.
- g) elect, at its first meeting of the school year, three (3) of its members to serve on the Grievance Committee.
- h) elect a Chairperson and a Vice-Chairperson from its members.
 - (i) Normally, after notice to bargain has been given to the employer or received, an election for Chairperson and Vice-Chairperson will not take place until such new Agreement is concluded.

3.18.4 The PSCC Chairperson shall:

- a) act as Chairperson of the PSC.
- b) report and make recommendations to District Council.
- c) ensure that the Committee meets regularly.
- d) attend such provincial or regional conferences as are sponsored by the Provincial PSC.

3.19 District Educational Services Committee

3.19.1 The District Educational Services Committee shall:

- a) promote and encourage the professional competence and development of the members of the District.
- b) organize and/or coordinate Professional Development activities for members of the District.
- c) be knowledgeable about human and financial resources in order to assist in the development of member-initiated PD programs.
- d) be responsible for the preparation of an annual budget.
- e) report in writing to the DAM on its activities.
- f) recruit additional members, if necessary, upon approval of the District Executive.

3.19.2 There shall be a District Educational Services Officer.

3.19.3 The District Educational Services Officer shall:

- a) be appointed by the District Executive after receipt of a nomination by the members of the District Educational Services Committee made at a Committee meeting after the DAM and before September 30th annually.
- b) act as a liaison to the District Educational Services Committee and the Provincial Educational Services Committee.
- c) report the proceedings of the Educational Services District Committee to the District Council.
- d) be responsible for the approval of disbursement of professional development funds from the T and OT Educational Services Reserves in consultation with the members of the District Educational Services Committee.
- e) perform other duties assigned by the District & T/OT Bargaining Unit President or Executive.

3.20 District Communications and Political Action Committee (CPAC)

3.20.1 The District CPAC shall:

- a) keep the membership aware of OSSTF/FEESO programs and activities, and of affairs affecting the welfare of the District.
- b) implement programs approved at Unit Annual Meetings.
- c) implement special programs as approved from time to time by the District Executive.
- d) review a written copy of its monthly expenditures and approve such expenditures.
- e) respond to Provincial CPAC initiatives.
- f) liaise with the provincial CPAC and Communications and Political Action Department.
- g) research and recommend priorities and policies to the District Executive, the Bargaining Unit Executives, and the DAM on items encompassed by the specific objectives of the Committee.
- h) prepare an annual budget.

- i) report in writing to the DAM on its activities.
- j) work in conjunction with the District Executive and the DAM to implement the OSSTF/FEESO Annual Action Plan as approved for the current year at AMPA those which apply to communications and political action.
- k) liaise regarding political activities with the other local OTF affiliates, with local CLC and OFL affiliates, NRLC, local Riding Associations, politicians and the general public.
- l) advise on matters concerning political activity at the local level including municipal and school board elections
- m) prepare briefs, on approval of the District Executive, to various levels of government on matters found to be of concern to the membership.
- n) raise the political awareness of the members and work toward the education of teachers in political processes and current political affairs.

3.20.2 There shall be a District CPAC Officer.

3.20.2.1 The District CPAC Officer shall:

- a) be appointed by the District Executive after receipt of a nomination by the members of the District CPAC Committee made at a Committee meeting after the DAM and before September 30th annually.
- b) act as a liaison to the District CPAC and the Provincial CPAC.

3.21 District Human Rights Committee

3.21.1 The District Human Rights Committee shall:

- a) implement programs approved at the DAM.
- b) implement special programs as approved from time to time by the District Executive.
- c) review a written copy of its monthly expenditures and approve such expenditures.
- d) respond to Provincial Human Rights Committee initiatives.
- e) report in writing to the DAM on its activities.

3.21.2 There shall be a District Human Rights Officer.

3.21.2.1 The District Human Rights Officer shall:

- a) be appointed by the District Executive after receipt of a nomination by the members of the District Human Rights Committee made at a Committee meeting after the DAM and before September 30th annually.
- b) act as a liaison to the District Human Rights Committee and the Provincial Human Rights Committee.

3.22 District Status of Women Committee

3.22.1 The District Status of Women Committee shall:

- a) implement programs approved at the DAM.
- b) implement special programs as approved from time to time by the District Executive.
- c) report in writing to the DAM on its activities.
- d) respond to Provincial Status of Women Committee initiatives.

3.22.2 There shall be a District Status of Women Officer.

3.22.2.1 The District Status of Women Officer shall:

- a) be appointed by the District Executive after receipt of a nomination by the members of the District Status of Women Committee made at a Committee meeting after the DAM and before September 30th annually.

- b) act as a liaison to the District Status of Women Committee and the Provincial Status of Women Committee.

3.23 District Health and Safety Committee

3.23.1 The District Health and Safety Committee shall:

- a) recommend priorities and policies to the District Executive, District Council, and the DAM on items encompassed by the specific objectives of the Committee.
- b) undertake research, in its own area.
- c) prepare an annual budget.
- d) report in writing to the DAM on its activities.
- e) work in conjunction with the District Executive, District Council, the DAM to implement the OSSTF/FEESO Annual Action Plan as approved for the current year by the Provincial Assembly which apply to Health and Safety.
- f) establish and maintain liaison regarding health and safety with other DSBN employee groups, the other local OTF affiliates, local OFL and CLC Affiliates, local Labour Councils, the Workers Health and Safety Centre, and the general public.
- g) advise on matters concerning health and safety at the local level.
- h) prepare briefs, on approval of the District Executive or Unit Executive, to various levels of government on Health and Safety matters found to be of concern to the membership.
- i) raise the health and safety awareness of the members and work toward the education of members in health and safety.
- j) recruit additional members upon approval of the District Executive.
- k) recommend health and safety-related activities to be conducted among the members of the District
- l) receive and pursue District health and safety concerns.

3.23.2 There shall be a District H&S Officer.

3.23.2.1 The District H&S Officer shall:

- a) be appointed by the District Executive after receipt of a nomination by the members of the District H&S Committee made at a Committee meeting after the DAM and before September 30th annually.
- b) report the proceedings of the District Health and Safety Committee to the District Council.
- c) in consultation with the members of the District H&S Committee, ensure that the Member and Alternate positions on the MWJHSC are filled, subject to approval by the District Executive.
- d) perform other duties assigned by the District & T/OT Bargaining Unit President or District Executive.

3.23.3 Notwithstanding Bylaw 3.3.2, in the event that the District Constitution, Collective Agreement, or the Terms of Reference of the MWJHSC of the DSBN or the Policies or Procedures or practice of the DSBN provide for a full-time or part-time release position for an OSSTF/FEESO member regarding duties under the Occupational Health and Safety Act, a member shall be nominated as the District H&S Officer by the members of the District H&S Committee prior to the DAM if possible. The District H&S Committee's nomination is subject to confirmation by the following, in order of preference:

- a) the DAM, if the time-frame allows before the duties are to commence.
- b) a weighted vote of District Council, if the time-frame allows before the duties are to commence.
- c) The District Executive.

3.24 District Constitution Committee

3.24.1 The District Constitution Committee shall:

- a) meet, as needed, annually to review the District Constitution.
- b) propose on-time motions for amendments to the District Constitution to the District Annual Meeting (DAM).
- c) speak to proposed amendments to the District Constitution at the DAM.
- d) support any individual members, committees and/or branches wishing to send a motion or motions to the DAM.

3.24.2 There shall be a District Constitution Officer.

3.24.2.1 The District Constitution Officer shall:

- a) ask for volunteers to sit on the District Constitution Committee.
- b) call meetings of the District Constitution Committee to prepare on-time motions for the DAM.
- c) Act as a liaison to the District Constitution Committee and the District Executive and/or District Council.

3.25 District Steering Committee

3.25.1 The District Steering Committee shall:

- a) to produce a written set of rules of order for the orderly and efficient conduct of District Meetings for approval at the DAM.
- b) to recommend from time to time, as necessary, changes in the procedures for the conduct of the DAM.

3.26 District Appeals Committee

3.26.1 The District Appeals Committee shall hear appeals under Bylaw 11 of members of the District affected by a decision resulting from a complaint under the District Anti-Harassment and Anti-Bullying Procedure.

3.27 District Executive Review Committee

3.27.1 The Committee shall be composed of three (3) non-Executive members of District Council elected by District Council no later than the November District Council meeting of a non-election year if deemed necessary by the District Council.

3.27.1.1 The Committee shall vote to select a Chair during its initial meeting.

3.27.2 The Executive Review Committee shall:

- a) investigate and recommend to District Council motions regarding the District Executive structure, terms of office, roles and responsibilities, remuneration, time release and related matters no later than the March District Council meeting.
- b) If necessary, any motions shall be presented and voted on at the DAM in a non-election year.

3.28 District Benevolent Fund Committee

3.28.1 The District Benevolent Fund Committee shall:

- (a) consist of five (5) members appointed annually by the District Executive.
- (b) elect from within its own membership a Chairperson.

3.28.2 PURPOSE OF FUND:

The Fund is intended as an emergency source for financial assistance for members of the District upon approval of the District & T/OT Bargaining Unit President.

3.28.3 SOURCE OF FUNDS:

Continuance and replenishment of the Fund will be dealt with at the DAM by a vote of the membership.

3.28.4 PROMOTION OF FUND:

It is the duty of Branch Presidents to inform the members of the existence of the Fund.

3.28.5 APPLICATION FOR FUNDS:

Application for funds will be in writing. The Committee reserves the right to request additional information for any requests. Requests may also be made to the Provincial Benevolent Council.

3.28.6 RULES FOR DISTRIBUTION, ELIGIBILITY, ETC.

It is intended that the Committee shall operate without fixed rules and limits for its members. It is hoped that the good judgment, common sense and goodwill of the committee shall be sufficient to pursue the purpose of the Fund.

3.28.7 REPORTING:

The Committee shall present a written financial summary and a written activity summary at the DAM. Specific members' names will not be reported.

3.28.8 COMMITTEE MEETINGS:

The Committee shall meet at the call of one of the members. Three (3) members shall constitute a quorum.

3.28.9 REQUESTS AND LIMITS:

- a) Types of Eligible Requests (not intended to be limited):
 - (i) extended illness leading to financial difficulty.
 - (ii) death, requiring financial assistance.
 - (iii) personal emergencies that would normally lead to a canvas for funds to assist a member.
- b) Limits:
 - (i) A limit of \$2,000 per application.
 - (ii) the member may receive a gift or an interest-free loan based on circumstances.
 - (iii) needs will be assessed by the Committee and funds distributed according to need and availability.

3.29 District Grievance Committee

3.29.1 The Grievance Committee shall consist of three (3) members of the PSC elected by the PSC. Where possible, one member shall be an Occasional Teacher.

3.29.2 The member appeal process shall be as follows:

- a) A member shall have the right to request and present their case to the Grievance Committee when a decision by the Grievance Officer has resulted in a denied grievance. The Grievance Officer shall also present their case for denying the grievance to the Grievance Committee.
- b) A member shall have the right to request and present their case to the Executive for review when a decision by the Grievance Committee has resulted in a denied grievance. The Grievance Officer shall also present their case for denying the grievance to the Executive.
- c) In the event of a tie vote regarding the appeal made to the Executive, the appeal shall be denied.

3.30 District Nominations and Elections Committee

3.30.1 The District Nominations and Elections Committee shall:

- a) consist of up to six (6) members who are not part of the current Executive and who are not nominees in the upcoming election.
- b) elect a Chair from the members of the Committee.
- c) review the nominations form and memorandum and suggest changes if necessary.
- d) hold an all-candidates meeting for on-time candidates to determine the campaign rules.
- e) count the ballots, immediately after the closing of voting, to determine the successful candidate for each position in accordance with Bylaw 2.2.4.
- f) report the results of elections to the District Office so that they may be communicated to Members.

3.31 District Appointment Committee

3.31.1 The District Appointment Committee shall:

- a) consist of up to four (4) members who are not part of the current Executive, plus the ARM Chapter 22 President.
- b) the District & T/OT President shall sit on the committee in a non-voting position.
- c) elect a Chair from the members of the Committee.
- d) review the job posting prior to being posted to members.
- e) Review the interview questions, performance task(s) and written components to be used with candidates selected for interview.
- f) if necessary, review applicant package(s) to determine candidate(s) to interview.
- g) make recommendations to the District Executive as to selection of the successful candidate, to withdraw posting, or to re-post if necessary.

3.32 District AMPA Delegation

3.31.1 The District AMPA Delegates shall:

- a) attend meetings called by the Chair for the purpose of discussing business related to AMPA.
- b) ensure that a full slate of Delegates and/or alternates is on the floor at AMPA.
- c) assist with District 22 candidates running for Provincial Office.

3.33 District Delegation to the Niagara Regional Labour Council

3.32.1 The members of the District Delegation to the Niagara Regional Labour Council shall:

- a) elect a Chair from the members of the committee.
- b) attend meetings called by the Chair for the purpose of discussing business related to Labour Councils, the OFL, and CLC.
- c) attend Niagara Regional Labour Council Meetings for the purposes of representing the District.

BYLAW 4 – FINANCES

4.1 Members may be reimbursed for transportation as a direct result of their duties on business. The rate shall be as set by the District Council from time to time and should be consistent with the rates set by the Provincial Treasurer of OSSTF/FEESO.

- 4.2 The District Executive shall approve expenditures.
- 4.2.1 All expenses for reimbursement must be submitted no later than ninety (90) days after they are incurred unless otherwise approved by the District Executive.
- 4.3 No spending authority shall authorize any expenditure in excess of any budgeted amount without approval of the District Executive. Wherever possible over-expenditures will be brought to next District Council meeting.
- 4.4 All cheques shall be signed by any two of the following: District & T/OT Bargaining Unit President, District Treasurer or Vice-President Protective Services/Chief Negotiator. No officer shall sign their own voucher.
- 4.5 The District Budget shall be drafted by the District Executive in March in accordance with Bylaw 3.2.1.
- 4.5.1 The budget shall:
 - h) identify District expenses.
 - i) be recommended to the DAM by a majority vote of the District Council at least twenty (20) school days prior to the DAM.
 - j) be approved by a majority of delegates present and voting at the DAM.
- 4.5.2 The Budget shall fund at least the following lines:
 - a) bank charges
 - b) office supplies
 - c) cleaning
 - d) postage
 - e) property taxes
 - f) utilities
 - g) salary/secretary
 - h) building expenses
 - i) District Committees
 - j) DAM
 - k) Contingency
 - l) District Building Expenses
- 4.6 District budget expenditures shall not exceed District budget revenue without the District Executive approval.
- 4.7 The District may enact a change to a fee or levy at the DAM by a majority vote of the delegates present and voting.
- 4.8 Funds Surplus to the District shall be remitted to District Reserve Accounts as determined by the District Executive within one (1) month of the closing of the books for the previous year.
- 4.9 District Committees will be funded by allocations from the District Budget.
- 4.10 The District Audit shall be conducted as per the Provincial guidelines and by the Provincial OSSTF/FEESO's Internal Auditor.

- 4.11 Funds may be expended from the District Reserve Accounts:
- a) by the District membership at a duly constituted DAM or Special District Meeting.
 - b) for amounts less than or equal to \$20,000.00, by majority vote of the District Executive.
- 4.12 The District Treasurer shall present or arrange to be presented a report on the status of the Reserve Accounts to the DAM.
- 4.13 The District Office shall maintain a petty cash fund of \$200.00.
- 4.14 The District shall have the following Reserve Accounts:
- 4.14.1 UNRESTRICTED RESERVE ACCOUNT
- 4.14.1.1 This account may be funded by any excess of revenue over expenditure in the previous fiscal year.
- 4.14.1.2 Expenditures from this account may only be authorized by the District Council upon the recommendation of the Executive or by the DAM.
- 4.14.1.3 Service charges incurred shall be charged to this account.
- 4.14.1.4 This account shall not exceed \$150,000.
- 4.14.2 OT UNRESTRICTED RESERVE ACCOUNT
- 4.14.2.1 This account may be funded by any excess of revenue over expenditure in the previous fiscal year.
- 4.14.2.2 Expenditures from this account may only be authorized by the District Council upon the recommendation of the Executive, the DAM, or the OTAGM.
- 4.14.2.3 Service charges incurred shall be charged to this account.
- 4.14.3 DISTRICT BUILDING RESERVE ACCOUNT
- 4.14.3.1 This account shall only be used for:
- a) the purchase or construction of an Office.
 - b) costs related to the up-keep and maintenance of a District Office building once purchased.
 - c) replacement of office equipment.
- 4.14.3.2 Funds may be transferred to this account by the District Executive from any excess of revenue over expenditures in the previous fiscal year.
- 4.14.3.3 This account shall not exceed \$145,000.
- 4.14.4 DISTRICT CONTINGENCY RESERVE ACCOUNT
- 4.14.4.1 Funds may be transferred from this account to other District Reserve Accounts by the District Executive.
- 4.14.4.2 This account shall be used:
- a) to support collective bargaining within the District in cases where funds available from the provincial organization and from the District Budget are insufficient to meet requirements.
 - b) to provide funds of an emergency nature.
 - c) for purposes determined at a DAM, a Special District Meeting, or District Council Meeting.
- 4.14.4.3 This account may be funded by any excess of revenue over expenditure in the previous fiscal year not allocated to the District Building Reserve Account.
- 4.14.4.4 Service charges incurred shall be charged to this account.

4.14.4.5 This account shall not exceed \$125,000.

4.14.5 DISTRICT SPONSORSHIP REVENUE RESERVE ACCOUNT

4.14.5.1 This account shall be used solely for scholarships, bursaries, celebrations and other goodwill projects.

4.14.5.2 Funds from Johnson Unifund Insurance, OTIP and similar organizations may be allocated to this account.

4.14.5.3 Service charges incurred shall be charged to this account.

4.14.6 DISTRICT PROVINCIAL OSSTF/FEESO ELECTIONS ACCOUNT

4.14.6.1 This account shall be used solely for supporting a member of the District running as a candidate in an OSSTF/FEESO Provincial Election with the endorsement of the District Executive.

4.14.6.2 Funds shall be allocated to this account from the District Budget.

4.14.6.3 Service charges incurred shall be charged to this account.

4.14.6.4 This account shall not exceed \$10,000.

4.14.7 DISTRICT PHOTOCOPIER RESERVE ACCOUNT

4.14.7.1 This account shall be used solely for the purchase of a new photocopier for use by the District.

4.14.7.2 Funds shall be allocated to this account from the District budget or allocated from District budget surplus.

4.14.7.3 Service charges incurred shall be charged to this account.

4.14.7.4 This account shall not exceed \$30,000.

4.14.8 DISTRICT BENEVOLENT FUND RESERVE ACCOUNT

4.14.8.1 This account shall be used solely for the purposes defined in Bylaw 3.25 and shall be funded accordingly.

4.14.8.2 Any excess of revenue over expenditure in the previous fiscal year for the District Benevolent Fund shall be allocated to this reserve account.

4.14.8.3 Expenditures from this account may only be authorized by the District & T/OT Bargaining Unit President upon recommendation of the District Benevolent Fund Committee.

4.14.8.4 Service charges incurred shall be charged to this account.

4.14.9 DISTRICT EXCELLENCE IN EDUCATION FUNDRAISING RESERVE ACCOUNT

4.14.9.1 This account shall be used solely for EIE projects.

4.14.9.2 This account shall be funded by fundraising proceeds in excess of expenses which exceed the EIE Committee's budget on an annual basis.

4.14.9.3 Expenditures from this account may only be authorized by the Executive upon recommendation of the EIE Committee.

4.14.9.4 Service charges incurred shall be charged to this account.

4.14.10 T PROFESSIONAL DEVELOPMENT RESERVE ACCOUNT

4.14.10.1 This account shall be used solely for expenditures on Professional Development for contract teachers.

4.14.10.2 This account shall be funded by monies allocated from Provincial OSSTF/FEESO, DSBN, or by the Ministry of Education, or any other source that are deemed for use for Professional Development.

4.14.10.3 Expenditures from this account may only be authorized by the Executive upon recommendation of the District Education Services Officer or designate(s).

4.14.10.4 Service charges incurred shall be charged to this account.

4.14.11 OT PROFESSIONAL DEVELOPMENT RESERVE ACCOUNT

4.14.11.1 This account shall be used solely for expenditures on Professional Development for Occasional teachers.

4.14.11.2 This account shall be funded by monies allocated from Provincial OSSTF/FEESO, DSBN, or by the Ministry of Education, or any other source that are deemed for use for Professional Development.

4.14.11.3 Expenditures from this account may only be authorized by the Executive upon recommendation of the District Education Services Officer, the OT Branch President, or designate(s).

4.14.11.4 Service charges incurred shall be charged to this account.

4.14.12 DISTRICT RETIREMENT BANQUET RESERVE ACCOUNT

4.14.12.1 This account shall be used solely for expenditures on the District Retirement Banquet, and any related costs.

4.14.12.2 Any excess of revenue over expenditure in the previous fiscal year for the District Retirement Banquet shall be allocated to this reserve account.

4.14.12.3 Expenditures from this account may only be authorized by the Executive.

4.14.12.4 Service charges incurred shall be charged to this account.

4.15 Levy

4.15.1 There shall be a levy of all Members.

4.15.1.1 The fee or levy is to be used to fund the Budget established by the DAM or for any other activity determined by District Council, the DAM, or a Special General Meeting.

4.15.1.2 The levy shall be \$133.90 per full-time equivalent (1.0 FTE = 6 full course assignments to a maximum of 1.0 FTE) which shall be increased by the same rate as the negotiated salary increase for permanent contract teachers on an annual basis beginning with the 2013/2014 school year.

4.15.1.3 Notwithstanding Bylaw 4.15.1.2, a levy of 0.32% shall be paid on the gross earnings of Continuing Education teachers, Instructional Outreach teachers and OTs.

4.15.1.4 The levy for members shall be deducted in equal amounts from each pay.

4.15.1.5 A special levy may be considered at the DAM for purposes other than those specified in Bylaw 4.15.1.1.

4.16 Office Manager's Pension

4.16.1 The District Office Manager shall be a member of the Ontario Municipal Employees Retirement System (OMERS).

4.16.2 The District Executive shall authorize the District & T/OT Bargaining Unit President or another member of the District Executive to take all such action and execute all such documents, certificates and agreements as they may consider necessary to fulfill the duties and obligations of an employer with respect to OMERS.

BYLAW 5 – MEETINGS AND QUORUMS

5.1 District Annual Meeting (DAM)

- 5.1.1 A DAM shall be called by the District & T/OT Bargaining Unit President, to be held no later than May 30 in each Federation year.
- 5.1.2 A DAM may be convened to:
 - a) amend the District Constitution and Bylaws.
 - b) establish, amend or rescind District 22 policy.
 - c) approve a District Budget.
 - d) all other matters deemed necessary or convenient for the promotion of the welfare of the members or the conduct of the business of the Bargaining Unit or its Branches.
- 5.1.3 Members of District 22 must be given notice of the DAM at least twenty (20) school days before the date of the meeting.
- 5.1.4 Decisions taken by the DAM shall be binding for all Members of the District.
- 5.1.5 The procedures for the rules of order for District business meetings shall be those published by the District Steering Committee and passed by the DAM.

5.2 Special General Meeting

- 5.2.1 A Special General Meeting shall be convened at the call of the District & T/OT Bargaining Unit President.
 - 5.2.1.1 A Special General Meeting may be called:
 - a) upon the written request of Provincial OSSTF/FEESO, District Executive or District Council.
 - b) upon the receipt by the District & T/OT Bargaining Unit President of a petition of ten (10) percent of the District Membership, such petition to state the reason for calling such a meeting.
- 5.2.2 A Special Meeting may be held provided all Branch Presidents are notified at least ten (10) school days in advance. Longer notice will be given whenever possible.

5.3 Procedures

- 5.3.1 A Steering Committee shall be struck by the District Executive to advise on resolutions and the conduct of the DAM.
- 5.3.2 All on-time resolutions must come from the Executive, Council, a District Committee, the members of a District Committee, or any Branch. The resolution shall state the body from which the motion originated, and shall be forwarded by the Presiding Officer of that body.
- 5.3.3 Printed reports prepared for the DAM shall be provided to the delegates for perusal at least ten (10) school days prior to the meeting.
- 5.3.4 A member of the Provincial Executive and a member of the Secretariat shall be invited to the DAM.
- 5.3.5 To be considered as “on-time”, resolutions other than those regarding Policy, the Constitution or the Bylaws must be received at the District office at least fifteen (15) school days prior to the DAM. These resolutions will be provided to the delegates for perusal at least ten (10) school days prior to the DAM.

5.4 Reporting

- 5.4.1 The Executive will cause the Minutes of the DAM to be distributed to all branches and posted on the District website prior to the end of the school year.

5.4.2 A number of copies of the minutes of the previous year's DAM approximately equal to the number of delegates to the DAM will be made available to the delegates to the DAM, together with an equal number of copies of the District Treasurer's Report, the proposed budget, and on-time resolutions at least ten (10) school days prior to the DAM. The District & T/OT Bargaining Unit President will be responsible for these arrangements.

5.5 Representation

5.5.1 At the DAM or a Special District Meeting:

5.5.2 The DAM shall consist of:

- a) the District Executive.
- b) the District FEAWG Representative and the Chairs of District Standing Committees.
- c) the Branch President or designate from each Branch.
- d) a Branch Delegation from all branches composed of ten (10) percent of the full-time equivalent Membership of each of those Branches as determined by the President or designate using normal rounding-off procedures.

5.5.3 The following shall be invited guests to the DAM:

- a) OSSTF/FEESO District 22 Niagara Active Retired Members (ARM) Chapter President, or designate.
- b) OSSTF/FEESO District 35 Brock University Support Staff Bargaining Unit President, or designate.
- c) a member of the Provincial Executive.
- d) a member of the Secretariat.
- e) other individuals as determined by the President in consultation with the Executive.

5.6 District Information Meeting

5.6.1 A District Information Meeting shall be convened at the call of the District & T/OT Bargaining Unit President.

5.6.2 All Members are eligible to attend.

5.7 District Executive

5.7.1 The District Executive shall meet on at least five (5) separate occasions per Federation year.

5.7.2 Any member of the District or invited guest may attend as an observer and shall have the right to speak when recognized by the Chair.

5.8 District Council

5.8.1 The District Council shall meet at least six (6) times during the Federation year with no more than 3 months between meetings.

5.8.2 Any member of the District or invited guest may attend as an observer and shall have the right to speak when recognized by the Chair.

5.8.3 When a branch has been unrepresented by the Branch President at two (2) consecutive meetings, without sending regrets or a designate, the District & T/OT Bargaining Unit President shall contact the affected staff to attempt to find a member willing to act as Branch President or willing to receive District Council materials to relay information to the members of that Branch.

5.9 District Committees

- 5.9.1 All District Committees shall meet at least three (3) times per Federation year at the call of the Chairperson.
- 5.9.2 A duly-called District Committee meeting shall be as scheduled by the Committee at a duly-called meeting, or with notice one (1) week in advance, or upon shorter notice approved by a majority of the Executive.
- 5.9.3 District Committees may meet at any location in Niagara as determined by the Committee.
- 5.9.4 Meetings of District Committees will be posted on the District website when notice is given and any member of the District may attend a District Committee meeting.
- 5.9.5 Voting at District Committee Meetings
 - 5.9.5.1 Only one member from each Branch may vote at a District Committee meeting.

5.10 District AMPA Delegation

- 5.10.1 The District AMPA Delegation shall meet at such times as required to review any business related to AMPA.

5.11 Motions Polled by email

- 5.11.1 Motions of the Executive, Council, or Committees may be polled by email provided that the plurality required for the motion is a simple majority.
 - 5.11.1.1 The motion will be sent for response to all designated voting representatives on the Executive, Council, or Committee.
 - 5.11.1.2 Subject to 5.14.1.3, a motion as in 5.14.1 shall be flagged as urgent, follow an established template, specify a response time of no less than two (2) school days and no more than five (5) school days, be moved and seconded by members of the body being polled, and must not exceed \$1000.
 - 5.11.1.3 A motion as in 5.14.1 shall be deemed to be carried when a majority of the designated voting representatives responding have responded in favour of the motion.
 - 5.11.1.4 In any email poll, the chair is given the opportunity to vote.

5.12 Virtual Meetings

- 5.12.1 Virtual meetings may be convened when face-to-face meetings are prohibited.
- 5.12.2 Accommodations can be made to allow virtual meetings to take place when circumstances are deemed too prohibitive or by mutual consent of the meeting participants.
- 5.12.3 Attendees may be required to pre-register in order to gain access to the meeting. This pre-registration will include:
 - a) The member's first and last name.
 - b) their branch/worksite.
 - c) their personal email address.
- 5.12.3 Voting at virtual meetings will occur using one or more of the following methods, as appropriate:
 - a) Raising one's hand while on-camera and visible to the chair.
 - b) Using a "raise hand" feature of the virtual meeting platform.
 - c) Responding to a poll within the virtual meeting platform.
 - d) Responding using the chat feature.
 - e) Utilizing an external electronic voting platform (e.g. OSSTF Voting Centre)
- 5.12.4 A virtual meeting participant manual describing those features such as, but not limited to, inter-participant communication and voting procedures will be approved by Council will be sent electronically to participants at least 5 working days prior to the meeting.

5.13 Quorums

- 5.13.1 A quorum for the DAM shall exist when a majority of delegates to the DAM as defined in the Constitution and Bylaws are present.
- 5.13.2 A quorum for a Special General Meeting shall exist when a majority of delegates to the previous DAM is present. When delegates to the previous DAM are no longer members of the District, they may be replaced by duly elected members.
- 5.13.3 A quorum for meetings of the District Executive shall be fifty (50) percent of the members of the Executive.
- 5.13.4 A quorum for meetings of the District Council shall be:
 - a) Fifty percent (50%) of the Executive Officers are present.
 - b) Fifty percent (50%) of the Branch Presidents or designates are present.
- 5.13.5 A quorum for meetings of District Committees with branch representation shall be those members present.
- 5.13.6 A quorum for meetings of the District AMPA delegation shall be those members present.
- 5.13.7 A quorum for branch meetings shall be those members present.
- 5.13.8 A quorum for meetings of District Standing Committees, Non-Standing Committees, and Ad-Hoc Committees shall be those members present.

BYLAW 6 – POLICY

6.1 Establishment and Rescission by District Council

- 6.1.1 Interim policy, amendment or rescission of interim policy, and interim amendment or interim rescission of existing policy may be made at any meeting of District Council:
 - a) By a two-thirds (2/3) majority of the members qualified to vote, present and voting, provided that proper notice of policy motion was given to the Council on or before the date of the previous meeting of the Council.
 - b) By a three-quarters (3/4) majority of the members qualified to vote, present and voting, previous notice in 6.1.1 a) not having been given.
- 6.1.2 A proper notice of policy motion for the establishment of interim policy is one which begins with the words "It is the policy of OSSTF/FEESO District 22 that ..."
- 6.1.3 It is the duty of the Chair to make a ruling as to whether or not a motion is a policy motion.

6.2 Establishment and Rescission by District Annual Meeting

- 6.2.1 Policy, and the amendment or rescission of policy, may be made at the DAM.
 - a) By a majority of the members, present and voting, provided that a proper notice of policy motion shall have been given in writing to the District Office at least fifteen (15) school days prior to the DAM and such notice of policy motion shall have been forwarded to the Branches at least ten (10) school days prior to the DAM.
 - b) By a three-quarters (3/4) vote of the members, present and voting, previous notice as in Bylaw 6.2.1 a) not having been given.
- 6.2.2. A proper notice of policy motion for the establishment of policy is one which begins with the words, "It is the policy of OSSTF/FEESO District 22 that ..."
- 6.2.3 It is the duty of the Chair of the Resolutions Committee to make a final ruling as to whether or not a motion is a policy motion.
- 6.2.4 It is the duty of the District & T/OT Bargaining Unit President or designate to record changes made to interim policy or interim amendments of policy or interim rescission of policy and to have those matters placed on the agenda of the DAM for ratification.

- 6.2.5 Any interim policy or interim amendment of policy or interim rescission of policy made by the Council since the previous DAM shall be ratified by a majority vote of the members attending the DAM qualified to vote, present and voting, Bylaw 6.2.1 notwithstanding.

BYLAW 7 – NEGOTIATIONS PROCEDURE

7.1 Teachers & Occasional Teachers

- 7.1.1 The PSC shall make recommendations to the Executive regarding any matter dealing with terms and conditions of employment of members covered by the T/OT Collective Agreement and the District School Board of Niagara.
- 7.1.2 Where negotiations for a new Agreement have reached the stage where the terms of the new Agreement have to be brought to the membership, such terms shall be submitted to the membership a minimum of five (5) school days prior to the ratification vote of the membership and an information meeting be held at least three (3) days prior to the ratification vote. Ratification votes shall take place in accordance with the Labour Relations Act.
- 7.1.3 In the event of strike votes or contract ratification votes in D22 an external electronic voting platform (e.g. OSSTF Voting Centre) will be utilized.
- 7.1.4 Should issues in dispute during negotiations be submitted to binding arbitration, the District Executive shall enter into an Agreement with the Board on behalf of members covered by the T/OT Collective Agreement in accordance with any binding direction received from an arbitrator or Board of Arbitration.
- 7.1.5 The District Executive shall enter into an Agreement with the Board only after an affirmative ratification vote.
- 7.1.6 Should the Board, during the life of an Agreement request a waiver or amendment of any clause therein, the District Executive shall present such request to the PSC to study and negotiate if necessary, and shall act on the direction of that Committee. The PSC may recommend a waiver or amendment with or without a membership ratification to the District Executive, as they deem appropriate in the situation.
- 7.1.7 Should the members covered by the T/OT Collective Agreement, during the life of an Agreement, desire a waiver or amendment to any clause therein, it shall be handled through the PSC. The PSC may recommend a waiver or amendment with or without a membership ratification to the District Executive, as they deem appropriate in the situation.
- 7.1.8 Should the members covered by the T/OT Collective Agreement, as part of an Agreement or a Letter of Intent therewith, commit to further limited negotiations with the Board, the Executive shall present such matters to the PSC for study and shall act on the direction of that Committee. Upon the conclusion of such further limited negotiations, the Committee may recommend the acceptance by the District Executive of a Memorandum of Agreement with or without a membership ratification, as the Committee deems appropriate in the situation.
- 7.1.9 Should legislative changes impose the need for amending any terms of an existing Collective Agreement when it would be impractical to convene a meeting of the PSC during non-instructional days, the District Executive shall be empowered to negotiate and approve such amendments on behalf of the District.

BYLAW 8 - PROVINCIAL OFFICES

- 8.1 The nomination and/or endorsement of a Member of the District to any Provincial OSSTF/FEESO Office or to any OTF Office shall be subject to the approval of all District Councils or Executives where Councils do not exist.

BYLAW 9 - DISTRICT OFFICE

- 9.1 The District shall maintain an office for the conduct of its business.

BYLAW 10 - ANTI-HARASSMENT POLICY

- 10.1 The District shall have an Anti-Harassment Policy (Appendix A) to be followed at all OSSTF/FEESO workplaces and functions.
- 10.2 The Anti-Harassment Policy (Appendix A) and any amendments to it shall be approved by District Council.

BYLAW 11 - ANTI-HARASSMENT APPEALS PROCEDURE

- 11.1 Members of the District affected by a decision resulting from a complaint under the District's Anti-Harassment Policy may appeal this decision using the following procedure:
- a) Within five days of the decision, the affected member (herein called the Appellant) shall submit a request in writing to the District & T/OT Bargaining Unit President for an Appeal Hearing.
 - b) Within two days of receiving the request, the District & T/OT Bargaining Unit President shall appoint three members of the District Appeals Committee to consider the appeal.
 - c) Within three days, the District Appeal Committee shall meet to consider the appeal.
 - d) The District Appeal Committee shall review the complaint, the investigation process and findings, and the decision.
 - e) Following the review, the Committee shall either confirm or modify the decision.
- 11.1.1 The decision of the District Appeal Committee shall be consistent with the District Anti-Harassment Policy.
- 11.1.2 The District Appeal Committee shall report the decision on the Appeal to the District & T/OT Bargaining Unit President within five (5) days after meeting at which the Appeal is considered.
- 11.1.3 Within two (2) days of receiving the decision of the District Appeals Committee, the District & T/OT Bargaining Unit President shall communicate the decision to the Appellant in writing.
- 11.1.4 The decision of the District Appeals Committee shall be considered final and not subject to any appeal.

APPENDIX A

ANTI-HARASSMENT POLICY

A member of OSSTF/FEESO has the right to a union environment free from harassment and bullying.

Harassment and discrimination are not joking matters. They have a destructive effect on a union environment, individual well-being, and union solidarity. Such actions are not only destructive; they can be illegal.

Harassment and discrimination can take many forms and may be verbal, physical or psychological. They can involve a wide range of actions including comments, gestures or looks, messages, pictures, physical contact or more aggressive actions. These acts may be direct or overt; they may be isolated or repeated. They are, however, always degrading, unwelcome, and coercive. They are always unacceptable.

As members of OSSTF/FEESO, our goal must be to protect human rights, to promote mutual respect and trust, and to foster inclusion. We cannot condone or tolerate intimidating, demeaning, hostile and aggressive behaviour; rather we must take action against this conduct and stand together to protect human rights.

OSSTF/FEESO is committed to strengthening member solidarity, and in addition to representing members` interests in the workplace, takes seriously its own responsibility to ensure that members are treated with respect and dignity at all OSSTF/FEESO District 22 functions and meetings.

A member who feels targeted by harassment or discrimination must be able to speak up and know their concerns will be responded to immediately in accordance with provincial OSSTF/FEESO Policies and Bylaws and the Resolution and Complaint Procedure as approved by OSSTF District 22.

Policy Requirements for OSSTF District 22 Meetings and Functions

- All OSSTF District 22 Functions and Meetings shall have a designated anti-harassment officer, appointed by the District President or Committee Chair. This individual will be identified at the beginning of the function/meeting. For a series of a regular meetings where the anti-harassment officer remains the same, this individual can be identified at the first meeting of the year, and have their name noted on the agenda for the remainder of the year.
- A copy of the anti-harassment policy shall be distributed to all individuals at all functions and meetings. For a series of regular meetings, members can be provided with copies at the first meeting of the year.

Role of the Anti-Harassment Officer

The anti-harassment officer provides initial assistance for a member who believes that they have experienced harassment.

Upon receiving a complaint from a member, the anti-harassment officer shall interview the parties involved as soon as possible and collect all relevant information (incident, time, place, witnesses, details of the complaint). If the parties wish to come to an informal resolution, the anti-harassment officer may provide mediation.

If an informal resolution cannot be reached, the anti-harassment officer shall assist the member with filing a formal complaint. This formal complaint will be filed with the appropriate individual as outlined in the resolution and complaint procedure.

Resolution and Complaint Procedure

A member who believes they have been the target of harassment or discrimination at any OSSTF/FEESO District 22 meeting or event is encouraged to take immediate action to ensure this behaviour is stopped.

All efforts will be made to keep the complaint and resulting procedure confidential to the parties involved in the process.

As a first step, the member should make it clear to the perpetrator that they find the behaviour offensive, and ask that it immediately stop. This can be done personally, either in writing or verbally, or with the assistance of a third party.

If the behaviour recurs or persists, or if the member does not feel safe in approaching the perpetrator directly, they should speak with the designated anti-harassment officer and ask them to act. If no officer has been designated, the member should speak with the District President or Committee Chair to ask that one be appointed.

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. This can include mediation in order to allow the parties to resolve the issue.

If the complaint cannot be resolved informally, the complainant will be asked to put the complaint and all relevant information in writing.

A formal complaint made by a member against another member will be filed with the District President. In the case of a complaint made by a member against an elected District 22 Officer, it will be referred to the District Health & Safety Officer. With the assistance of the Field Secretary assigned to District 22, the President or District Health & Safety Officer will investigate and decide on the outcome of the complaint.

Members will be able to appeal the decision made by the District President. This appeal will be presented to a special Harassment Complaint Committee comprised of three OSSTF/FEESO District 22 members. This committee will be appointed by the members of the District Council.

A formal complaint that cannot be resolved satisfactorily at the District level can be referred to the Mediation Services Resource Bank (MSRB) or brought to Judicial Council, through the Field Secretary assigned to District 22. MSRB may provide mediation support to resolve the complaint. If brought to Judicial Council, that body will investigate and decide upon the outcome of the complaint.

None of the above restricts a member's rights to file a complaint with the Ontario Human Rights Commission, or make a complaint to police.

APPENDIX B

LIST OF ACRONYMS

AMPA	ANNUAL MEETING OF THE PROVINCIAL ASSEMBLY
ARM	ACTIVE RETIRED MEMBERS
CLC	CANADIAN LABOUR CONGRESS
CPAC	COMMUNICATIONS/POLITICAL ACTION COMMITTEE
D22	DISTRICT 22
DAM	DISTRICT ANNUAL MEETING OF DISTRICT 22 NIAGARA
DE	DISTRICT EXECUTIVE
DSBN	DISTRICT SCHOOL BOARD OF NIAGARA
EIE	EXCELLENCE IN EDUCATION
ESC	EDUCATIONAL SERVICES COMMITTEE
FEAWG	FACULTY OF EDUCATION ADVISORY WORKGROUP
H&S	HEALTH & SAFETY
HRC	HUMAN RIGHTS COMMITTEE
MWJHSC	MULTI-WORKPLACE JOINT HEALTH AND SAFETY COMMITTEE
NRLC	NIAGARA REGIONAL LABOUR COUNCIL
OFL	ONTARIO FEDERATION OF LABOUR
OSSTF/FEESO	ONTARIO SECONDARY SCHOOL TEACHERS' FEDERATION
OT	OCCASIONAL TEACHER
OTF	ONTARIO TEACHERS' FEDERATION
PSC	PROTECTIVE SERVICES COMMITTEE
SW	STATUS OF WOMEN
T/OT	TEACHER/OCCASIONAL TEACHER (BARGAINING UNIT)