

**The Constitution
and
Bylaws
of
Upper Canada District
District 26 of the
Ontario Secondary School Teachers' Federation**

District Constitution



Amended: December 14, 2021

**The Constitution and Bylaws of
Upper Canada District 26 of the
Ontario Secondary School Teachers' Federation**

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**The Constitution of
District 26, The Upper Canada District
Ontario Secondary School Teachers' Federation**

Article 1: Definitions

- 1.1 In this Constitution and Bylaws
- 1.1.1 "AMPA" shall mean Annual Meeting of the Provincial Assembly.
 - 1.1.2 "Bargaining Unit" shall mean a Bargaining Unit Organization of the OSSTF.
 - 1.1.3 "Branch" shall mean a Branch Organization of the OSSTF.
 - 1.1.4 "Bylaws" shall mean standing rules governing the membership of OSSTF made under this Constitution on matters of internal regulation and matters which are entirely within the control of OSSTF.
 - 1.1.5 "the Chair" when used in a parliamentary sense shall mean that a meeting is or was in progress and statements were made at the time by or to the person presiding over the meeting or that the authority for presiding was transferred for a time to another person
 - 1.1.6 "Chairperson" shall mean the Presiding Officer of an official body of OSSTF, and may be used in addition to elected titles such as President. Such title shall be deemed to include the alternate titles, which may be used at the preference of the Presiding Officer of each such official body of OSSTF.
 - 1.1.7 "Constitution" shall mean a system of fundamental principles according to which OSSTF is governed, and the basic organization of OSSTF.
 - 1.1.8 "Days" shall mean school days as defined in the Education Act unless otherwise stated.
 - 1.1.9 "District" shall mean a District Organization of the OSSTF.
 - 1.1.10 "Local organization" shall mean a Provincial District, District or Bargaining Unit.
 - 1.1.11 "Member" shall mean Active Member except where otherwise stated.
 - 1.1.12 "Member" shall mean any member of OSSTF as defined in this Constitution unless otherwise stated. [The word "member" or "members" may also be used in context to refer to a person or persons belonging to any sub-group within or outside OSSTF, e.g. "a member of the District Executive" or "a member of a committee"]
 - 1.1.13 "OSSTF" shall mean the Ontario Secondary School Teachers' Federation.
 - 1.1.14 "OTF" shall mean the Ontario Teachers' Federation.
 - 1.1.15 "OTPA" shall mean Ontario Teachers' Pension Act.
 - 1.1.16 "'Sector' shall mean a grouping of Bargaining Units representing Members organized under the Ontario Labour Relations Act who share a community of professional and protective interests."
 - 1.1.17 "Policy" shall mean a stand or position taken by the OSSTF in accordance with its Bylaws on matters whose resolution is beyond the internal legislative power of OSSTF.
 - 1.1.18 "Provincial District" shall mean a District Organization whose boundaries are the boundaries of the Province of Ontario.
 - 1.1.19 "Region" shall mean a Region Organization of the OSSTF.
 - 1.1.20 "Regulations" shall mean authoritative rules dealing with details of procedures approved by a council, in accordance with its constitution, to assist it in carrying out the duties assigned to it by the Provincial Assembly.
 - 1.1.21 "TPA" shall mean Teaching Profession Act.
 - 1.1.22 "Teacher" shall mean a person employed as a teacher, whether full time or part time, permanent or probationary, continuing education, or occasional.
 - 1.1.23 "Trusteeship" shall mean the resumption by OSSTF of those duties delegated to a local organization in accordance with the OSSTF Bylaws.
 - 1.1.24 "Workplace" shall be any location where an OSSTF Member is employed.

Article 2: Name

- 2.1 The full name of the District shall be Upper Canada District 26 of the Ontario Secondary School Teachers' Federation (OSSTF), hereinafter referred to as "the District."
- 2.2 Acceptable short names of the District shall be as follows:
 - 2.2.1 District 26 OSSTF;
 - 2.2.2 Upper Canada District 26 OSSTF;
 - 2.2.3 District 26;
 - 2.2.4 OSSTF D26. (A.18)

Article 3: Objects

- 3.1 The objects of the District shall be:
 - 3.1.1 first and foremost to protect its members, both individually and collectively in their profession and to ensure that none of the civil, human and legal rights enjoyed by other Ontario residents shall be denied its members;
 - 3.1.2 to provide for the establishment of appropriate structures to ensure the negotiation of collective agreements for all its Bargaining Units
 - 3.1.3 to bargain collectively on behalf of its Members;
 - 3.1.4 to promote and advance the cause of public education;
 - 3.1.5 to promote a high standard of professional ethics and a high standard of professional competence;
 - 3.1.6 to secure for members active participation in formulating policies and practices affecting education;
 - 3.1.7 to work toward control of our professional destiny;
 - 3.1.8 to promote political action to ensure that legislation regulating education structures and policies is in the best interests of members, public education, students and the community;
 - 3.1.9 to support and promote equal opportunity for members, employees, and students;
 - 3.1.10 to foster and promote the dignity of all persons regardless of age, ancestry, citizenship, colour, creed, disability, ethnic origin, family status, gender expression, gender identity, marital status, physical appearance, place of origin, political affiliation, race, religion, sex (including pregnancy and gender), sexual orientation or socioeconomic status; (A.16)
 - 3.1.11 to associate and unite teachers and other employees of education institutions, or agencies, which provide services to education institutions within the Upper Canada District.

Article 4: Membership

- 4.1 The membership shall be deemed, in accordance with the Bylaws, to comprise of Members employed within the boundaries of the District for whom OSSTF receives dues or is entitled to provide representation

Article 5: District Levy

- 5.1 The amount of the District levy shall be determined in the manner prescribed in the Bylaws.

Article 6: District Organization (A.12)

- 6.1 There shall be an Executive of the District composed of the following voting members:
 - 6.1.1 the District President,
 - 6.1.2 the District Vice-President,
 - 6.1.3 the District Secretary,
 - 6.1.4 the District Treasurer,
 - 6.1.5 the District Officer,
 - 6.1.6 the Presidents of all Bargaining Units within the District,
 - 6.1.7 the Officers of the District Committees.
- 6.2 The District Committee Officers shall be:
 - 6.2.1 the Communications / Political Action Officer,
 - 6.2.2 the Educational Services Officer,
 - 6.2.3 the District Health and Safety Officer,
 - 6.2.4 the Equity and Diversity Officer (A.12)
- 6.3 Members of the District Executive shall be elected or appointed by the Members in the manner prescribed by the District Bylaws.

- 6.4 If the District President is also a President of a Bargaining Unit, that Bargaining Unit Executive shall appoint one additional representative to the District Executive acting as President of that Bargaining Unit.

Article 7: The District Annual General Meeting

- 7.1 There shall be an Upper Canada District Annual General Meeting held no later than May 13th in each year called in accordance with the Bylaws.

Article 8: Additional General District Meetings

- 8.1 Other General District Meetings may be called in accordance with the Bylaws.

Article 9: District Committees

- 9.1 The Executive shall establish the following standing committees to carry out the objects of the District:
- 9.1.1 Communication/Political Action,
 - 9.1.2 Educational Services,
 - 9.1.3 Health & Safety,
 - 9.1.4 Committee for Equity and Diversity. (A.12)
- 9.2 All Bargaining Units are entitled to representation on each of the above committees.

Article 10: The Rules of Order

- 10.1 The rules of order, which govern the District, shall be the Rules of Order contained in the current edition of the OSSTF Handbook.

Article 11: Amendments to Articles and Bylaws

- 11.1 Articles of the Constitution may be established, amended or rescinded at the District Annual General Meeting by a three-quarters vote of those members present, eligible to vote and voting.
- 11.2 Bylaws of the Constitution may be established, amended or rescinded at the District Annual General Meeting by a two-thirds vote of those members present, eligible to vote and voting.
- 11.3 No Article or Bylaw of the District Constitution may contravene the Constitution or Bylaws of OSSTF.
- 11.4 No Article or Bylaw of the District Constitution may limit a Bargaining Unit's right to conduct its affairs within the provisions set out in the Bargaining Unit Constitution or the OSSTF Constitution. (A.12)

Article 12: Voting Principles

- 12.1 The principle of "one-member, one-vote" shall apply at all meetings and in all balloting of the District. No member shall cast more than one vote.
- 12.2 The practice of weighted votes, proxy or absentee ballots shall not be used within the District.
- 12.3 The term "ex-officio" when applied to a member of an Executive, Council, Committee or other group within the District shall refer to an individual who has same privileges as other members of the District or committee members with the exception of the right to make motions and to vote.
- 12.3.1 For the purposes of determining quorum the presence of ex-officio members shall not be included in the count.
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**The Bylaws of
District 26, The Upper Canada District
Ontario Secondary School Teachers' Federation**

1.0 Bylaw 1: Federation Year

1.1 The Federation fiscal and membership year shall be from July 1 to June 30.

2.0 Bylaw 2: Duties of Members

2.1 The duties of Members are those prescribed in Bylaw 2.2 of the Provincial Bylaws.

3.0 Bylaw 3: District Finances

3.1 District 26 shall maintain its funds in a duly accredited financial institution.

3.2 The District Treasurer shall provide for the preparation of an annual budget in consultation with the District Executive and Treasurers of all Bargaining Units.

3.2.1 The District Treasurer shall include in their report to the District Annual General Meeting the proposed budget for the next federation year.

3.2.2 The District Treasurer shall seek approval of the proposed budget at the Annual General Meeting.

3.3 The District Treasurer shall present current financial statements to the District Annual General Meeting.

3.4 The District Treasurer shall establish, on behalf of the District, separate long-term reserve accounts invested in appropriate financial instruments, which shall be known as the Operating Reserve Fund, Office Furniture and Equipment Reserve Fund, Succession Planning and Training Reserve Fund, Strike Contingency Fund, Relocation and Renovation Reserve Fund, and Extraordinary Expense Contingency Fund. (A.21)

3.4.1 The accounts established in Bylaw 3.4 shall be administered in accordance with the District Policy (Appendix A), which may be amended by the District Executive. (A.15)

3.5 Where the total surplus funds available at the end of any Federation year exceeds fifty thousand dollars (\$50,000.00) of retained earnings, the surplus funds over \$50,000.00 shall be transferred into the Operating Reserve Fund within one hundred and twenty (120) days following the end of the Federation year. (A.15)

3.6 Reserve Fund (A.17)

3.6.1 The District Treasurer may transfer funds from the Reserve Fund to the current account where a majority of members at a General Meeting present and voting have approved the transfer.

3.6.2 The District Executive shall appoint a Reserve Fund Advisory Committee of not more than four members to assist the District Treasurer with the allocations of investments within the Reserve Fund and the administration of the Reserve Fund.

3.6.3 The advisory committee shall meet not less than once within the Federation fiscal year.

4.0 Bylaw 4: District Elections

4.1 The following shall be elected prior to May 15th in each year and shall assume office at the beginning of the next Federation Year (July 1);

4.1.1 the District President,

4.1.2 the District Vice President,

4.1.3 the District Secretary,

4.1.4 the District Treasurer,

4.1.5 the District Officer,

4.1.6 the Communication / Political Action Officer,

4.1.7 the Educational Services Officer,

4.1.8 the District Health and Safety Officer,

4.1.9 the Equity and Diversity Officer. (A.12)

4.2 The term of office for all positions in Bylaw 4.1 shall be one year.

- 4.3 All Members of the District shall be eligible to stand for and vote for positions on the District Executive.
- 4.4 Elections at the Annual General Meeting
 - 4.4.1 The District President shall, prior to March 31st in each year, invite nominations to all available District positions outlined in bylaw 4.1 and post nomination forms on the District website.
 - 4.4.2 In order to run for any position, the candidate must complete the Elections Nomination for District 26 Executive Positions Form. (A.21)
 - 4.4.3 Nominations for vacant positions must be received not later than 4:00 PM seven (7) working days prior to the date of the District Annual General Meeting.
 - 4.4.4 It is the sole responsibility of the nominee to ensure that nomination materials are properly completed, received, and filed with the Elections Officers prior to the closing of nominations. (A.21)
 - 4.4.5 The District Executive will set a budget cap of the candidate's total spending on campaign expenses; equitable as per proportional representation of the position; set by District Executive annually at the time of the call for nominations. (A.21)
 - 4.4.5.1 District-wide distribution of campaign literature preceding the District Annual General Meeting shall be conducted via the Elections Officers to maintain equity of access and minimal environmental impact. (A.21)
 - 4.4.5.2 The display and distribution of campaign materials at the District Annual General Meeting shall be the sole responsibility and discretion of the candidate. (A.21)
 - 4.4.6 Members running for election who are on full-time release shall not use regular office hours and resources to produce or distribute campaign materials, or to solicit members for support.
 - 4.4.7 All candidates nominated in accordance with the Bylaws and standing for election shall have the opportunity for a brief speech at the Annual General Meeting, if multiple candidates exist for a position.
 - 4.4.7.1 When multiple candidates exist for one position, the order of speeches shall be determined by lot.
 - 4.4.7.2 Speeches shall not exceed five (5) minutes in duration.
 - 4.4.8 Candidates shall not distribute literature to members, post campaign materials in OSSTF work sites, or solicit membership support in the period between the adjournment of the District Annual General Meeting and the announcement of the ballot results.
 - 4.4.9 Election shall be by ranked ballot vote by secret ballot, by those eligible to vote and voting, in all work sites within one week of the District Annual General Meeting. (A.19)
 - 4.4.10 A Chief Returning Officer, who is not a candidate for any District position, shall be appointed by the District Executive prior to the District Annual General Meeting to oversee the election process.
 - 4.4.11 In the event that only one name is put up for a position, the Chair of the District Annual General Meeting shall declare that nominee elected by acclamation at the District Annual General Meeting.
 - 4.4.12 No nominations shall be accepted from the floor at the District Annual General Meeting.
 - 4.4.13 In the event that no nominations are received for a position in accordance with Bylaw 4.4.3, the District Executive shall solicit nominations and appoint to the available position. This process shall begin after the results of all pending ballots, as described in bylaw 4.4.9, have been made public.
 - 4.4.14 The Elections Officers shall provide a copy of the section regarding District Elections from the District 26 Policies and Procedures Manual directly to each nominee. (A.21)

5.0 Bylaw 5: Conventions, Conferences, Meetings and Related Activities

- 5.1 Selection of the Delegation to the Annual Meeting of the Provincial Assembly. The following shall be entitled to attend AMPA:
 - 5.1.1 the President of each Bargaining Unit granted status at AMPA, who shall be (a) Delegate(s);
 - 5.1.2 the District Officer and District President who shall be alternates;
 - 5.1.3 those duly recommended from their respective Bargaining Units and approved by District Executive.
 - 5.1.4 In the event that there are vacancies in the delegation, the District Executive shall first appoint members to the delegation from the original applications. (A.16)
 - 5.1.5 Should any member of the Delegation be unable to attend, the District Executive shall first appoint replacements from the original applications. (A.16)

- 5.2 Delegations to Conventions, Conferences, Meetings, and Related Activities other than AMPA
 - 5.2.1 The District President shall invite nominations to all vacant positions and post nomination forms on the District website.
 - 5.2.2 In order to be nominated to a delegation, the candidate(s) must complete a nomination form and return it to the District President at the District Office.
 - 5.2.3 Delegates and/or alternates shall then be selected by District Executive.

- 5.3 Financial Assistance to Conventions, Conferences, Meetings and Related Activities

The following shall apply to all members seeking financial assistance to attend approved conferences, workshops or meetings related to District matters;

 - 5.3.1 all candidates shall apply in advance to District Executive for approval;
 - 5.3.2 all applicants shall provide an accounting of potential expenses to be incurred;
 - 5.3.3 approved activities shall include:
 - 5.3.3.1 Provincially approved meetings, conventions and conferences recognized by the District Executive.
 - 5.3.3.2 OSSTF provincially sponsored activities recognized by District Executive.
 - 5.3.3.3 Conferences and workshops provided by associations in direct affiliation with OSSTF, recognized by Provincial Office and by District Executive.
 - 5.3.3.4 Conferences and workshops sponsored by local labour or political organizations, and recognized by District Executive. (A.16)
 - 5.3.3.5 Other activities as approved on a case-by-case basis by the District Executive.
 - 5.3.4 In order for an attendee to seek reimbursement of the costs incurred attending a convention, conference or workshop, the activity must have the prior approval of District Executive, in accordance with the sections of Bylaw 5.3.3.
 - 5.3.5 It shall be the duty of a Member of OSSTF to support the District and Federation's Constitution, Bylaws and Policies while representing or being sponsored by OSSTF at any conventions, conferences or other decision-making bodies. (A.16)

6.0 Bylaw 6: District Levy

- 6.1 The amount of the District Levy shall be determined by resolution at the District Annual General Meeting.
- 6.2 The District Levy shall be implemented conditional upon a simple majority of an all-member ratification vote of those eligible to vote and voting, by secret ballot in all work sites.

7.0 Bylaw 7: Duties of the District President

- 7.1 The District President shall:
 - 7.1.1 be the official representative of the District;
 - 7.1.2 act as chief executive officer for the District;
 - 7.1.3 be the chief spokesperson for the District on District matters;
 - 7.1.4 call and chair meetings of the District Executive and General District Membership meetings as required;
 - 7.1.5 call the District Annual General Meeting;
 - 7.1.6 be an ex-officio member of all District Committees;
 - 7.1.7 be an ex-officio member of all Bargaining Unit Executives, Committees and Councils;
 - 7.1.8 act as liaison between the Provincial OSSTF and the District;
 - 7.1.9 act as liaison between the Employer and the District on District matters;
 - 7.1.10 carry out the objects of the Federation within the boundaries of the District;
 - 7.1.11 be responsible for the general operations of the District office;
 - 7.1.12 perform duties as assigned by the District Executive;
 - 7.1.13 appoint five (5) members to the District Appeals Committee prior to September 30 of each year;
 - 7.1.14 with the Executive, review and make recommendations of changes to the District Constitution. (A.16)

8.0 Bylaw 8: Duties of the District Vice President

- 8.1 The Vice President shall:
 - 8.1.1 act as the District President in the absence of the District President;
 - 8.1.2 assist the District President in carrying out their duties;

8.1.3 perform duties as assigned by the District Executive.

9.0 Bylaw 9: Duties of the District Secretary

9.1 The Secretary shall:

9.1.1 record and keep on file minutes of:

9.1.1.1 the meetings of the District Executive,

9.1.1.2 the District Annual General Meeting,

9.1.1.3 General District Membership Meetings.

9.1.2 assure the unapproved minutes are filed with the District Office Manager within two weeks of each meeting and provide a copy of the approved minutes for distribution to members upon request;

9.1.3 receive and answer correspondence as required;

9.1.4 perform duties as assigned by the District Executive.

10.0 Bylaw 10: Duties of the District Treasurer

10.1 The Treasurer shall:

10.1.1 account for monies received and disbursed by producing written reports to the District Executive;

10.1.2 prepare an annual budget and annual financial report;

10.1.3 present current District financial statements to the District Annual General Meeting;

10.1.4 present the proposed District Annual Budget at the District Annual General Meeting;

10.1.5 provide for the preparation of a District Annual Budget in consultation with the District Executive and Treasurers of all Bargaining Units;

10.1.6 prepare the necessary documents for an annual audit;

10.1.7 be a signing authority for the District;

10.1.8 investigate over-expenditures and bring recommendations to the District Executive;

10.1.9 ensure that District monies are deposited in a duly accredited financial institution;

10.1.10 provide updates to the District Executive on a regular basis on the financial situation of the District;

10.1.11 chair the advisory committee established in bylaw 3.6.2;

10.1.12 perform duties as assigned by the District Executive.

11.0 Bylaw 11: Duties of the District Officer

11.1 The District Officer shall:

11.1.1 assist members with general questions and concerns;

11.1.2 be an ex-officio member of all Bargaining Unit Executives, Committees and Councils;

11.1.3 assist the Bargaining Unit Grievance Officers as required;

11.1.4 assist members with queries regarding pension, benefits, LTD and leaves of absence;

11.1.5 assist with the general operations of the District office;

11.1.6 assist Bargaining Units with collective bargaining matters;

11.1.7 be a signing authority for the District;

11.1.8 liaise with the Provincial OSSTF;

11.1.9 represent the District on the Joint Employer/Employee Health and Safety Committee; (A.21)

11.1.10 perform duties as assigned by the District Executive;

12.0 Bylaw 12: Duties of the District Committee Officers

- 12.1 The duties outlined in this bylaw shall apply to the following officers:
 - 12.1.1 the Communication / Political Action Officer;
 - 12.1.2 the Educational Services Officer;
 - 12.1.3 the District Health and Safety Officer;
 - 12.1.4 the Equity and Diversity Officer. (A.12)
- 12.2 These officers shall;
 - 12.2.1 convene and chair meetings of their respective standing committees;
 - 12.2.2 be a member of any respective standing subcommittee;
 - 12.2.3 make reports to the District Executive on behalf of their respective Committee / Subcommittees;
 - 12.2.4 liaise with Provincial OSSTF as required;
 - 12.2.5 perform duties as assigned by the District Executive.
- 12.3 In addition to the above,
 - 12.3.1 the District Health and Safety Officer shall:
 - 12.3.1.1 represent the District on the Joint Employer/Employee Health and Safety Committee;
 - 12.3.1.2 recommend to the District Executive, prior to the first meeting of the Joint Employer/Employee Health and Safety Committee each year, 1 member of the District Health and Safety Committee to serve an OSSTF Representative to the Joint Committee alongside the District Officer. (A.21)
 - 12.3.1.3 make reports to the District Executive on behalf of the Joint Employer/ Employee Health and Safety Committee.
 - 12.3.2 the Equity and Diversity Officer shall fulfill the duties of the District Status of Women Officer and the District Human Rights Officer, as required in the bylaws of OSSTF. (A.12)

13.0 Bylaw 13: Duties of District Committees (A.11)

- 13.1 The Executive shall provide for the following Standing Committees:
 - 13.1.1 Communication /Political Action;
 - 13.1.2 Educational Services;
 - 13.1.3 District Health and Safety;
 - 13.1.4 Committee for Equity and Diversity; (A.12)
- 13.2 The respective Officer of each committee shall convene and chair meetings of the committee for which they are responsible.
- 13.3 It shall be the duty of Standing Committees to:
 - 13.3.1 meet at least once by the end of November;
 - 13.3.2 elect a Secretary;
 - 13.3.3 establish and carry out the goals of the committee within the boundaries of the District;
 - 13.3.4 report to the District Executive on matters related to the mandate and activities of the committee;
 - 13.3.5 assist the Chair in preparing a plan and budget for the committee;
 - 13.3.6 establish subcommittees as the committee deems necessary;
 - 13.3.7 review and recommend revisions of the goals of the committee within the boundaries of the District.
- 13.4 It shall be the duty of Committee Chairs to:
 - 13.4.1 call meetings of the committee and prepare agendas;
 - 13.4.2 chair meetings of the committee;
 - 13.4.3 recommend payment of committee expenses to the Treasurer;
 - 13.4.4 present an annual budget request to the District Treasurer by April 15th of the Federation year.
- 13.5 It shall be the duty of Committee Secretaries to:
 - 13.5.1 record minutes during meetings;
 - 13.5.2 assure the unapproved minutes are filed with the District Office Manager within two weeks of each meeting and provide a copy of the approved minutes for distribution to members upon request.

14.0 Bylaw 14: District Committee Structure (A.11)

- 14.1 The District Health and Safety Committee shall consist of:
 - 14.1.1 one voting representative per secondary school elected from the Teachers' Bargaining Unit;
 - 14.1.2 one voting representative from each of the Eastern, and Western non-school branch of the Teachers' Bargaining Unit;
 - 14.1.3 up to three voting representatives of the PSSP Bargaining Unit elected from their numbers;
 - 14.1.4 one voting representative from the Occasional Teachers' Bargaining Unit elected from their numbers;
 - 14.1.5 ex-officio members in accordance with the Bylaws.
- 14.2 The Communication/Political Action Committee, Educational Services Committee, and Committee for Equity and Diversity shall consist of: (A.12)
 - 14.2.1 no fewer than five (5) but no more than twenty-six (26) voting representatives, inclusive of the Chair; (A. 18)
 - 14.2.2 the District shall solicit nominations for each committee in May for the following school year. The District Executive shall appoint from the nominations received, ensuring that priority be given to one representative per secondary school and one representative from each Eastern and Western non-school branch from the Teacher Bargaining Unit, one representative of the PSSP Bargaining Unit and one representative of the Occasional Teachers' Bargaining Unit;
 - 14.2.3 the size of each committee shall be established by September 30, after appointments have been made. (A.16)
- 14.3 The quorum for each meeting shall be eight voting members or if the committee normally has less than 16 voting members, a simple majority of the voting membership of that committee.
- 14.4 A member appointed to a Provincial Standing Committee / Council shall, for the duration of their term, be deemed to be an ex-officio member of a corresponding District committee.
- 14.5 Notwithstanding bylaw 14.1 and 14.2, a District Committee may recommend to the District Executive, an additional member allocation to permit a member to complete their term should they be unable to represent their worksite or bargaining unit due to a change in worksite or bargaining unit. Said member shall be considered a member at large and hold all rights associated with membership on the committee. District Executive shall retain sole right to grant or deny such requests.
- 14.6 Notwithstanding Bylaw 14.1 and 14.2, District Executive may appoint additional committee members where the chairperson has requested such in writing, identifying the specific need for the additional member(s). (A.16)

15.0 Bylaw 15: Services Review Committee

- 15.1 The District Executive shall, when it deems so necessary, or when requested by resolution of any committee or bargaining unit within the district, provide for an ad hoc committee known as the "Services Review Committee". (A.18)
- 15.2 The committee shall be exempt from the duties and structures of Bylaw 13 and 14. The committee shall solicit necessary information from District Executive for its deliberations.
- 15.3 The committee shall be structured accordingly:
 - 15.3.1 The committee shall consist of a maximum of seven voting members: (A.21)
 - 15.3.1.1 priority shall be given that at least one member of the committee should be selected from each Bargaining Unit within the District; (A.16)
 - 15.3.1.2 no member of a Bargaining Unit Executive or District Executive, or who has sat on an Executive in the last two years shall be a voting member of this committee. (A.21)
 - 15.3.2 The committee shall elect a chair from amongst its voting members at their first meeting. (A.18)
- 15.4 The Services Review Committee shall examine and make recommendations on: (A.16)
 - 15.4.1 The level and type of services District 26 offers its members, including:
 - 15.4.1.1 ways of encouraging members to work at the District or within its committees; or
 - 15.4.1.2 meeting mechanisms (conference call, day release, evening meeting, etc.); or
 - 15.4.1.3 level of financial assistance available; or
 - 15.4.2 any efficiencies that could be found within the current District 26 structure; or
 - 15.4.3 system of time release for officers of the District; or
 - 15.4.4 level of remuneration, including travel remuneration, paid to officers, employees, and members

of the District; or
15.4.5 issues forwarded to the committee, from the District. (A.18)

15.5 The Committee shall:

15.5.1 meet as required;

15.5.2 make interim reports and recommendations, through its chair, to the District Executive;

15.5.3 make a report on these recommendations, through its chair, at the District Annual General meeting. (A.18)

15.6 A quorum for each meeting shall be four voting members.

15.7 Selection of Committee Members

15.7.1 The President of the District shall, when it deems so necessary, invite all members of the District to apply for membership on this committee. (A.18)

15.7.2 The District Executive shall appoint members to the committee. (A.18)

15.7.3 Where vacancies exist within the committee:

15.7.3.1 the Services Review Committee may solicit applications for members and recommend their appointment to the District Executive.

15.7.3.2 the District Executive may solicit applications for members and appoint them to the committee.

16.0 Bylaw 16: Other Committees

16.1 Ad Hoc Committees or Special Committees may be established from time to time by the District Executive, at General District Meetings, or at the District Annual General Meeting.

16.2 Such committees shall have terms of reference established by the District Executive, at General District Meetings, or at the District Annual General Meeting.

16.3 Such committees shall be deemed no longer to exist when their established mandate has been completed or when their final report has been submitted.

16.4 Such committees must elect a Chair and Secretary and act in accordance with the Bylaws during their existence.

16.4.1 Notwithstanding 16.4, the Chair may be named in the committee's terms of reference.

16.5 The Chair of such committees may sit as a non-voting member of the District Executive during the tenure of the committee.

16.6 These committees shall report, through their Chair, in accordance with their terms of reference.

17.0 Bylaw 17: Vacancies in Offices

17.1 Where the post of District President is vacant during the term of office, the District Vice-President shall occupy the post for the remainder of the term. If the District Vice-President is unable to occupy the post, the District Executive shall solicit nominations from the membership at large and appoint, by simple majority of the District Executive, a member to serve the remainder of the current term.

17.2 Where the post of District Officer is vacant during the term of office, the District Executive shall solicit nominations from the membership at large and appoint, by simple majority of the District Executive, a member to serve the remainder of the current term.

- 17.3 For all other vacancies, or vacancies arising from filling the positions outlined in bylaw 17.1 and 17.2, the District Executive shall solicit nominations from the membership at large and appoint, by simple majority of the District Executive, a member to serve the remainder of the current term.

18.0 Bylaw 18: District Executive Meetings

- 18.1 The District Executive shall meet:
- 18.1.1 at the call of the District President;
 - 18.1.2 or at the written request of three voting members of the District Executive;
 - 18.1.3 not less than three times in a Federation year.
- 18.2 On matters of urgency or of a routine matter, the District President shall poll members of the District Executive by phone, fax, electronic mail or other appropriate media.
- 18.2.1 Notwithstanding Bylaw 18.2, for budgetary expenses in excess of \$2000.00, all members of District Executive will be contacted to confirm they have received the related information. A motion to accept the expenses will be put forward.
 - 18.2.2 Any decision on a motion reached by alternative meeting method must receive majority consent of District Executive members present and eligible to vote.
 - 18.2.3 The minutes of all alternative meetings shall be approved at the next regularly scheduled District Executive meeting.
- 18.3 A quorum of the District Executive shall be a simple majority of its voting members.
- 18.4 The District Executive may pass motions consistent with the District Constitution and the Constitution and Bylaws of OSSTF.
- 18.5 The District Executive shall:
- 18.5.1 carry out the instructions of the District Annual General Meeting and other General District Meetings;
 - 18.5.2 report to the membership on its activities;
 - 18.5.3 call General District Meetings when required;
 - 18.5.4 elect to fill vacancies in the District Executive or AMPA delegation in accordance with the Bylaws;
 - 18.5.5 deal with the business of the District as needed;
 - 18.5.6 promote the objects of the Federation within the boundaries of the District;
 - 18.5.7 approve or amend the District budget or interim budget as the case may be;
 - 18.5.8 establish, amend, revoke or rescind policies related to the activities and responsibilities of the District and its officers;
 - 18.5.9 establish such ad hoc committees as are deemed necessary. The terms of these committees shall not normally exceed one year;
 - 18.5.10 receive, where appropriate, the reports of Officers, Standing and other committees.
 - 18.5.11 appoint alternate signing authorities when necessary.
 - 18.5.12 be the only body or structure to authorize or approve donations on behalf of OSSTF District 26 and its members. (A.13)

19.0 Bylaw 19: General District Meetings

- 19.1 Other General District Meetings may be called by:
- 19.1.1 the District President;
 - 19.1.2 a majority of the District Executive;
 - 19.1.3 or shall be called at the written request of ten percent of the members.
- 19.2 Notice of such a meeting shall normally be one week.
- 19.3 The purpose of the meeting shall be clearly stated in the notice.
- 19.4 A quorum at a General District Meeting shall consist of at least twenty (20) members from eight (8) Branches or work sites.

20.0 Bylaw 20: District Annual General Meeting

- 20.1 The District President shall arrange for a District Annual General Meeting no later than May 13th having provided notice to members no later than thirty (30) days prior to the meeting date.
- 20.2 A quorum at the District Annual General Meeting shall consist of twenty (20) members from at least eight (8) Branches or work sites.
- 20.3 The District Annual General Meeting shall:
 - 20.3.1 receive current District financial statements;
 - 20.3.2 receive and approve the following year's District annual budget;
 - 20.3.3 receive reports from members of the Executive;
 - 20.3.4 amend the constitution or bylaws;
 - 20.3.5 provide an opportunity for candidate(s) to speak;
 - 20.3.6 appoint Ad Hoc Committees and Special Committees;
 - 20.3.7 honour members;
 - 20.3.8 conduct any other business of the District.

21.0 Bylaw 21: Release Time

- 21.1 The District Officer shall be released full time to perform their duties.
- 21.2 The District Officer on full time release staff, shall receive an allowance to their salary, equivalent to 10% of the annual grid salary for Category 4 maximum of a Teacher Salary Grid, in recognition of the added time and responsibility that comes with their position. Any Program Leader Allowance, which the District Officer is receiving, shall be considered a part of and included in this 10% allowance.
- 21.3 Upon accumulating and completing five (5) full years of service in any release position, the District Officer on time release shall receive an additional allowance to their salary equal to 5% of the annual grid salary for Category 4 maximum of a Teacher Salary Grid.

22.0 Bylaw 22: Mileage and Expenses

- 22.1 The District shall reimburse members for expenses incurred in carrying out their Federation responsibilities in accordance with the Provincial OSSTF Expense Guidelines.
- 22.2 Notwithstanding Bylaw 22.1, the District shall reimburse for mileage at a rate established by the District Executive.
- 22.3 A member on full time release may claim mileage for travel from the office on Federation business.
- 22.4 A member on full-time release may claim mileage for travel from home to the office, minus their mileage from home to home school, to a maximum of \$5625 per school year at the established District mileage rate.
- 22.5 Notwithstanding 22.4, any member on full time release may appeal in writing to the District Executive for an annual travel expense allowance, not to exceed \$5625.00 if he/she feels it is appropriate. (A.14)
- 22.6 The District Executive will make a decision on any such requests received and respond in writing within five work days of the meeting at which the request was considered.
- 22.7 The District Executive has the sole discretion for approving or denying any such requests.
- 22.8 Expenditures for mileage and expenses for District business must be funded from the District Budget Allocations.

23.0 Bylaw 23: District Office and Support Staff

- 23.1 The District shall maintain one central office.
- 23.2 The District Executive may establish sub-offices, as it deems necessary.
- 23.3 The District Executive shall hire support personnel as required.

24.0 Bylaw 24: Anti-Harassment and Anti-Bullying Policy

- 24.1 It is the Policy of OSSTF District 26 that the policy of Provincial OSSTF on Sexual Harassment and Harassment and Bullying Policy shall apply in all workplaces where OSSTF is the Employer and at all OSSTF Functions.
- 24.2 The District shall have an Anti-Harassment and Anti-Bullying Policy and Procedure to be followed in all workplaces where OSSTF is the Employer and at all OSSTF functions.
- 24.3 The District Anti-Bullying and Anti-Harassment Policy and Procedure and any amendments to it shall be approved by the District Executive.

25.0 Bylaw 25 Anti-Harassment and Anti-Bullying Appeals Procedure

- 25.1 Members of the District affected by a decision resulting from a complaint under the District's Anti-Harassment and Anti-Bullying Procedure may appeal this decision using the following procedure:
 - 25.1.1 Within five days of the decision, the affected member (herein called the Appellant) shall submit a request in writing to the District President for an Appeal Hearing.
 - 25.1.2 Within two days of receiving the request, the District President shall appoint three members of the District Appeals Committee to consider the appeal.
 - 25.1.3 Within three days, the District Appeal Committee shall meet to consider the appeal.
 - 25.1.3.1 The District Appeal Committee shall review the complaint, the investigation process and findings, and the decision.
 - 25.1.3.2 Following the review, the Committee shall either confirm or modify the decision.
 - 25.1.3.3 The decision of the District Appeal Committee shall be consistent with the District Anti-Harassment and Anti-Bullying Policy and Procedures.
 - 25.1.4 The District Appeal Committee shall report the decision on the Appeal to the District President within five (5) days after meeting at which the Appeal is considered.
 - 25.1.5 Within two days of receiving the decision of the District Appeal Committee, the District President shall communicate the decision to the Appellant in writing.
 - 25.1.6 The decision of the District Appeal Committee shall be considered final and not subject to any appeal.
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APPENDIX A

Attached for reference purposes only. May be amended by the District Executive.

Contingency and Reserve Fund Policy

OVERVIEW:

The Contingency and Reserve Fund Policy identifies and defines reserve and contingency funds set aside for District 26 in compliance with Canada Revenue Agency and Canadian Accounting Standards requirements for non-profit organizations. The policy includes rules for access and use of the specific funds.

CONTINGENCY AND RESERVE FUNDS:

▪ **Operating Reserve Fund**

This fund is to ensure the stability of programs, employment, and ongoing operations of the District in the event of a sudden increase in expenses or unanticipated loss of revenue. It is the intention that the Operating Reserve be used and replenished within a reasonably short period of time. The Operating Reserve Fund shall not normally exceed an amount sufficient to maintain on-going operations and programs for nine months or 75% of the annual operating expenses. The amount of the Operating Reserve Fund will be calculated each year as part of the annual budget process, reported to the Annual General Meeting (AGM), and included in the regular financial reports.

The District Treasurer will identify the need for access to the Operating Reserve Fund and confirm that the use is consistent with the purpose of the reserves as described in this Policy. This step requires analysis of the reason for the shortfall, the availability of any other sources of funds before using reserves, and evaluation of the time period that the funds will be required and replenished. Withdrawals exceeding \$50,000 in the current fiscal year will require the approval of the membership at a general meeting.

▪ **Strike Contingency Fund**

This fund is to provide for the continued operation of the District in the event that revenues are lost due to a prolonged strike action. Expenditures from this fund must be approved by a motion from the District Executive. The strike fund shall not exceed \$50,000. A year end surplus in the District operating budget of up to \$5,000 may normally be allocated by the District Executive to the Strike Fund.

▪ **Extraordinary Expense Contingency Fund**

This fund is to provide for extraordinary expenses such as a sudden increase in expenses, one-time unbudgeted expenses or uninsured losses. Expenditures from this fund must be approved by a motion from the District Executive. The Extraordinary Expense Fund shall not exceed \$50,000. A year end surplus in the District operating budget of up to \$5,000 may normally be allocated by the District Executive to the Extraordinary Expense Fund.

▪ **Succession Planning and Training Reserve Fund**

This fund is to provide for release time expenses that will ensure a smooth transition of release officer positions. Expenditures from this fund must be approved by a motion from the District Executive. The Succession Planning and Training Expense Fund shall not exceed \$100,000. A year end surplus in the District operating budget of up to \$10,000 may normally be allocated by the District Executive to the Succession Planning and Training Expense Fund.

▪ **Office Furniture and Equipment Reserve Fund**

This fund is to provide for the purchase, replacement or repair of office equipment and furnishings over and above the normal annual expenditures. Expenditures from this fund must be approved by a motion from the District Executive. The Office Furniture and Equipment Reserve Fund shall not exceed \$50,000. A year end surplus may normally be allocated by the District Executive to the Office Furniture and Equipment Reserve Fund of up to \$5,000.

ACCOUNTING FOR RESERVES:

The Contingency and Reserve Funds will be recorded in the financial records. The Funds will be funded and available in cash or cash equivalent funds.

REVIEW OF POLICY:

This Policy will be reviewed yearly by the Advisory Committee as per bylaw 3.6 of the District Constitution. Changes to the Policy will be recommended by the Advisory Committee to the District Treasurer who will report to the District Executive.