

Constitution of **District 6A** Thunder Bay



of the
Ontario Secondary School
Teachers' Federation

Revised: May 2012

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DEFINITIONS

In this constitution and by-laws:

1. **"OSSTF"** shall mean the **O**ntario **S**econdary **S**chool **T**eachers' **F**ederation.
2. **"DISTRICT"** shall mean the District 6A Thunder Bay Organization of the OSSTF.
3. **"BARGAINING UNIT"** shall mean a bargaining unit of OSSTF District 6A Thunder Bay.
4. **"BRANCH"** shall mean a sub-division of a bargaining unit.
5. **"BOARD"** shall mean the employing Board of Education.
6. **"AGREEMENT"** shall mean a current Collective Agreement between an employer and a bargaining unit within the District.
7. **"C.B.C."** shall mean the **C**ollective **B**argaining **C**ommittee.
8. **"P.A.C."** shall mean the **P**olitical **A**ction **C**ommittee.
9. **"O.T.F."** shall mean the **O**ntario **T**eachers' **F**ederation.
10. **"O.L.R.A."** shall mean the **O**ntario **L**abour **R**elations **A**ct.
11. **"AMPA"** shall mean the **A**nnual **M**eeting of the **P**rovincial **A**ssembly.
12. **"Member"** shall mean any member of OSSTF as defined in Article 5 in the OSSTF Constitution and Bylaws.
13. **"Days"** shall mean school days.
14. **"O.C."** shall mean the **O**versight **C**ommittee.

- Suggestion, Need to define "Active Member"
-

CLAUSE I - NAME

- 1.1 This organization shall be known as the "District 6A Thunder Bay of the OSSTF".

CLAUSE II - AIMS

- 2.1 It shall be the aim of this District:
 - 2.1.1 to promote and advance the cause of education;
 - 2.1.2 to further the professional development of all members;
 - 2.1.3 to promote and advance the interests of members and to secure conditions that will make possible the best professional service;
 - 2.1.4 to secure for members an active role in the formulation of educational policies and practices;

2.1.5 to protect the rights of members in good standing with OSSTF.

CLAUSE III - MEMBERSHIP

- 3.1 Membership in this District shall include all active members as defined in the Constitution of the Ontario Secondary Schools Teachers Federation.
- 3.2 Associate non-voting membership may be granted to those persons in the District area who become voluntary members of OSSTF.

CLAUSE IV - ORGANIZATION

4.1 DISTRICT EXECUTIVE

- 4.1.1 The District Executive Officers shall include:
 - 4.1.1.1 President, who shall be deemed the Chief Executive Officer of the District, except for bargaining purposes;
 - 4.1.1.2 Provincial Councillors;
 - 4.1.1.3 Past President;
 - 4.1.1.4 Vice-President;
 - 4.1.1.5 Secretary-Treasurer;
 - 4.1.1.6 Executive Officer - with responsibilities for Membership Liaison/Communications;
 - 4.1.1.7 Executive Officer - with responsibilities for Educational Services;
 - 4.1.1.8 the President of each Bargaining Unit;
 - 4.1.1.9 Chairperson of the District Collective Bargaining Committee.

4.2 DISTRICT COUNCIL

- 4.2.1 The District Council shall include as **VOTING** members:
 - 4.2.1.1 the District Executive Officers;
 - 4.2.1.2 Representatives from each bargaining unit in a ratio of 1:30 FTE;
 - 4.2.1.3 One delegate shall be the Bargaining Unit President.
- 4.2.2 The District Council shall include as **NON-VOTING** members:
 - 4.2.2.1 the chairperson of the Advisory Board, or designate;
 - 4.2.2.2 Pension and Benefits Officer;
 - 4.2.2.3 Human Rights Officer;
 - 4.2.2.4 Status of Women Officer.
- 4.2.3 The District Council may also include as **NON-VOTING** members:
 - 4.2.3.1 the chairpersons of standing and ad hoc committees;
 - 4.2.3.2 the District Officers: Educational Finance, Health and Safety;
 - 4.2.3.3 any other persons as deemed necessary from time to time by District Council;
 - 4.2.3.4 members invited by the District Executive.

4.3 Each BARGAINING UNIT shall:

- 4.3.1 have a Constitution;
- 4.3.2 have all the rights and responsibilities of a bargaining unit as outlined in By-law 23 of the Provincial Handbook;
- 4.3.3 elect a Bargaining Unit Executive, which shall include but not be limited to:
 - 4.3.3.1 President, who shall be the Chief Executive Officer for bargaining purposes;
 - 4.3.3.2 Vice-President;
 - 4.3.3.3 Secretary-Treasurer;

- 4.3.3.4 Chief Negotiator.
- 4.3.4 provide for the formation of Branches where there is more than one (1) workplace, such formation to be forwarded to the District for information purposes only;
- 4.3.5 inform the District Executive of any impending grievances.
- 4.4 Each **BRANCH** shall:
 - 4.4.1 elect a Branch Executive which shall include:
 - 4.4.1.1 President;
 - 4.4.1.2 other Branch Executive Officers as appropriate to that Branch and as specified in the Bargaining Unit Constitution.

CLAUSE V - ELECTIONS

- 5.1 Each Bargaining Unit and Branch shall elect its Executive as outlined in their constitution.
- 5.2 Executive Officers shall be elected every two (2) years by secret ballot taken at the Annual General Membership Meeting.
- 5.3 Notwithstanding article 5.5, an unsuccessful candidate for one office may be nominated from the floor for another position if she/he wishes. Such nominations must be supported by five (5) members from at least two (2) different District's Bargaining Units.
- 5.4 All elected officers shall assume their duties on the first day of July following their election.
- 5.5 Vacancies arising in the District Executive, Bargaining Unit Executives, Branch Executives or Committee Chairpersons shall be filled by election or appointment by the represented body.
 - 5.5.1 Appointments to temporary vacancies shall be considered interim appointments.
- 5.6 No member shall have more than one (1) vote on the District Executive or Council.
- 5.7 **DISTRICT ELECTIONS**
 - 5.7.1 Notice of District elections and the positions open for nomination shall be posted in each workplace in accordance with Clause X.
 - 5.7.2 Nominations for the District Executive positions may come from the membership at large and shall normally be submitted to the Chairperson of the Advisory Board at least two (2) weeks prior to the elections.
 - 5.7.3 Nominations may be accepted from the floor by the Advisory Board, provided that there are no on-time nominations on file for the position in question and that they are supported by at least five (5) members representing at least two (2) different Bargaining Units of the District.
 - 5.7.4 Executive Officers may be elected as vacancies arise by the District Council upon nominations submitted by the Executive, and/or accepted from the floor.
- 5.8 **ELECTION PROCEDURE**
 - 5.8.1 The election of the Executive Officers shall take place in the following order:

- 5.8.1.1 President;
- 5.8.1.2
- 5.8.1.3 Vice-President;
- 5.8.1.4 Secretary-Treasurer;
- 5.8.1.5 Executive Officers.
- 5.8.2 All candidates may speak to their candidacies for a period not to exceed three (3) minutes.
- 5.8.3 The Presiding Officer will allow a period before each election during which the electors may question the candidates.
- 5.8.4 The Presiding Officer, scrutineers and any other election officials shall be members of or be appointed by the Advisory Board.

CLAUSE VI - DUTIES OF THE DISTRICT ORGANIZATION

- 6.1 The **DISTRICT COUNCIL** shall:
 - 6.1.1 approve, amend or reject policies proposed to the Council;
 - 6.1.2 advise the District Executive Officers on matters requiring attention;
 - 6.1.3 advise District committees on matters requiring attention;
 - 6.1.4 receive and consider reports and resolutions from Bargaining Units, Branches, individuals or committees and refer for appropriate action;
 - 6.1.5 appoint additional committees as required, specifying chairperson, membership, terms of reference, and budgetary requirements;
 - 6.1.6 approve the appointment of non-elected District Officers and members to District Committee;
 - 6.1.7 approve the District budget at the first regular District Council meeting during the school year;
 - 6.1.8 approve expenditures by the District individuals or groups that have not been previously approved by the budget process;
 - 6.1.9 review the issue of time-release for District Officer(s) through a sub-committee of District Council and deal with recommendations for time-release from the sub-committee prior to the Annual General Membership Meeting; such decisions must be made prior to the date of the Annual General Membership Meeting;
 - 6.1.10 appoints five (5) members with a representative from each Bargaining Unit to the District Appeals Committee prior to September 30 of each year.
- 6.2 The **DISTRICT EXECUTIVE** shall:
 - 6.2.1 coordinate business between the District members and the provincial organization;
 - 6.2.2 where necessary, coordinate business between District members and coterminous boards;
 - 6.2.3 receive and implement policy passed by District Council;
 - 6.2.4 bring issues and concerns to the attention of District Council;
 - 6.2.5 maintain a liaison with the Bargaining Units, the coterminous boards and their administration, other federations and the community in order to promote the goals of our organization;
 - 6.2.6 maintain a liaison with District committee chairpersons and other District Officers;
 - 6.2.7 establish procedures to ensure appropriate representation at AMPA.
- 6.3 **DISTRICT EXECUTIVE OFFICERS**
 - 6.3.1 The **PRESIDENT** shall:
 - 6.3.1.1 call and preside over all meetings of the Executive, Council and general membership;
 - 6.3.1.2 prepare an agenda for all District Executive, District Council and general membership

- meetings;
- 6.3.1.3 maintain a proper order of business at Executive Council and general membership meetings;
- 6.3.1.4 be the official spokesperson of the District;
- 6.3.1.5 be an ex-officio member of all District committees;
- 6.3.1.6 co-ordinate business among District Bargaining Units;
- 6.3.1.7 serve as a signing authority for the District;
- 6.3.1.8 supervise the office and office staff;
- 6.3.1.9 ensure that all records are kept for a period of at least five (5) years;
- 6.3.1.10 act as the Chief Executive Officer of the District, except in bargaining matters.
- 6.3.2 * Need to renumber
- 6.3.3 The **PAST PRESIDENT** shall:
 - 6.3.3.1 advise the President and Council on the basis of experience;
 - 6.3.3.2 perform any other duties as the President may from time to time request;
 - 6.3.3.3 service one (1) term only.
- 6.3.4 The **VICE-PRESIDENT** shall:
 - 6.3.4.1 perform the duties of the President in his/her absence or at his/her request;
 - 6.3.4.2 perform additional duties as requested by the President;
 - 6.3.4.3 serve as an alternate signing authority for the District;
 - 6.3.4.4 act as Chairperson of the Constitution Committee.
- 6.3.5 The **SECRETARY-TREASURER** shall:
 - 6.3.5.1 have custody of all cash and securities of the District;
 - 6.3.5.2 pay all authorized accounts;
 - 6.3.5.3 keep an accurate record of all accounts and financial transactions of the District;
 - 6.3.5.4 prepare an up-to-date financial report for each District Council meeting and such other financial reports as may be requested by the District Council and/or the District Executive;
 - 6.3.5.5 prepare and present, in consultation with the District Finance Committee, the District budget for submission to the District Council;
 - 6.3.5.6 present the books and records for auditing in accordance with OSSTF policies and procedures;
 - 6.3.5.7 serve as a signing authority for the District;
 - 6.3.5.8 serve as a liaison to the Oversight Committee.
- 6.3.6 The **EXECUTIVE OFFICER - MEMBERSHIP LIAISON/COMMUNICATIONS** shall:
 - 6.3.6.1 ensure that up-to-date membership lists for all Bargaining Units and Branches are maintained;
 - 6.3.6.2 assist members of all Bargaining Units to make their concerns known to the District Executive and ensure that those concerns receive due attention from the District Executive;
 - 6.3.6.3 be responsible for internal communications with the District membership including a regular newsletter and a website;
 - 6.3.6.4 work closely with Bargaining Unit and Branch Executives for effective external and internal communications;
 - 6.3.6.5 be responsible for the Communications/Political Action Committee portfolio.

- 6.3.7 The **EXECUTIVE OFFICER - EDUCATIONAL SERVICES** shall:
 - 6.3.7.1 act as liaison to the Provincial Educational Services Committee;
 - 6.3.7.2 act as liaison to Bargaining Unit Professional Development Committees and to other Board committees involved with Professional Development;
 - 6.3.7.3 inform the District Council and membership of developments in the area of Educational Services.
- 6.3.8 The **CHAIRPERSON OF THE C.B.C. COMMITTEE** shall:
 - 6.3.8.1 report regularly to the District Executive and District Council on the status of negotiations and grievances;
 - 6.3.8.2 report regularly on other collective bargaining issues.
- 6.4 The **EDUCATIONAL FINANCE OFFICER** shall:
 - 6.4.1 be appointed annually by District Council;
 - 6.4.2 develop and maintain expertise in educational finance;
 - 6.4.3 function as a resource person for the District and the Bargaining Units;
 - 6.4.4 maintain liaison with Provincial Federation Educational Finance Officers and Committees;
 - 6.4.5 maintain liaison with the Ministry of Education and other relevant legislative bodies;
 - 6.4.6 serve as a member of the District C.B.C.
- 6.5 The **HEALTH AND SAFETY OFFICER** shall:
 - 6.5.1 be appointed annually by District Council by the regular September meeting;
 - 6.5.2 develop and maintain expertise in health and safety issues;
 - 6.5.3 advise the Executive and District Council on health and safety related matters;
 - 6.5.4 present reports as he/she deems necessary;
 - 6.5.5 maintain liaison with Bargaining Unit and Provincial Health and Safety Officers and Committees;
 - 6.5.6 serve as a member of the District C.B.C.
- 6.6 Each **COMMITTEE CHAIRPERSON** shall:
 - 6.6.1 act in accordance with this Constitution and its related By-laws;
 - 6.6.2 determine issues and concerns of the committee and bring them before District Council;
 - 6.6.3 report to the District Council on a regular basis;
 - 6.6.4 coordinate the activities of the committee;
 - 6.6.5 submit to the District Finance Committee a budget proposal for the following year;
 - 6.6.6 prepare a report of the committee's activities for presentation at the Annual General Membership Meeting;
 - 6.6.7 turn over to the incoming Chairperson all records and relevant materials;
 - 6.6.8 send notices of all meetings to the District President;
 - 6.6.9 notify the District President and appropriate Bargaining Unit President of the name of any committee member not meeting the attendance requirement as specified in By-Law 2.4;
 - 6.6.10 as outgoing Chairperson, call the first meeting of the incoming committee and supervise the election of a new Chairperson where appropriate.
- 6.7 The **GENERAL MEMBERSHIP** shall:
 - 6.7.1 keep informed of Federation policies and District business;
 - 6.7.2 participate in the life and work of the District;
 - 6.7.3 attend all District general membership meetings;
 - 6.7.4 be knowledgeable in procedures to formulate policy in the District;
 - 6.7.5 help formulate the policies of the District;
 - 6.7.6 regard the business of the District as private in nature;

- 6.7.7. be diligent in advancing professional abilities and strive to improve the quality of education in Thunder Bay.

CLAUSE VII - COMMITTEES

- 7.1 District Committees shall be structured and operated in accordance with the By-Laws.
- 7.2 All Committees shall report regularly to District Council and to the Annual General Membership Meeting.
- 7.3 Each Committee shall be responsible for preparing a budget for presentation to the District Finance Committee.
- 7.4 All committee work affecting District policy must be submitted for approval by the District Council before any action is taken.

CLAUSE VIII - BARGAINING UNIT DELEGATION TO DISTRICT 6A COUNCIL

- 8.1 The Bargaining Unit Representatives to the District 6A Thunder Bay Council shall be as follows:
- 8.1.1 such representatives as may be required to fulfill the quota of 1:30 FTE on a representation by population basis.

CLAUSE IX - AMPA DELEGATION

- 9.1 The number of delegates shall be as established by the Provincial OSSTF.
- 9.2 Bargaining Unit Provincial Councillors shall be members of the AMPA delegation.
- 9.3 One of the Provincial Councillors shall be the leader of the delegation.
- * Elected, rotation?
- 9.3
- 9.3 The District Council shall determine the number of alternates subject to the number allowed by the Provincial OSSTF.
- 9.4 Alternates shall be elected at a District Council meeting prior to January 1. All members of District 6A, not delegates to AMPA will be eligible to stand for this position. Nomination forms will be posted in worksites two weeks prior to election of alternates. Nominations will also be accepted from the floor. Each candidate will have the right to address members of District Council for up to three minutes.
- 9.5 The term of office for delegates and alternates shall be from the date of election to the date of the election held the following year.
- 9.6 In the event that any one of those elected is unable to attend AMPA, replacement shall be as follows:
- 9.6.1 the elected Provincial Councillor shall be replaced with the runner-up on the ballot; if

- there is no runner-up or no one is able to replace the alternate, the District President shall appoint a replacement;
- 9.6.2 an elected alternate delegate shall be replaced with the runner-up on the ballot; if there is no runner-up or no one is able to replace the alternate, the District President shall appoint a replacement.

CLAUSE X - MEETINGS

10.1 GENERAL MEMBERSHIP MEETINGS:

- 10.1.1 General membership meetings may be called at the discretion of the District President. There shall be at least one (1) general membership meeting each school year.
- 10.1.2 Notice of meetings shall be presented to the membership not less than four (4) school days prior to the date of the meeting during the school year.
- 10.1.3 The District President shall call a general meeting on receiving a written request from twenty (20) members of the District or a majority of the members of any one Bargaining Unit or Branch.
- 10.1.4 A written explanation of the reason(s) for the meeting shall accompany the request to the President.
- 10.1.5 The District President shall call a general membership meeting within seven (7) school days after receiving the above request and explanation.

10.2 The ANNUAL GENERAL MEMBERSHIP MEETING shall:

- 10.2.1 be held during the months of May or June;
- 10.2.2 include on the agenda:
- 10.2.2.1 the election of the District Executive, when appropriate;
- 10.2.2.2 reports from the Executive which shall include but not be limited to, the President and Secretary-Treasurer;
- 10.2.2.3 committee/officer reports;
- 10.2.2.4 resolutions from the membership.

10.3 DISTRICT COUNCIL MEETINGS

- 10.3.1 There shall be a minimum of two (2) regularly scheduled District Council meetings each school year.
- 10.3.2 Notice of meetings shall be presented to all members of the District Council (or alternates) at least three (3) school days prior to the date of the meeting.
- 10.3.3 Notice of Motion:
- 10.3.3.1 All motions shall be received by the District President ten (10) days prior to the District Executive meetings.
- 10.3.3.2 Any related costs shall be attached to the motion.
- 10.3.4 In addition to meetings as specified in Clause 10.3.1 above, the District President shall call a District Council meeting on receiving a written request from three (3) members of the District Council.
- 10.3.5 The District President shall call a meeting of the District Council within seven (7) days after receiving the above request.

10.4 DISTRICT EXECUTIVE MEETINGS

- 10.4.1 There shall be a minimum of four (4) District Executive meetings.

10.5 QUORUM

Proper notice of meeting having been given, as in Clause 10.1.2 and/or Clause 10.3.2, those members present shall constitute a quorum for that meeting.

10.6 **RULES OF PROCEDURE**

The Rules of Procedure shall be as outlined in By-Law II.

10.7 PARTICIPATION

Participation in District Council meetings by the general membership shall be as outlined in By-Law II.

10.8 LEVY

A levy on members for District business may be determined at a general membership meeting. Any District levy shall be reviewed at the Annual General Membership Meeting.

CLAUSE XI - TIME RELEASE FOR DISTRICT OFFICERS

11.1 Thunder Bay District may provide funding to free District Officers from contractual duties.

11.2 Funding may be provided through:

11.2.1 the District budget;

11.2.2 special Provincial-District allocations;

11.2.3 levy;

11.2.4 negotiations with the employing Board(s).

11.3 District Officers to be released shall be approved by District Council at a meeting of District Council held at a date prior to the Annual general Membership Meeting at which the District Officers will be elected.

11.4 An annual review shall be conducted by a sub-committee of District Council prior to the Annual General Membership Meeting; this sub-committee shall assess current and future needs and shall make recommendations to District Council.

CLAUSE XII - AMENDMENTS

12.1 Amendments to this Constitution and By-laws may be made at a general membership meeting by a two-thirds (2/3) vote of members voting in the case of amendments to the Constitution and by a simple majority vote of members voting in the case of amendments to the By-laws provided that:

12.1.1 notice of the proposed amendments shall have been given in writing to the Chairperson of the Constitution Committee, thirty (30) days prior to the general membership meeting;

12.1.2 such notice shall have been forwarded by the Constitution Committee to the Branches, seven (7) days prior to the general membership meeting.

12.2 interim amendments to the By-laws may be made at a District Council meeting by a two-thirds (2/3) majority vote of District Council members voting, and such amendments shall remain in force until the next general membership meeting.

CLAUSE XIII - PRECEDENCE

13.1 This Constitution shall take effect immediately on ratification by the general membership and shall have precedence over any previous Constitution of the District. Any portion of this Constitution which is in contradiction with the Provincial OSSTF Constitution shall be superseded by the terms of the Provincial Constitution.

BY-LAWS OF DISTRICT 6A THUNDER BAY, OSSTF

BY-LAW I - STANDING COMMITTEES

1.1 APPOINTMENTS

- 1.1.1 Appointments to the District Standing Committees shall normally be made by District Council based on the recommendations of the Advisory Board, at the June meeting.

1.2 TERM OF OFFICE

- 1.2.1 The normal term of office shall be from July 1 to June 30, unless otherwise specified in the By-Laws.

1.3 The **ADVISORY BOARD** shall:

- 1.3.1 consist of at least three (3) members with the chairperson to be elected from among its members;
- 1.3.2 consist of Federation members with knowledge of Federation structures and processes;
- 1.3.3 upon request, advise the District Executive, District Council, District committees, District Officers, Bargaining Units and Branches about structures and processes;
- 1.3.4 perform duties as specified in this Constitution;
- 1.3.5 function as steering committee, scrutineers, returning officers, or nominating committee as requested by the District Executive or District Council;
- 1.3.6 not be District Officers as specified in this Constitution;

1.4 The **CHARITY COMMITTEE** shall:

- 1.4.1 consist of five (5) members, representing each Bargaining Unit;
- 1.4.2 elect its own chairperson from among its members;
- 1.4.3 solicit and collect charitable donations made by members to registered non-profit organizations through payroll deductions;
- 1.4.4 distribute the donations according to the directions of the individual donors;
- 1.4.5 prepare a yearly report to be submitted to the Annual General Membership Meeting, outlining donations received and disbursed during the school year.

1.5 The **COLLECTIVE BARGAINING COMMITTEE (C.B.C.)** shall:

- 1.5.1 consist of the Chief Negotiator and the President or designate of each Bargaining Unit in the District, the District President or designate, the District Educational Finance Officer and the District Health and Safety Officer;
- 1.5.2 elect a chairperson from among its members;
- 1.5.3 consult regularly on matters pertaining to collective bargaining;
- 1.5.4 develop positions on issues so as to present a united front to the employing board;
- 1.5.5 consult and co-ordinate grievance issues, where possible;
- 1.5.6 receive on an ongoing basis the concerns of the members related to collective bargaining, respond to these concerns, and bring them to the attention of the appropriate Negotiating Team;
- 1.5.7 maintain a file of current statistical information required for the Negotiating Team;
- 1.5.8 assist Negotiating Teams in such areas as brief preparation and the organization of necessary strategic action;
- 1.5.9 report regularly to District Council on the status of negotiations and grievances;
- 1.5.10 consult with appropriate committee chairpersons;
- 1.5.11 meet a minimum of three (3) times a year.

- 1.6 The **CONSTITUTION COMMITTEE** shall:
- 1.6.1 consist of the District Vice-President, who shall serve as chairperson, and two (2) other members;
 - 1.6.2 forward any notice of proposed amendment(s) to the Constitution or By-laws to the workplaces seven (7) days before a general membership meeting provided that the notice is received thirty (30) days before the general membership meeting by the chairperson of the Constitution Committee;
 - 1.6.3 report to District Council on an on-going basis of any notice of proposed amendment(s) to the Constitution or By-laws received by the chairperson of the Constitution Committee;
 - 1.6.4 receive and explore concerns about the Constitution and By-laws for presentation to District Council;
 - 1.6.5 conduct an annual review of the Constitution and By-laws for presentation to District Council;
 - 1.6.6 assist the membership as a resource in matters pertaining to the Constitution.
- 1.7 The **FINANCE COMMITTEE** shall:
- 1.7.1 consist of the District Secretary-Treasurer and the Secretary-Treasurer of each Bargaining Unit;
 - 1.7.2 elect its chairperson from among its members;
 - 1.7.3 prepare a budget for the District, based on the submissions from each Bargaining Unit and each Standing Committee;
 - 1.7.4 present the budget for approval to District Council;
 - 1.7.5 review regularly the financial records of the District;
 - 1.7.6 report to the Annual General Membership Meeting.
- 1.8 The **OVERSIGHT COMMITTEE** shall:
- 1.8.1 shall have no less than one (1) representative from each Bargaining Unit who currently are not holding any elected position;
 - 1.8.2 appoint the Secretary-Treasurer as the liaison and non-voting member of the committee;
 - 1.8.3 meet at a minimum of four (4) times per school year;
 - 1.8.4 be responsible for overseeing the budget and building expenses;
 - 1.8.5 establish and implement tendering procedures for major expenditures;
 - 1.8.6 approve major expenditures that exceed established limits for officers and staff;
 - 1.8.7 establish appropriate auditing procedures and ensure audits are completed;
 - 1.8.8 provide a written report prior to the Annual Membership (AGM) meeting for review by District Executive;
 - 1.8.9 bring forward any recommendations to District Executive;
 - 1.8.10 report to the Annual General Membership meeting.
- 1.8 The **HEALTH AND SAFETY COMMITTEE** shall:
- 1.9.1 consist of a representative from each Bargaining Unit and the District Health and Safety Officer;
 - 1.9.2 elect its chairperson from among its members;
 - 1.9.3 meet as needed, but at least two (2) times during the year;
 - 1.9.4 consult regularly on health and safety issues and make recommendations, when necessary, to District Council for action;
 - 1.9.5 develop expertise and serve as a resource on health and safety issues.

- 1.10 The **HUMAN RIGHTS COMMITTEE** shall:
 - 1.10.1 consist of members, such that each Bargaining Unit is represented;
 - 1.10.2 elect its own chairperson from among its members;
 - 1.10.3 provide regular input to the District;
 - 1.10.4 recommend to the District Executive, District Council policies and actions that will uphold the objects of the Federation to ensure equity and inclusiveness in the workplace;
 - 1.10.5 provide a forum for the Human Rights Committee;
 - 1.10.6 maintain liaison with the Provincial Human Rights Committee;
 - 1.10.7 encourage members to promote Human Rights in the workplace;
 - 1.10.8 assist members to recognize and appreciate the contribution of different racial groups, needs, ethnicities, genders, sexual orientation and mental or physical abilities.
- 1.11 The **POLITICAL ACTION COMMITTEE (P.A.C.)** shall:
 - 1.11.1 consist of members, such that each Bargaining Unit is represented;
 - 1.11.2 elect its chairperson from among its members;
 - 1.11.3 co-opt members as needed;
 - 1.11.4 implement policy as outlined by the Provincial P.A.C. guidelines and as directed by the District Council;
 - 1.11.5 develop and maintain a working relationship with other affiliates of O.T.F., the local Labour Council and the Chamber of Commerce.
- 1.12 The **STATUS OF WOMEN/EQUAL OPPORTUNITY COMMITTEE** shall:
 - 1.12.1 consist of members, such that each Bargaining Unit is represented;
 - 1.12.2 elect its own chairperson;
 - 1.12.3 monitor the professional status of women members of the District and advise the District Council of the need for appropriate action with respect to any developing trends;
 - 1.12.4 provide a forum for the discussion of issues relevant to the professional careers of women in the District;
 - 1.12.5 recommend to District Council research and educational programmes designed to promote equality of opportunity with specific reference to women members;
 - 1.12.6 liaise with the Provincial Status of Women Committee, the employing Boards and other appropriate community or educational groups concerning issues relevant to the professional careers of women and seek their assistance in meeting the needs of women members.
- 1.13 **OTHER COMMITTEES**
 - 1.13.1 Any committees struck on an ad hoc basis, including those established by District Council shall serve under the terms defined in the District Council minutes for the duration stated or until their objectives have been achieved.
 - 1.13.2 All major decisions of these committees affecting the District must be approved by District Council.

BY-LAW II - ANTI-HARASSMENT AND ANTI-BULLYING POLICY AND PROCEDURE

- 2.1 The District shall have an Anti-Harassment and Anti-Bullying Policy and Procedure to be followed at all OSSTF workplaces and functions.
- 2.2 The Anti-Bullying and Anti-Harassment Policy and Procedure and any amendments to it shall be approved by the District Council.

BY-LAW III - ANTI- HARASSMENT AND ANTI-BULLYING APPEALS PROCEDURE

- 3.1 Members of the District affected by a decision resulting from a complaint under the District Anti-Harassment and Anti-Bullying Procedure may appeal this decision using the following procedure:
 - 3.1.1 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.
 - 3.1.2 Within two days of receiving the request, the District President shall appoint three members of the District Appeals Committee to consider the appeal.
 - 3.1.3 Within three days, the District Appeal Committee shall meet to consider the appeal.
 - 3.1.3.1 The District Appeal Committee shall review the complaint, the investigation process and findings and the decision.
 - 3.1.3.2 Following the review, the Committee shall either confirm or modify the decision.
 - 3.1.3.3 The decision of the District Appeal Committee shall be consistent with the District Anti-Harassment and Anti-Bullying Policy and Procedures.
 - 3.1.3.4 The District Appeal Committee shall report the decision on the Appeal to the District President within five (5) days after the meeting at which the Appeal is considered.
 - 3.1.3.5 Within two days of receiving the decision of the District Appeal Committee, the District President shall communicate the decision to the Appellant in writing.
 - 3.1.3.6 The decision of the District Appeal Committee shall be considered final and not subject to any appeal.

BY-LAW IV - PROCEDURE

- 4.1 The Rules of Procedure for meetings shall be as specified in the OSSTF Handbook.
- 4.2 District Council meetings are open to all members of Thunder Bay District.
- 4.3 Members who wish to present a brief, motion, or statement, other than through the appropriate Representative at a District Council meeting or at a general membership meeting must inform the President in writing at least three (3) days prior to the meeting for proper inclusion in the agenda.
- 4.4 Any voting member of District Council who is absent may provide for an alternate.
- 4.5 Failure by a voting member to attend three (3) consecutive meetings of the District Council and/or Standing Committees without providing for an alternate will result in the District President declaring the position vacant and taking appropriate action to fill the vacancy. It is the responsibility of Standing Committee Chairpersons to bring to the attention of the District President the names of committee members not meeting this attendance requirement.