

ONTARIO SECONDARY SCHOOL TEACHERS' FEDERATION

OSSTF DISTRICT 17 (SIMCOE)



**DISTRICT
CONSTITUTION AND BYLAWS**

Effective - July 1, 2018

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POLICIES

POLICY 1 – UNIT INCLUSIVENESS

- 1.1 It shall be the policy of OSSTF District 17 to include all Units in all District activities.

ARTICLE 1 - DEFINITIONS

- 1.1 In this Constitution:

- 1.1.1 “OSSTF” shall mean the Ontario Secondary School Teachers’ Federation.
- 1.1.2 “District” shall mean OSSTF District 17 (Simcoe)
- 1.1.3 “Unit” shall mean a Bargaining Unit of the OSSTF District 17 (Simcoe).
- 1.1.4 “Member” shall mean an Active Member in good standing.
- 1.1.5 “Constitution” shall mean this Constitution, being a system of fundamental principles according to which OSSTF District 17 (Simcoe) is governed.
- 1.1.6 “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 District 17 (Simcoe).
- 1.1.7 “Policy” shall mean a stand or position taken by the OSSTF District 17 (Simcoe) in accordance with its Bylaws on matters whose resolution is beyond the internal legislative power of OSSTF District 17 (Simcoe).
- 1.1.8 “Workplace” shall mean any location where an Active Member of OSSTF District 17 (Simcoe) is employed.
- 1.1.9 “General Meeting” shall mean a meeting of the membership of OSSTF District 17 (Simcoe) to conduct the business of the District.
- 1.1.10 “Policies and Procedures” shall mean the detailed rules established by the District Executive Council to govern the day-to-day operations of the District which shall be consistent with the Constitution, Bylaws, and Policies and Procedures of District 17 and the OSSTF Constitution and Bylaws.
- 1.1.11 “A vacancy” shall mean a vacancy that is defined as 3 or more missed meetings that the member holding a position has failed to attend.
- 1.1.12 A “Day” shall mean an instructional or Professional Activity day as defined in the school calendar.

ARTICLE 2 - NAME AND MEMBERSHIP

2.1 The name shall be Ontario Secondary School Teachers' Federation, OSSTF District 17 (Simcoe).

2.2 Membership:

2.2.1 Membership shall consist of all active members of the District.

2.2.2 Active members employed under a Collective Agreement shall constitute a Unit.

ARTICLE 3 - ORGANIZATION

3.1 OSSTF District 17 (Simcoe) shall operate as a District within the boundaries determined by the OSSTF.

3.2 No Bargaining Unit shall have the authority to interfere in the business of another District 17 Bargaining Unit.

The structures and rules governing each of the Bargaining Units shall be established by each Bargaining Unit's Constitution and Bylaws.

3.3 BARGAINING UNITS

3.3.1 OSSTF District 17 (Simcoe) shall include the following Bargaining Units:

3.3.1.1 the *Teacher Bargaining Unit (TBU)* made up of all Secondary School Teachers in the employ of the Simcoe County District School Board (SCDSB)

3.3.1.2 the *Educational Assistant's Bargaining Unit (EABU)* made up of all Education Assistants and Designated Early Childhood Educators in the employ of the Simcoe-Muskoka Catholic District School Board (SMCDSB)

3.3.1.3 the *Occasional Teachers' Bargaining Unit (OTBU)* made up of all Secondary Occasional Teachers in the employ of the SCDSB.

3.3.1.4 the *Office and Clerical Bargaining Unit (OCBU)* made up of all Office and Clerical employees in the employ of the SMCDSB

3.3.1.5 the *Plant Maintenance Bargaining Unit (PMBU)* made up of all Plant Maintenance workers in the employ of the SMCDSB

3.3.1.6 The *Instructors' Bargaining Unit (IBU)* made up all Teaching Instructors in the employ of the SCDSB.

3.4 COUNCIL AND COMMITTEES

3.4.1 There shall be a District Executive Council (DEC).

3.4.1.1 The District Executive Council shall consist of the following voting members:

3.4.1.1.1 the Unit President or designate from each bargaining unit;

3.4.1.1.2 one Vice President or designate from each bargaining unit;

- 3.4.1.1.3 The District Treasurer.
- 3.4.1.1.4 The District Employee Supervisor as per the Bylaws.
- 3.4.1.1.5 The District 17 AMPA Chairperson as per the Bylaws.
- 3.4.1.1.6 The District 17 Regional Pre-AMPA Chairperson as per the Bylaws.

3.4.1.1.7 and the following non-voting members:

- 3.4.1.1.8 Chair of the Active Retired Members (ARM of Chapter 17);
- 3.4.1.1.9 Chair of the District Educational Services Committee;
- 3.4.1.1.10 Chair of District Health and Safety Committee;
- 3.4.1.1.11 Chair of the District Human Rights Committee;
- 3.4.1.1.12 Chair of the District Communications/Political Action Committee;
- 3.4.1.1.13 Chair of District Status of Women Committee;
- 3.4.1.1.14 Chair of the District Committee.

3.4.1.1.15 District Secretary.

- 3.4.1.2 In voting on all matters other than capital expenditures, each member of the DEC is entitled to cast one (1) vote.
- 3.4.1.3 In voting on capital expenditures, each Unit is entitled to cast one vote for up to 200 full-time equivalent members in their Unit and one (1) additional vote for each additional 200 full-time equivalent members or major fraction thereof.

3.4.2 There shall be a District Finance Committee

- 3.4.2.1 The District Finance Committee shall consist of the following voting members:
 - 3.4.2.1.1 The Unit Treasurer or designate from each unit.
 - 3.4.2.1.2 The District Treasurer.

3.4.3 There shall be a District Employee Management Committee

- 3.4.3.1 The District Employee Management Committee shall consist of the following voting members:
 - 3.4.3.1.1 The DEC President or DEC Vice President in the case that the DEC President is from the same bargaining unit as the District Employee Supervisor;
 - 3.4.3.1.2 The District Employee Supervisor;
 - 3.4.3.1.3 A member as selected by DEC.

3.4.4 When determined necessary by the District Executive Council there shall be a District Hiring Committee.

3.4.4.1 The District Hiring Committee shall consist of the following voting members:

3.4.4.1.1 A minimum of three (3) voting members from DEC, representing three (3) different Bargaining Units.

3.4.5 There shall be a District Educational Services Standing Committee

3.4.5.1 The District Educational Services Standing Committee shall consist of the following voting members:

3.4.5.1.1 Any District 17 (Simcoe) member present at the time of the meeting.

3.4.6 There shall be a District Health and Safety Standing Committee

3.4.6.1 The District Health and Safety Standing Committee shall consist of the following voting members:

3.4.6.1.1 The Unit Health and Safety Officer or designate from each unit.

3.4.7 There shall be a District Human Rights Standing Committee

3.4.7.1 The District Human Rights Standing Committee shall consist of the following voting members:

3.4.7.1.1 Any OSSTF District 17 (Simcoe) member present at the time of a mtg.

3.4.8 There shall be a District Communication/Political Action Standing Committee

3.4.8.1 The District Communication/Political Action Standing Committee shall consist of the following voting members:

3.4.8.1.1 Any OSSTF D17 (Simcoe) member present at the time of a mtg.

3.4.9 There shall be a District Status of Women Standing Committee

3.4.9.1 The District Status of Women Standing Committee shall consist of the following voting members:

3.4.9.1.1 Any OSSTF D17 (Simcoe) member present at the time of a mtg.

3.4.10 There shall be a District Anti-Harassment Appeals Committee

3.4.10.1 The District Anti-Harassment Appeals Committee shall consist of the following members:

3.4.10.1.1 Five (5) members of District 17 (Simcoe), appointed by DEC excluding the District President as chosen at the September meeting.

3.5 OSSTF D17 (Simcoe) Annual Meeting of the Provincial Assembly (AMPA) Delegates and Alternates

3.5.1 There shall be an OSSTF District 17 (Simcoe) District Annual Meeting of the Provincial Assembly (AMPA) Delegation.

3.5.2 The OSSTF District 17 (Simcoe) AMPA Delegation shall consist of delegates elected and/or appointed by each Bargaining Unit according to the Bargaining Unit's Constitution.

3.5.3 The number of OSSTF District 17 (Simcoe) AMPA delegates elected or appointed in this Article shall be the number designated by the General Secretary of OSSTF for each Bargaining Unit in District 17.

3.5.4 The OSSTF District 17 (Simcoe) AMPA Delegation shall consist of a number of District Alternates. The number of OSSTF District 17 (Simcoe) Alternates shall be determined by the General Secretary of OSSTF.

3.5.5 OSSTF District 17 (Simcoe) AMPA Alternates shall be allocated by the OSSTF District 17 (Simcoe) Executive Council as per the bylaws.

3.5.6 Any remaining District 17 Alternates shall be assigned by the OSSTF District 17 (Simcoe) Executive Council as per Bylaw 3.1.1.10.

3.5.7 All OSSTF District 17 (Simcoe) Bargaining Unit Presidents must submit a list of their AMPA delegate(s)/alternate(s) to the District 17 AMPA Chairperson and District 17 Regional Pre-AMPA Chairperson by the end of December immediately preceding the AMPA.

ARTICLE 4 – AMENDMENTS TO ARTICLES

4.1 Amendments to this Constitution may be proposed at the District AGM.

4.2 Due notice of motion shall be given when:

4.2.1 The District Executive Council Secretary receives written notice of the proposed amendments the final working day prior to April 15; and

4.2.2 The membership has been informed in writing the final working day prior to May 1.

4.3 If due notice has been given, a Constitutional amendment requires support of two-thirds (2/3) of the membership qualified to vote, present and voting.

- 4.4 If due notice has not been given, a Constitutional amendment requires the support of nine-tenths (9/10) of the membership qualified to vote, present and voting.
- 4.5 Amendments made to this Constitution shall be consistent with this Constitution and the Constitution, Bylaws and Policies of the OSSTF.

BYLAWS

BYLAW 1 - DISTRICT FEDERATION YEAR

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

BYLAW 2 - REPRESENTATION AND ELECTIONS

2.1 District Executive Council

2.1.1 The President and Vice President, or designate(s), of each Unit, as selected according to the Unit Constitution and Bylaws, shall be members of the District Executive Council.

2.1.2 There shall be a President of the District who shall be the Chairperson, with voting rights, of the District Executive Council.

2.1.3 The District President

2.1.3.1 In June, the incoming DEC members shall elect The District President for the subsequent year, from amongst the incoming voting members of the District Executive at the last District Executive meeting of the year (A.18)

2.1.4 There shall be a Vice President of the District who shall be the Vice-Chairperson of the District Executive Council.

2.1.5 The District Vice-President

2.1.5.1 The District Vice-President shall be elected from amongst the incoming voting members of the District Executive at the last District Executive meeting of the year.

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

2.1.7 The District Treasurer

2.1.7.1 The District Treasurer shall be elected from amongst the members of the District at the last District Executive meeting of the year.

2.1.7.2 Nomination forms to be provided at the District Executive Annual General Meeting.

2.1.7.3 Where the District Treasurer position is left vacant the current District President shall appoint a District Treasurer from amongst the voting members of the District Executive Council or Bargaining Unit Treasurers.

2.1.8 The District Secretary

2.1.8.1 The District Secretary shall be elected from amongst the members of the District at the last District Executive meeting of the year.

2.1.8.2 Nomination forms to be provided at the District Executive Annual General Meeting.

2.1.8.3 Whereupon the District Executive Secretary position is left vacant the District President shall appoint a Secretary from amongst the voting members of DEC.

2.1.9 The District 17 AMPA Chairperson

2.1.9.1 The District 17 AMPA Chairperson shall be elected from amongst the incoming voting members of the District Executive Council at the last District Executive Council meeting of the year.

2.1.10 The District 17 Regional Pre-AMPA Chairperson, shall be elected from amongst the full time release members of the District Executive Council at the last District Executive Council meeting of the year.

2.1.11 The District Employee Supervisor.

2.1.11.1 The District Employee Supervisor, shall be elected from amongst the full time release members of the District Executive Council at the last District Executive Council meeting of the year.

2.1.12 The special meeting called in June for the purpose of inducting the District Executive Council shall be convened and chaired by the outgoing District President except for the portion of the meeting dedicated to setting the calendar of meetings for the upcoming Federation year which shall be chaired by the incoming District President.

2.2 Funding of Positions

2.2.1 The District shall reimburse the Bargaining Unit for the replacement costs or release of the following officers:

2.2.1.1 District President – 5 days

2.2.1.2 District Vice-President – 3 days

2.2.1.3 District Treasurer – 10 days

2.2.1.4 District Secretary – 2 days

2.2.1.5 District AMPA Chairperson – 2 day

2.2.1.6 District Regional AMPA Chairperson – 1 day in years where D17 hosts Pre-AMPA

BYLAW 3 - DUTIES

3.1 District Executive Council

3.1.1 It shall be the duties of the District Executive Council:

- 3.1.1.1 to appoint an Anti-Harassment officer at the beginning of each meeting;
- 3.1.1.2 to amend the Anti-Harassment Statement and Procedure when deemed necessary;
- 3.1.1.3 to establish interim District policy;
- 3.1.1.4 to establish procedures which govern the day-to-day operations of the District;
- 3.1.1.5 to receive the draft budget for the District Annual General Meeting, proposed by the District Finance Committee;
- 3.1.1.6 to forward a finalized budget proposal to the District Annual General Meeting for approval;
- 3.1.1.7 to facilitate the transfer of information among the Units;
- 3.1.1.8 to review the Constitution annually and propose amendments as required;
- 3.1.1.9 to organize the District Annual General Meeting; and
 - 3.1.1.9.1 to appoint an Anti-Harassment officer at the beginning of the Annual General Meeting;
 - 3.1.1.9.2 to establish a Constitution Committee chaired by the District Vice President;
 - 3.1.1.9.3 to establish a Resolutions Committee chaired by the District Secretary;
 - 3.1.1.9.4 to establish a Steering Committee chaired by a member at large; and
 - 3.1.1.9.5 to notify OSSTF District 17 (Simcoe) Members of the meeting date, location of the meeting, information related to the meeting and forms for on-time resolutions.
- 3.1.1.10 to appoint alternates to the OSSTF Annual Meeting of the Provincial Assembly (AMPA) by using the following principles:
 - 3.1.1.10.1 if the number of AMPA Alternates assigned to District 17 is equal to the number of Bargaining Units each Bargaining Unit shall be assigned one (1) alternate.
 - 3.1.1.10.2 if the number of AMPA Alternates assigned to District 17 is less than the number of Bargaining Units the AMPA Alternates shall be chosen by lot, with no more than one AMPA Alternate being assigned to each Bargaining Unit.
 - 3.1.1.10.3 if the number of AMPA Alternates assigned to District 17 is greater than the number of Bargaining Units:

3.1.1.10.3.1 one (1) AMPA Alternate shall be assigned to each Bargaining Unit.

3.1.1.10.3.2 the additional AMPA Alternate(s) shall be chosen by lot, with no more than one of the additional AMPA Alternates being assigned to each Bargaining Unit until each Bargaining Unit has received an equal number of AMPA Alternates.

3.1.1.11 To appoint five (5) members to the District Anti-Harassment Appeals Committee prior to September 30 of each year.

3.1.1.12 To receive any appeals that deal with Bylaw #13

3.1.1.13 to select from school submissions, one local District winner per category to be submitted to Provincial Office for the Student Achievement Awards

3.2 District President

3.2.1 It shall be the duty of the District President:

3.2.1.1 to be a Member ex-officio of all District committees;

3.2.1.2 to be the official representative and Chief Executive Officer of the District;

3.2.1.3 to be a signing authority for the District;

3.2.1.4 to call and chair District Executive Council Meetings;

3.2.1.5 to call and chair a meeting in June of the District Executive Council-Elect;

3.2.1.6 to appoint a Chair for the District Annual General Meeting;

3.2.1.7 to report in writing to the District Annual General Meeting;

3.2.1.8 to ensure District Health & Safety concerns are met;

3.2.1.9 to make decisions on repairs of the OSSTF District 17 (Simcoe) Office in emergency situations;

3.2.1.10 to participate on the District Employee Management Committee;

3.2.1.11 to act in a confidential manner in regards to harassment or bullying complaints;

3.2.1.12 Resolve formal harassment complaints by:

3.2.1.12.1 accepting written formal complaints from members whom feel they are being harassed or bullied (herein called the complainant);

3.2.1.12.2 interviewing both parties involved and any witnesses;

3.2.1.12.3 deciding on the appropriate remedial action.

3.2.1.13 to report the decision, including findings and action taken, of a formal harassment complaint to the complainant and the respondent.

3.2.1.14 to receive any appeals and deal with bylaw 13

3.2.1.15 to report the decision of the District Anti-Harassment Appeals Committee to the Appellant.

3.2.1.16 to pass all confidential harassment files to the future District President and destroy any files past their expiration date as per the Anti-Harassment Statement and Procedure.

3.2.1.17 to notify any OSSTF D17 Office Employees of the name of the District Employee Supervisor, prior to July 1st

3.3 District Vice-President

3.3.1 It shall be the duty of the District Vice President:

3.3.1.1 to perform the duties of the District President in his/her absence or at his/her request:

3.3.1.2 to serve as a liaison to District Standing Committees and, in the event that there is no Chair, act as Chair until one is duly elected by the members of the committee at the next committee meeting.

3.3.1.3 to ensure that Chairs of District Standing Committees submit a written report to the District Annual General Meeting ten (10) working days prior to the DAM.

3.3.1.4 To act as District Constitution Officer, and as such Chair the District Constitution Committee and meet annually to review the District Constitution and submit necessary resolutions to the District Secretary on time.

3.3.1.5 to be Vice-Chair of the District Executive Council.

3.4 District Executive Council Secretary

3.4.1 It shall be the duty of the District Executive Council Secretary:

3.4.1.1 to record all minutes of District Executive Council;

3.4.1.2 to keep all records of District Executive Council in a designated location at the District Office;

- 3.4.1.3 to send “on-time” OSSTF District 17 (Simcoe) Resolutions (for the District Annual General Meeting) to each worksite the final working day prior to May 1;
- 3.4.1.4 to receive each September updated copies of all B.U. Constitutions for filing at the District Office;
- 3.4.1.5 to chair the District Resolutions Committee and send all “on-time” resolutions to all OSSTF District 17 (Simcoe) worksites.

3.5 District Treasurer

3.5.1 It shall be the duty of the District Treasurer to perform or oversee:

- 3.5.1.1 to keep an account of all monies received and disbursed in accordance with accepted accounting practices;
- 3.5.1.2 to deposit all monies received into a chartered bank, trust company or credit union in the name of OSSTF D17 (Simcoe);
- 3.5.1.3 to issue receipts for all monies received;
- 3.5.1.4 to submit an income statement and budget report for the District regularly to the members of District Executive Council;
- 3.5.1.5 to submit an income statement and budget report for each Unit regularly to each Unit Treasurer and President;
- 3.5.1.6 to pay by cheque all authorized accounts in accordance with the Bylaws of the District;
- 3.5.1.7 to arrange for an audit of District finances every two years;
- 3.5.1.8 to act as one of the signing officers for the payment of accounts authorized by the District and/or spending authorities;
- 3.5.1.9 to act as the Chairperson of the District Finance Committee;
- 3.5.1.10 to present annually to the District Annual General Meeting a detailed financial report for the preceding fiscal year;
- 3.5.1.11 to present the budget proposed by the District Finance Committee to the District Executive Council prior to the District Annual General Meeting;
- 3.5.1.12 to present, at the District Annual General Meeting:
 - 3.5.1.12.1a draft budget for the upcoming federation year which will include the following documents:

- 3.5.1.12.1.1 a copy of the provincial funding master and how it relates to each Unit;
- 3.5.1.12.1.2 a comparison chart of the District expenses with separate sheets explaining each account budget line;
- 3.5.1.12.1.3 an explanation on how the District expenses will be paid for by the District and Units;
- 3.5.1.12.1.4 and the amount of money which each Unit will receive through provincial funding.

3.5.1.13 To act as a liaison between the Unit Treasurers and the provincial Treasurer of the OSSTF on financial matters.

3.6 District Employee Supervisor

3.6.1 It shall be the duty of the District Employee Supervisor:

3.6.1.1 To act as the Chairperson of the District Employee Management Committee.

3.6.1.2 To be the direct supervisor of the Office Employee(s) of OSSTF D17.

3.7 Anti-Harassment Officer

3.7.1 It shall be the duty of the Anti-Harassment Officer to:

3.7.1.1 Act in a confidential manner.

3.7.1.2 Resolve an informal harassment complaint by:

3.7.1.2.1 accepting verbal informal complaints from members whom feel they are being harassed or bullied (herein called the complainant).

3.7.1.2.2 after receiving a complaint from the complainant approach the member whom is responsible for the actions (herein called the respondent) and request that the actions discontinue.

3.7.1.2.3 if necessary, interviewing both parties involved and any witnesses that may be present to resolve the problem informally.

3.7.1.2.4 removing the respondent from the meeting or activity if the circumstances are warranted.

3.7.1.3 confidentially report and summarize to the District President any harassment complaints received

3.7.1.3.1 in situations involving the District President, or where a conflict of interest may occur, the confidential report and summary should be directed to the District Vice-President

3.8 District Finance Committee

3.8.1 It shall be the duty of the District Finance Committee:

- 3.8.1.1 To appoint an Anti-Harassment officer at the beginning of each meeting.
- 3.8.1.2 to elect the District Treasurer from the group of Unit Treasurers;
- 3.8.1.3 to draft the annual District budget in accordance with the Bylaws
- 3.8.1.4 to present to the District Executive Council the proposed draft District budget for information and recommendations;
- 3.8.1.5 to recommend the disposition of any District budgetary surplus;
- 3.8.1.6 to act as an advisory body to the District Annual General Meeting, the District Executive Council and/or individual Bargaining Units on financial and budgetary matters;
- 3.8.1.7 To review the District Financial Procedures annually during the month of June with recommendations for amendments be brought to DEC at the first meeting in the federation year.”

3.9 District Employee Management Committee

3.9.1 It shall be the duty of the District Employee Management Committee;

- 3.9.1.1 To appoint an Anti-Harassment officer at the beginning of each meeting.
- 3.9.1.2 To participate in the performance review of (the) Office Employee(s).
- 3.9.1.3 To recommend to DEC, amendments as required, to the Office Employee(s)' Employment Contract.

3.10 District Hiring Committee

3.10.1 It shall be the duty of the District Hiring Committee;

- 3.10.1.1 To appoint an Anti-Harassment officer at the beginning of each meeting.
- 3.10.1.2 To participate in the hiring of employees of the District.

3.11 Standing Committees

3.11.1 It shall be the duty of District Standing Committees:

- 3.11.1.1 To appoint an Anti-Harassment officer at the beginning of each meeting.

- 3.11.1.2 to meet at the call of the Chair;
- 3.11.1.3 to include and implement the Policies, of Provincial OSSTF and OSSTF District 17 (Simcoe);
- 3.11.1.4 to submit a written report to the District Annual General Meeting ten (10) days prior to the District Annual General Meeting;
- 3.11.1.5 to provide a written report at each District Executive Council Meeting;
- 3.11.1.6 to submit, each year, a budget to the District Finance Committee;
- 3.11.1.7 To elect, in June of each year, a Chairperson of the Committee for the following school year.

3.12 District 17 AMPA Chairperson

3.12.1 It shall be the duty of the District 17 AMPA Chairperson:

- 3.12.1.1 to organize, brief and lead the District Delegation at the AMPA;
- 3.12.1.2 to appoint an Anti-Harassment officer at the beginning of each AMPA related activity.

3.13 District 17 Regional Pre-AMPA Chairperson

3.13.1 It shall be the duty of the District 17 Regional Pre-AMPA Chairperson:

- 3.13.1.1 to organize and lead the District Delegation at the Regional Pre-AMPA meeting;
- 3.13.1.2 to appoint an Anti-Harassment officer at the beginning of each Pre-AMPA related activity;
- 3.13.1.3 to assist the District 17 AMPA Chairperson with the preparation and organization of the District Delegation to AMPA, when required.

3.14 District Anti-Harassment Appeals Committee

3.14.1 It shall be the duty of the District Anti-Harassment Appeals Committee to:

- 3.14.1.1 meet within three (3) days when notified by the District President that an appeal has been made;
- 3.14.1.2 review the complaint, the investigation process, the findings from the investigation and the decision;
- 3.14.1.3 confirm or modify the decision;

3.14.1.4 within five (5) days after the appeal meeting, report to the District President.

3.15 Duties of District 17 Members

3.15.1 It shall be the duty of each active member of OSSTF District 17 (Simcoe):

3.15.1.1 to comply with the Constitution, Bylaws and Policies of OSSTF;

3.15.1.2 to ensure that motions passed in a General Meeting are consistent with this Constitution;

3.15.1.3 to receive the approval of the District Executive Council or the District President before releasing to any outside body a brief or communication which could be interpreted as District Federation policy.

BYLAW 4 - DISTRICT FINANCES

4.1 The District Budget shall be drafted by the District Finance Committee for submission to the April/May meeting of the District Executive Council.

4.2 The Budget shall:

4.2.1 identify District income from all sources;

4.2.2 identify all District expenses;

4.2.3 identify all Unit remittances.

4.2.4 Identify any funds allocated in reserves

4.3 District expenditures shall not exceed District revenue.

4.4 The Budget shall be received by the District Executive Council in accordance with the Bylaws.

4.5 The Budget shall be approved at the District Annual General Meeting in accordance with the Bylaws.

4.6 Surplus Unit funds, including levy funds, shall remain to the credit of that Unit.

4.7 Approved Unit Budgets for the upcoming Federation year will be submitted to the District Treasurer by the end of June.

4.8 Elections Readiness Reserve

4.8.1 An annual amount shall be allocated within the budget to an Election Readiness Reserve.

4.8.2 The purpose of the Election Readiness Reserve is to have funds available to assist District 17 member(s) who seek provincial office.

4.8.3 Funds shall remain in the Election Readiness Reserve from year to year and be expended as approved by the District Executive Council.

BYLAW 5 – DISTRICT RESERVES

5.1 The District may establish a District Reserve Fund.

5.2 Funds surplus to the needs of the District and identified in District lines in the District Budget shall be allocated to the District Reserve Fund.

5.3 Funds may be expended from the District Reserve Fund:

5.3.1 by resolution of the District Executive Council followed by approval by a majority vote of the District membership at a General Meeting.

5.4 Funds may be expended for the following purposes:

5.4.1 to support collective bargaining or contract maintenance within the District in cases where the funds available from the provincial organization and from the District budget are insufficient to meet requirements;

5.4.2 to provide for the rental, purchase or renovation of office space or property;

5.4.3 to provide interest-free loans to Units in temporary need of extra funds;

5.4.4 to fund extraordinary expenditures.

BYLAW 6 - MEETINGS

6.1 Immediately following the call to order, all meetings of the District shall:

6.1.1 have an anti-harassment officer appointed

6.1.2 have the anti-harassment and equity statement read

6.1.3 recognize the lands and territories

6.2 District Annual General Meeting

6.2.1 There shall be a District Annual General Meeting to be held no earlier than May 10 and no later than May 31 of each Federation Year:

6.2.1.1 to approve the District budget for the following budget year;

6.2.1.2 to amend the District Constitution and Bylaws;

- 6.2.1.3 to receive and approve the District Treasurer's report;
- 6.2.1.4 to receive the report of the District President;
- 6.2.1.5 to receive the reports of the Chairs of the District Standing Committees.

6.3 District General Meetings

- 6.3.1 There shall be District General Meetings as determined by the District Executive Council held at the call of the District President.
- 6.3.2 There shall be a District General Meeting held upon the written request of 25 members coming from at least three (3) Bargaining Units to the District President or at the call of a majority of the members of one Unit. The meeting shall be held within fifteen (15) school days of receipt of the request by the District President.

6.4 District Executive Council

- 6.4.1 The District Executive Council shall meet:
 - 6.4.1.1 before September 30;
 - 6.4.1.2 in April/May of each Federation Year for the purpose of receiving the District Budget prior to the District Annual General Meeting;
 - 6.4.1.3 in June of each year for the purpose of introducing the incoming members of DEC and for the purpose of setting the next year's calendar;
 - 6.4.1.4 at other times at the call of the District President (no fewer than four times per year in total);
 - 6.4.1.5 at the call of the District President within ten (10) school days of a written request from three (3) members of the District Executive Council coming from at least three (3) Bargaining Units.

6.5 District Finance Committee

- 6.5.1 Ten (10) school days notice will be given for all meetings of the District Finance Committee with the exception of the May emergency meeting, which will take place immediately following receipt of the Provincial OSSTF Funding Master from the Provincial Treasurer.
- 6.5.2 The District Finance Committee shall meet:
 - 6.5.2.1 in June to elect the District Treasurer;
 - 6.5.2.2 at such times as required in the Bylaws, and at least three (3) times per year;
 - 6.5.2.3 at the call of the District Treasurer;

- 6.5.2.4 at the call of the District Treasurer within ten (10) school days of a written request for such a meeting being received by the District Secretary from any two (2) District Finance Committee members.

6.6 District Employee Management Committee

6.6.1 The District Employee Management Committee shall meet:

- 6.6.1.1 in September;
- 6.6.1.2 at such times as required by the District Employees Employment Contract;
- 6.6.1.3 at the call of the chairperson of the committee.

6.7 District Hiring Committee

6.7.1 The District Hiring Committee shall meet:

- 6.7.1.1 as directed by DEC.

6.8 District Anti-Harassment Appeals Committee.

6.8.1 The District Anti-Harassment Appeals Committee shall meet:

- 6.8.1.1 as directed by the District President.

6.9 District Standing Committees

6.9.1 District Standing Committees shall meet:

- 6.9.1.1 prior to November 15;
- 6.9.1.2 at least three (3) times per year;
- 6.9.1.3 at the call of the chairperson of the committee.

BYLAW 7 - VACANCIES

- 7.1 Vacancies on the District Executive Council shall be filled from the Unit(s) from which the retired/resigned member(s) was (were) appointed in accordance with the District Constitution.
- 7.2 Should a vacancy occur in the office of District President, the District Vice-President shall assume the office and title of District President.
- 7.3 Should a vacancy occur in the office of District Vice-President, the voting members of the District Executive Council shall appoint a new Vice-President, in from amongst the voting members of the District Executive

- 7.4 Should a vacancy occur in the office of District Executive Council Secretary, District Executive Council shall appoint a new Secretary from among its members.
- 7.5 Should a vacancy occur in the office of District Treasurer, the District Finance Committee shall elect a new District Treasurer.
- 7.6 Vacancies under the Bylaws shall be filled for the duration of the term.

BYLAW 8 - QUORUMS

- 8.1 A quorum for meetings of the District Annual General or a District General Meeting shall be a simple majority of the number of members announced when the meeting is called to order.
- 8.2 A quorum for meetings of the District Executive Council shall be a simple majority of the members of District Executive Council qualified to vote, with representation from at least four (4) Units.
- 8.3 A quorum for meetings of the District Finance Committee shall be a simple majority of the members of the District Finance Committee qualified to vote.
- 8.4 A quorum for a meeting of a District Standing Committee shall be a simple majority of members announced when the meeting is called to order.

BYLAW 9 - AMENDMENTS TO BYLAWS

- 9.1 Amendments to these Bylaws shall be made consistent with the Constitution and Bylaws of OSSTF and with this Constitution.
- 9.2 Amendments to these Bylaws may be proposed at the District Annual General Meeting.
- 9.3 Due notice of motion shall be given:
 - 9.3.1 when the District Secretary receives written notice of the proposed amendment the final working day prior to April 15; and
 - 9.3.2 when the membership has been informed in writing the final working day prior to May 1.
- 9.4 Amendments to these Bylaws shall require:
 - 9.4.1 due notice of motion having been given, the support of a simple majority of the membership qualified to vote, present and voting;
 - 9.4.2 due notice of motion not having been given, the support of nine-tenths (9/10) of the membership qualified to vote, present and voting.

BYLAW 10 - AMENDMENTS TO POLICIES

10.1 Amendments to these Policies shall be made consistent with the Constitution and By-laws of OSSTF and with this Constitution.

10.2 Amendments to these Policies may be proposed:

10.2.1 at the District Annual General Meeting.

10.2.1.1 Due notice of motion shall be given:

10.2.1.1.1 when the District Secretary receives written notice of the proposed amendment the final working day prior to April 15; and

10.2.1.1.2 when the membership has been informed in writing the final working day prior to May 1.

10.2.2 at a District General Meeting.

10.2.2.1 Due notice of motion shall be given:

10.2.2.1.1 when the District Secretary receives written notice of the proposed amendment at least fifteen (15) working days prior to the District General Meeting; and

10.2.2.1.2 when the membership has been informed in writing ten (10) working days prior to the District General Meeting.

10.3 Amendments to these Policies shall require:

10.3.1 due notice of motion having been given, the support of one-half (1/2) plus one (1) of the membership qualified to vote, present and voting;

10.3.2 due notice of motion not having been given, the support of nine-tenths (9/10) of the membership qualified to vote, present and voting.

BYLAW 11 - AMENDMENTS TO INTERIM POLICIES

11.1 Amendments to these Interim Policies shall be made consistent with the Constitution and By-laws of OSSTF and with this Constitution.

11.2 Amendments to these Interim Policies may be proposed:

11.2.1 at any meeting of the District Executive Council.

11.3 Due notice of motion shall be given:

11.3.1 when the District Secretary receives written notice of the proposed amendment at least twenty (20) working days prior to the District Executive Council Meeting; and

11.3.2 when the voting members of District Council have been informed in writing ten (10) working days prior to the District Executive Council Meeting.

11.4 Amendments to these By-laws shall require:

11.4.1 due notice of motion having been given, the support of one-half (1/2) plus one (1) of the membership qualified to vote, present and voting;

11.4.2 due notice of motion not having been given, the support of nine-tenths (9/10) of the membership qualified to vote, present and voting.

BYLAW 12 – ANTI-HARASSMENT

12.1 The District shall have an Anti-Harassment Statement and Procedure to be followed at all OSSTF workplace and functions.

12.2 The Anti-Harassment Statement and Procedure and any amendments to it shall be approved by the District Executive Council.

BYLAW 13 – ANTI-HARASSMENT APPEALS PROCEDURE

13.1 Members of the District affected by a decision resulting from a complaint under the District's Anti-Harassment Procedure may appeal this decision using the following procedure:

13.1.1 within five (5) 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.

13.1.2 within two (2) days of receiving the request, the District President shall appoint three members of the District Appeals Committee to consider the appeal.

13.1.3 within three (3) days, the District Appeal Committee shall meet to consider the appeal.

13.1.3.1 The District Appeal Committee shall review the complaint, the investigation process and findings, and the decision.

13.1.3.2 Following the review, the Committee shall either confirm or modify the decision.

13.1.3.3 The decision of the District Appeal Committee shall be consistent with the District Anti-Harassment Statement and Procedures.

- 13.1.4 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.
- 13.1.5 Within two (2) days of receiving the decision of the District Appeal Committee, the District President shall communicate the decision to the Appellant in writing.
- 13.1.6 The decision of the District Appeal Committee shall be considered final and not subject to any appeal.