

OSSTF District 29
Hastings-Prince Edward

CONSTITUTION
and
BYLAWS

as approved at the Inaugural Annual Meeting
April 1998

and amended at the District Annual Meeting
through to May, 2020

**OSSTF District 29
Constitution and Bylaws
CONSTITUTION**

Article 1 DEFINITIONS

Policy: “Policy” shall mean a stand or position taken by OSSTF District 29 in accordance with its Bylaws on matters whose resolution is beyond the power of OSSTF. The purpose of a policy statement is to guide all OSSTF members in making public statements, in forming action plans, and in carrying out OSSTF activities.

Bylaws: “Bylaws” shall mean standing rules governing the membership of OSSTF District 29 made under this Constitution on matters of internal regulation and matters which are entirely under the control of OSSTF District 29.

Constitution: “Constitution” shall mean a system of fundamental principles according to which OSSTF District 29 is governed, and the basic organization of OSSTF District 29.

Chairperson: “Chairperson” shall mean the Presiding Officer of an official body of OSSTF District 29, and may be used in addition to elected titles such as President.

AMPA: “AMPA” shall mean Annual Meeting of Provincial Assembly.

Article 2 The Constitution and Bylaws of OSSTF District 29 is in compliance with Constitution and Bylaws of the OSSTF/FEESO Ontario.

Article 3 NAME

3.1 The name of the District shall be “The Ontario Secondary School Teachers= Federation, District 29”, or “OSSTF, District 29”.

Article 4 OBJECTS

4.1 The objects of OSSTF District 29 shall be:

4.2 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;

4.3 to maintain for all Active Members of OSSTF District 29 equal collective bargaining rights including the right to strike;

4.4 to bargain collectively on behalf of its Active Members;

4.5 to promote and advance the cause of public education;

- 4.6 to promote a high standard of professional ethics and a high standard of professional competence;
- 4.7 to secure for all members active participation in formulating policies and practices affecting education;
- 4.8 to work toward control of our professional destiny;
- 4.9 to promote political action to ensure that legislation regulating educational structures and policies is in the best interests of members, public education, students and the community;
- 4.10 to support and promote equal opportunity for members, employees and students;
- 4.11 to foster and promote the dignity of all persons regardless of race, religion or cultural origin;
- 4.12 to protect its members on employment issues;
- 4.13 to assist in promoting the goals of OSSTF, particularly within the boundaries of the District.

Article 5 MEMBERSHIP

- 5.1 The membership of the District shall be all employees of the Hastings and Prince Edward District School Board on behalf of whom the employer pays dues directly to OSSTF.

Article 6 BARGAINING UNIT

- 6.1 OSSTF District 29 shall consist of a single Bargaining Unit. The District Executive shall constitute the Bargaining Unit's Executive for the purposes of this Constitution and Bylaws.

Article 7 LOCAL LEVY

- 7.1 Local dues shall be determined by resolution at the District Annual Meeting.

Article 8 DISTRICT EXECUTIVE

- 8.1 The Executive of the District shall be:
 - 8.1.1 The President, who shall also be the Provincial Councillor;
 - 8.1.2 the Vice-President;
 - 8.1.3 the Treasurer;
 - 8.1.4 four Executive Officers;
 - 8.1.5 the Chief Negotiator.
- 8.2 The District Executive may also include additional non-voting members as determined by the membership of the District.

8.3 The members of the District Executive shall be elected or appointed in the manner described in the Bylaws.

Article 9 DISTRICT COUNCIL

9.1 There shall be a District Council consisting of:

9.1.1 voting members:

9.1.1.1 the members of the District Executive;

9.1.1.2 the Branch Presidents;

9.1.1.3 the Chairpersons of the District Standing Committees;

9.1.1.4 the workplace representative from the Board Office;

9.1.1.5 the Occasional Teacher Vice-President.

9.1.2 non-voting members:

9.1.2.1 the Pension and Retirement Benefits Officer;

9.1.2.2 the Health and Safety Officer;

9.1.2.3 the Human Rights/Status of Women Officer;

9.1.2.4 the Educational Services Officer;

9.1.2.5 the Communications/Excellence in Education Officer;

9.1.2.6 the Staffing Officer;

9.1.2.7 the District Officer;

9.1.2.8 the Political Action Officer.

9.1.2.9 the Constitution Officer

9.1.3 The members of the District Council shall be elected or appointed in the manner described in the Bylaws.

Article 10 WORKPLACE REPRESENTATION

10.1 There shall be the following Branches:

10.1.1 Bayside Secondary School;

10.1.2 Centennial Secondary School;

10.1.3 Centre Hastings Secondary School;

10.1.4 Eastside Secondary School;

10.1.5 North Hastings High School;

10.1.6 Occasional Teachers;

10.1.7 Prince Edward Collegiate Institute;

10.1.8 Trenton High School.

10.2 In each Branch there shall be a Branch Executive, including a Branch President as determined by the constitution or bylaws.

10.3 Each Secondary School Branch Executive must have at least the following positions:

10.3.1 a President;

10.3.2 a Vice-President;

10.3.3 a Collective Bargaining Committee representative;

10.3.4 a Staffing Representative;

10.3.5 3 Staff Advisory Committee Representatives;

10.3.6 an Educational Services Representative;

10.3.7 A Health and Safety Representative.

- 10.4** The Occasional Teacher Branch must have at least the following positions:
- 10.4.1 A Vice-President;
 - 10.4.2 A Collective Bargaining Committee Representative;
 - 10.4.3 An Educational Services Representative.
- 10.5** Each Branch Executive may add the following positions:
- 10.5.1 a Secretary-Treasurer;
 - 10.5.2 a second CBC Representative;
 - 10.5.3 a minimum of one representative for each of the following committees:
 - 10.5.3.1 Communications/Excellence in Education;
 - 10.5.3.2 Political Action;
 - 10.5.3.3 Pension and Benefits;
 - 10.5.3.4 a Human Rights Representative;
 - 10.5.3.5 a Status of Women Representative;
 - 10.5.3.6 Member Engagement Representative;
 - 10.5.3.7 Finance Representatives ad hoc.
- 10.6** Where the Members of the Branch are in more than one workplace, each workplace shall have an OSSTF Representative designated for the purposes of communication and the sharing of information.
- 10.7** Members working at the Board Office shall be assigned by the District Executive to a Branch.
- 10.8** The District President shall be the President of the Occasional Teachers' Branch
- 10.8.1 The Occasional Teachers= Branch executive be elected no later than June 30th in an election year.
 - 10.8.2 The secondary school branch shall provide the workplace representation for occasional teachers while they are employed at their worksite.

Article 11 BYLAWS

- 11.1** The District, at its District Annual Meeting, may adopt or rescind Bylaws not inconsistent with the Constitution and Bylaws of the provincial OSSTF concerning:
- 11.1.1 the procedure for the election of the District Executive and other District Officers;
 - 11.1.2 its own internal organization and administration;
 - 11.1.3 the time, place and conduct of general and other meetings of the District;
 - 11.1.4 the appointment of auditors;
 - 11.1.5 all other matters as are deemed necessary or convenient for the protection of the welfare and interests of the members of the District.

Article 12 TERM OF OFFICE

- 12.1** The term of office for Executive members shall be two years.
- 12.2** The term of office for members of the District Executive will begin on July 1.

- 12.3 Re-election to an office is possible.
- 12.4 The term of office for voting and non-voting members of District Council shall be two years.
- 12.5 The term of office for Branch Executive members shall be two years and begin on July 1.

Article 13 ELECTIONS

- 13.1 The District Executive shall be elected by a secret vote conducted in the workplace one day after the District Annual Meeting.

Article 14 DISTRICT GENERAL MEETINGS

- 14.1 There shall be a District Annual Meeting to be held no later than May 15 in each year.
- 14.2 Other General Meetings may be called by the President, the District Executive, or the District Council, and shall be called at the written request of ten percent of the members.
- 14.3 Notice of such meeting shall be at least one week and the purpose of the meeting shall be stated in such notice.
- 14.4 The quorum of a General Meeting shall be 10% of the total District Membership.

Article 15 COMMITTEES

- 15.1 The District Executive shall establish such committees as are necessary to carry out the objects of the District.
- 15.2 Committees shall have terms of reference as approved by the District Executive.

Article 16 RULES OF ORDER

- 16.1 The rules of order which govern the District shall be the Rules of Order contained in the current edition of the *OSSTF Handbook* and the most recent available edition of *Robert's Rules of Order Newly Revised*.

Article 17 TERMS OF REFERENCE

- 17.1 **Collective Bargaining**
- 17.1.1 To develop the local negotiations brief
- 17.1.2 To provide assistance to the District Bargaining Unit Officers on all aspects of the issues involved in the negotiations and maintenance of a collective agreement
- 17.1.3 To assist in the training of District/Bargaining Unit Negotiations and Grievance Officers
- 17.1.4 To establish and maintain an effective two-way communications network between District 29 and the provincial organization with respect to collective bargaining matters

17.2 Communications and Excellence in Education

- 17.2.1 To train, assist and advise the District in providing information to its members on OSSTF programs and activities, on new communications technologies and on effective media relations with their communities
- 17.2.2 To promote the pride of Members in their own skills and contributions in their professions, students, clients, media and the community through the organization and administration of the annual Excellence in Education Awards
- 17.2.3 To administer the annual selection and presentation of awards for excellence in education through the location Student Recognition Awards
- 17.2.4 To assist with the promotion and selection processes of the provincial Student Achievement Awards

17.3 Educational Services

- 17.3.1 To identify the professional, curricular and educational issues and concerns of District 29 OSSTF members and to make recommendations to the District Executive for policy, actions or educational research projects
- 17.3.2 To assist Members to work collaboratively to implement effective and innovative educational practices and to provide equality of access to professional growth
- 17.3.3 To administer staff development funds allocated directly to the school
- 17.3.4 To administer to Kevin Manion Memorial Lecture Fund and to play professional development activities in accordance with the guidelines established for the fund
- 17.3.5 To advise the Executive on appropriate uses of TEP and JSD funds as required.

17.4 Pensions & Benefit Committee

- 17.4.1 To advise the District Executive and District Council on matters relating to benefits and retirement
- 17.4.2 To provide assistance to the Collective Bargaining Committee for negotiation of benefits
- 17.4.3 To organize workshops for members on the subject of pensions and Retirement
- 17.4.4 To communicate to members issues and information related to benefits

17.5 Political Action

- 17.5.1 To advise the District Executive and Council on matters concerning political activity at the local and regional levels
- 17.5.2 To organize actions in conjunction with other interest groups in order to deal with areas of mutual concerns, subject to the prior approval of the District Executive
- 17.5.3 To maintain liaison with the other local OTF Affiliates

17.6 Human Rights

- 17.6.1 To advise the District Executive and District Council on matters relating to human rights
- 17.6.2 The committee will meet a minimum of 3 times a year
- 17.6.3 To promote awareness, monitoring and enforcement of human rights,

as defined by provincial legislation, for the members of District 29 and their immediate family

17.6.4 To promote awareness of matters relating to human rights among high school students through competitions based on themes highlighted throughout the year

17.6.5 To share and promote resources with members on matters relating to human rights so that they can be implemented in the classroom and school community

17.7 Status of Women

17.7.1 To advise the District Executive and District Council on matters relating to the status of women

17.7.2 The committee will meet a minimum of 3 times a year

17.8 Health and Safety

17.8.1 To advise the District executive and District Council on matters relating to health and safety

17.8.2 The committee will meet a minimum of 3 times a year

17.9 Member Involvement

17.9.1 To advise the District Executive and District Council on matters relating to new members and member involvement

17.9.2 The committee will meet a minimum of 3 times a year

17.9.3 To organize and promote social activities for members

17.10 Finance Committee

To advise and report to the District Executive and District Council about:

17.10.1 Financial goals of the District;

17.10.2 Financial policies of the District;

17.10.3 Investigation and pursuit of recoverable expenditures;

17.10.4 Current finances, ad hoc;

17.10.5 Succession planning.

17.11 Grievance Appeals Committee

17.11.1 Shall determine if an alleged grievance is actually a grievance and resolve the member's request to appeal a decision of the bargaining unit.

Article 18 AMENDMENTS

18.1 Amendment to the Constitution and Bylaws may be made at a District Annual Meeting by a two-thirds (2/3) majority vote of the members present, qualified to vote and voting, provided that the members have received the amendments in writing at least four (4) full weeks prior to the meeting.

18.1.1 Amendments to qualify for a two-thirds (2/3) majority vote may be submitted to the District Officer by the District Executive, the District Council, or any two members at least 30 days prior to the District Annual Meeting.

18.2 Amendment to the Constitution and Bylaws may be made at a District Annual Meeting by a nine-tenths (9/10) vote of the members present, qualified to vote and voting, where

sufficient notice has not been given under Article 15.

18.3 Interim Bylaws and /or Interim Amendments to the Bylaws may be made by District Council:

- 18.3.1 by a three-quarters (3/4) majority vote of the members present, qualified to vote and voting provided that such notice of motion was given on or before the date of the previous District Council meeting;
- 18.3.2 by a nine-tenths (9/10) majority vote of the members qualified to vote and voting, previous notice as in 18.3.1 not having been given;
- 18.3.3 Any Interim Bylaws and/or Interim Amendments to Bylaws shall be ratified, rescinded or amended at the next District Annual Meeting.

BYLAWS

Bylaw 1 ELECTIONS AND APPOINTMENTS

1.1 District Executive

- 1.1.1 Election to the District Executive shall be by a secret vote of the membership conducted in the workplace one day after the District Annual Meeting.
- 1.1.2 The candidate with the greatest number of votes shall be declared elected.
- 1.1.3 In the case of the three Executive Officers, the three candidates with the greatest number of votes shall be declared elected.
- 1.1.4 Tie votes shall be broken by a secret vote of the membership conducted in the workplace one week after the District Annual Meeting.
- 1.1.5 The term of these offices shall be two years. The election of the Chief Negotiator will be deferred to the first annual meeting following the ratification of a contract.
- 1.1.6 Notwithstanding Bylaw 1.1.5 the election of the Chief Negotiator will be deferred to the first annual meeting following the ratification of a contract.

1.2 District Council

- 1.2.1 Branch Presidents shall be elected in their workplaces by secret ballot prior to the end of June.
 - 1.2.1.1 The term of office of Branch Presidents shall be two years.
 - 1.2.1.2 Re-election is possible.
- 1.2.2 Chairpersons of District Standing Committees shall be elected by their committee prior to the end of September in each school year.

1.3 Other District Officers

- 1.3.1 The District Officer, the Pension and Benefits Officer, the Health and Safety Officer, the Human Rights/Status of Women Officer, the Educational Services Officer, the Communications/Excellence in Education Officer, the Staffing Officer, the Political Action Officer, and the Constitution Officer shall be appointed by majority vote of the District Executive, subject to the approval of District Council.
- 1.3.2 These positions shall be advertised to the membership.
- 1.3.3 The term of these offices shall be two years.
- 1.3.4 Re-appointment is possible.

1.3.5 Appointment to these positions shall take place in alternate years to District elections

1.4 Delegates to Meetings of the Provincial Assembly

1.4.1 The District Council shall elect Delegates and Alternates to the Annual Meeting of the Provincial Assembly (AMPA).

1.4.2 The number of Delegates and Alternates shall be established in accordance with the formula established by the Provincial Office, OSSTF.

1.4.3 The District President will announce one month prior to when the election shall take place (at District Council) to allow potential delegates to put their name forward for election as a delegate.

1.5 Authority

1.5.1 District Officers elected or appointed, are subject to the authority of the District Executive.

Bylaw 2 VACANCIES

2.1 Vacancies which occur in elected or appointed positions shall be filled in the manner in which the position was originally filled.

2.1.1 The District Council shall elect interim executive positions.

2.1.2 Tie votes shall be broken by a secret vote of members of District Council eligible to vote conducted in the workplace within one week of District Council

Bylaw 3 NOMINATIONS

3.1 The District Officers shall constitute the District Nominating Committee.

3.2 Nominations for election to executive positions shall be submitted in writing to the District Officer who shall act as the Chair of the District Nominating Committee.

3.3 The District Nominating Committee shall develop balloting procedures and ensure that the elections are carried out in an equitable manner.

Bylaw 4 DUTIES OF THE DISTRICT ORGANIZATION

4.1 The District shall provide for:

4.1.1 the establishment of appropriate structures to ensure the negotiation of collective agreements for all its Bargaining Units;

4.1.2 the establishment of procedures to ensure that each Bargaining Unit shall have input in the formulation of that Bargaining Unit=s budget;

4.1.3 the formulation of appropriate Branches;

4.1.4 the representation of its Active Members to the District Council;

4.1.5 the designation of one or more workplaces as a Branch;

4.1.6 an OSSTF representative in each workplace.

Bylaw 5 DUTIES OF THE DISTRICT EXECUTIVE MEMBERS

- 5.1** The District Executive shall:
- 5.1.1 act in the name of the Federation between meetings of the District Council;
 - 5.1.2 ensure that the OSSTF Constitution or Bylaws are not contravened in the process of transacting District business;
 - 5.1.3 ensure that the Staff Representatives and/or Branch Executives are informed of their duties at the start of their term of office and are given assistance throughout their term in carrying out these duties;
 - 5.1.4 forward to the General Secretary a copy of the District Constitution and of Branch constitutions where they exist, together with all amendments thereto;
 - 5.1.5 endeavour to achieve provincial goals as approved by the Provincial Council;
 - 5.1.6 assist in the achievement of policies and priorities as approved by a Provincial Assembly, and provide faire representation for its members with due regard to the terms of the applicable collective agreement;
 - 5.1.7 provide leadership in all matters affecting the welfare of the District members;
 - 5.1.8 recommend and debate motions to the Annual Meeting of the Provincial Assembly;
 - 5.1.9 meet after each meeting of Provincial Council and at other times at the call of the President or at the written request of two members of the Executive, subject to provisions for funding in the Bylaws;
 - 5.1.10 prepare a budget;
 - 5.1.11 authorize payment of expenses and accounts in accordance with the Bylaws;
 - 5.1.12 appoint ad hoc committees and their chairpersons;
 - 5.1.13 recommend to the District Council the nature and extent of OSSTF activities at the District level;
 - 5.1.14 nominate candidates, if desired, for election to Provincial Offices at the Provincial Assembly.
- 5.2 The District President:**
- 5.2.1 shall be a member ex-officio of all District committees;
 - 5.2.2 is the official representative and Chief Executive Officer of the District;
 - 5.2.3 shall be a signing authority for the District;
 - 5.2.4 shall be the Chief Executive Officer of the District for collective bargaining purposes;
 - 5.2.5 shall represent the bargaining unit at all meetings of the T/OT (Teacher/Occasional Teacher) Sector Council, and to report back to the bargaining unit;
 - 5.2.6 As Provincial Councillor, the President shall:
 - 5.2.6.1 present a written report to the District Council immediately following each meeting of the Provincial Council;
 - 5.2.6.2 forward to the Administrative Assistant to Provincial Council questions to the Provincial Executive (for response at the Council) as approved by the District Executive or District Council;
 - 5.2.6.3 forward to the Administrative Assistant to Provincial Council resolutions to be dealt with by the Provincial Council;
 - 5.2.6.4 take a leadership role with the District=s delegation to the Provincial Assembly.

5.3 The District Vice-President:

- 5.3.1 shall perform the duties of the President in his/her absence;
- 5.3.2 shall perform such other duties as the President may direct.

5.4 The District Executive Officers and Chief Negotiator:

- 5.4.1 shall be responsible for the district-wide co-ordination of Communications/Excellence in Education, Educational Services, Political Action, Health & Safety, Collective Bargaining and other committees as assigned by the President;
- 5.4.2 shall report to the District Council the activities, programs and initiatives of their respective portfolios;
- 5.4.3 shall perform such other duties as the President may direct.

5.5 The District Treasurer:

- 5.5.1 shall carry out his/her duties in accordance with Provincial OSSTF Bylaws;
- 5.5.2 deposit all monies received in a chartered bank in the name of OSSTF District 29;
- 5.5.3 receive and distribute monies in accordance with the Bylaws, District Executive and District Council motions;
- 5.5.4 pay all authorized accounts by cheque and in accordance with the Bylaws of the District.

5.6 The District Officer:

- 5.6.1 serves as advisor to the District Executive and the District Council;
- 5.6.2 provides service and advice in the following areas:
 - 5.6.2.1 Grievances;
 - 5.6.2.2 Long Term Disability;
 - 5.6.2.3 Contract Maintenance;
 - 5.6.2.4 provides other services and advice to members as needed or as directed by the District Executive;
 - 5.6.2.5 shall keep a record of all minutes and files of correspondence;
 - 5.6.2.6 performs other duties as assigned by the President.

Bylaw 6 DUTIES OF THE DISTRICT COUNCIL

6.1 The District Council shall:

- 6.1.1 act in the name of the Federation between meetings of the District Annual Meeting;
- 6.1.2 determine the nature and extent of Federation activities at the District level;
- 6.1.3 approve the District budget;
- 6.1.4 adopt interim Bylaws governing the conduct of Federation business in accordance with Article 11;
- 6.1.5 recommend amendments to the Constitution and Bylaw;
- 6.1.6 approve all waivers to the collective agreement in accordance with Bylaw 8;
- 6.1.7 deal with matters referred to it by the District Annual Meeting, the District Executive, Standing Committees and Branches;
- 6.1.8 recommend and debate motions to the Provincial council and Annual Meeting of the Provincial Assembly;
- 6.1.9 nominate or endorse candidates for election to Provincial Offices at the Annual

- Meeting of the Provincial Assembly;
- 6.1.10 elect delegates and alternates to the Annual Meeting of the Provincial Assembly in accordance with Bylaw 1.4;
- 6.1.11 receive reports from the Provincial Councillor, Chairs of Standing Committees, Branch Presidents and others as required.

Bylaw 7 DISTRICT STANDING COMMITTEES

- 7.1** There shall be the following District Standing Committees:
- 7.1.1 Collective Bargaining
 - 7.1.1.1 consisting of 1 representative from each Branch
 - 7.1.2 Education Services
 - 7.1.2.1 consisting of 1 representative from each Branch
 - 7.1.3 Communications/Excellence in Education
 - 7.1.3.1 consisting of 1 representative from each Branch
 - 7.1.4 Political Action
 - 7.1.4.1 consisting of 1 representative from each Branch
 - 7.1.5 Pensions & Benefits
 - 7.1.5.1 consisting of 1 representative from each Branch
 - 7.1.6 Staffing Committee
 - 7.1.6.1 consisting of 1 representative from each Branch
 - 7.1.7 Health and Safety
 - 7.1.7.1 consisting of 1 representative from each Branch
 - 7.1.8 Human Rights
 - 7.1.8.1 consisting of 1 representative from each Branch
 - 7.1.9 Status of Women
 - 7.1.9.1 consisting of 1 representative from each Branch
 - 7.1.10 Member Engagement
 - 7.1.10.1 consisting of 1 representative from each Branch
 - 7.1.11 Finance Committee
 - 7.1.11.1 consisting of representatives from each Branch

7.2 General Objectives of District Standing Committees

- 7.2.1 To recommend priorities to the District Executive and District Council on items encompassed by the specific objectives of the committee;
- 7.2.2 To submit a budget to the District Treasurer;
- 7.2.3 To report to District Council on its activities;
- 7.2.4 To perform other duties as defined in the Provincial OSSTF Constitution and Bylaws;
 - 7.2.4.1 Except where the District Executive gives specific direction, any committee may, with the approval of the District Executive, reorient its projects in the light of changing circumstances.

Bylaw 8 COLLECTIVE BARGAINING

- 8.1** A person or persons selected to negotiate on behalf of the District shall be responsible to the District Executive and shall keep the District Executive informed at all times of the progress of negotiations.

- 8.2** The District Executive shall:
- 8.2.1 inform the Provincial OSSTF of progress in negotiations on a regular basis and shall endeavor to co-operate with the provincial Executive to coordinate effectively negotiation strategies among bargaining units.
- 8.3** All waivers to the collective agreement must be presented to the District Council for approval.
- 8.4** All amendments to the collective agreement must be approved by a secret ballot of the membership conducted in the workplace.
- 8.4.1 Members shall have a minimum of 48 hours following a district meeting, exclusive of weekends and statutory holidays, to consider any proposed amendments prior to voting.
 - 8.4.2 Approval of any amendments to the collective agreement requires a majority of those voting.

Bylaw 9 MEETINGS

9.1 District Annual Meeting

- 9.1.1 There shall be a District Annual Meeting, held prior to May 15.
- 9.1.2 Notice of the date of the District Annual Meeting shall be given in writing to the Branch Presidents at least six (6) weeks prior to the date of that meeting.
- 9.1.3 Branch Presidents shall communicate the date of the District Annual Meeting to the members of their branches.
- 9.1.4 The District Annual Meeting shall:
 - 9.1.4.1 ratify, rescind, or amend action taken by the District Executive in the name of the Federation;
 - 9.1.4.2 receive the written annual reports of District Officers and Committees;
 - 9.1.4.3 amend the Constitution and Bylaws in accordance with the provisions of the Constitution and Bylaws.

9.2 District General Meetings

- 9.2.1 A District General Meeting of the membership of the District 29 OSSTF may be called at any time by the President, the District Executive, or the District Council, and shall be called at the written request of ten percent of the members.
- 9.2.2 Notice of such meeting shall be at least one week and the purpose of the meeting shall be stated in the notice.
- 9.2.3 The quorum of a General Meeting shall be 10% of the total District membership.

9.3 District Executive Meetings

- 9.3.1 The District Executive will meet ten times a year and at such other times as called by the President or on the written request of two members of the District Executive.
- 9.3.2 A quorum shall be five of the voting members of the District Executive.

9.4 District Council Meetings

- 9.4.1 District Council shall meet at least six times during the school year and at such

other times as called by the President or on the written request of eight members of the District Council.

9.4.2 A quorum shall be 60% of the voting members of the District Council.

Bylaw 10 ANTI-HARASSMENT

It is the policy of OSSTF District 29 that the OSSTF/FEESO Anti-Harassment Policy and Resolution and Complaints Procedure is in effect at all OSSTF District 29 meetings and functions. The Anti-Harassment shall be read into the record at the beginning of each general meeting and at the annual leadership retreat.

Bylaw 11 PURCHASING

It is the policy of OSSTF District 29 that the District Office and its branches shall make every attempt to purchase items from sources that manufacture under humane working conditions in compliance with accepted international standards and local laws.

Bylaw 12 DATA

It is the policy of OSSTF District 29 that members oppose any use of data from Provincial and/or Board-wide assessments for the purpose of tracking, evaluating and/or monitoring individual teacher performance.

Bylaw 13 DATA

It is the policy of OSSTF District 29 that members should not use data in any way to compare, analyze or evaluate the performance of OSSTF members.

Bylaw 14 EQAO

It is the policy of OSSTF District 29 that every member should refrain from participating in non-curricular EQAO marking.

Bylaw 15 CONFIDENTIALITY

It is the policy of OSSTF District 29 that it is the duty of every member to maintain the confidentiality of any document, communication or any other information deemed confidential.

Bylaw 16 DISTRICT RESERVE FUND

It is the policy of OSSTF District 29 that any Reserve fund is used in the following manner:

16.1 Property Fund

This fund is to provide for maintenance of Federation House. Expenditures from this fund must be recommended by the Property Committee and approved by motion of the District Executive. Up to 50% of any year-end surplus of the General Operating budget may be allocated by the District Executive to the Property Fund. The Property Fund shall not exceed 50% of the accumulated District surplus.

16.2 Negotiations Fund

This fund is to finance any special costs connected to negotiations or sanctions not funded through Provincial Resumption of Negotiations (PRN). Expenditures from this fund must be approved by motion of the District Executive. Up to 30% of any year-end surplus of the General Operating budget may be allocated by the District Executive to the Negotiations Fund. The Negotiations Fund shall not exceed 30% of the accumulated District surplus.

16.3 Capital Equipment Fund

This fund is to provide for the purchase, replacement or repair of office equipment, when the need was not anticipated and was not budgeted for in the general operating budget. Expenditures from this fund must be approved by motion of the District Executive. In the case where an expenditure exceeds \$10000, there must be approval by District Council in addition to District Executive. Up to 20% of any year-end surplus of the General Operating budget may be allocated by the District Executive to the Capital Equipment Fund. The Capital Equipment Fund shall not exceed 20% of the accumulated District surplus.

Bylaw 17 GRIEVANCE APPEALS

17.1 Grievance Appeals Committee

- 17.1.1 The Grievance Appeals Committee shall consist of 3 elected members of the Bargaining Unit Executive who did not take part in the decision to deny the grievance.
- 17.1.2 The members of the Grievance Appeals Committee shall select one of their members to Chair the meeting.
- 17.1.3 A quorum for the Grievance Appeals Committee shall be three members.
- 17.1.4 One member of the Bargaining Unit Executive, (who shall not have been a member of the Grievance Appeals Committee) may be chosen by the member appealing the decision of the Grievance Committee to assist in carrying forward the appeal to the Grievance Appeals Committee.

17.2 Procedures for the Grievance Appeals Committee

- 17.2.1 An appeal request must be made within 24 hours upon the Grievance Officers notification of grievance decision.
- 17.2.2 The Bargaining Unit member(s) asking for an appeal of the decision of the Bargaining Unit will be invited to attend a meeting of the Bargaining Unit Appeals Committee to present their case.
- 17.2.3 The Bargaining Unit member(s) appealing the decision will have an opportunity to present the case with the assistance of their advisor.
- 17.2.4 The Bargaining Unit Grievance Officer will state the reasons for not carrying forward the grievance.
- 17.2.5 The Bargaining Unit members appealing the ruling of the Grievance Committee will have an opportunity to respond to the presentation of the Grievance Officer.
- 17.2.6 The Grievance Appeals Committee will consider the appeal in camera after both parties have been excused and will communicate their decision to the Bargaining Unit member and the Bargaining Unit Grievance Officer as soon as possible.