

OSSTF District 29  
Hastings-Prince Edward

CONSTITUTION  
and  
BYLAWS

as approved at the Inaugural Annual Meeting  
May 2022

# OSSTF DISTRICT 29 HASTINGS PRINCE EDWARD CONSTITUTION & BY-LAWS

## PART 1

### THE ARTICLES

#### **ARTICLE 1 - DEFINITIONS**

1.1 In this Constitution and By-Laws:

1.1.1 "OSSTF" shall mean the "Ontario Secondary School Teachers' Federation".

1.1.2 "District" shall mean District 29 Hastings Prince Edward, of OSSTF, unless otherwise stated.

1.1.3 "Member" shall mean an active member of District 29 Hastings Prince Edward, as defined in the OSSTF Provincial Bylaws

1.1.4 "Unit" shall mean a bargaining unit of District 29 Hastings Prince Edward, OSSTF.

1.1.5 "Branch" shall designate smaller organizations of the members of OSSTF within the bargaining units of District 29.

1.1.6 "Constitution" shall mean the system of fundamental principles according to which the District 29 OSSTF is governed, and the basic organization of OSSTF District 29 Hastings Prince Edward. This Constitution shall not contravene the Constitution and By-Laws of the Provincial OSSTF.

1.1.7 "By-Laws" shall mean Standing Rules governing the membership of OSSTF District 29 Hastings Prince Edward, made under this Constitution on matters of internal regulation and matters which are entirely within the control of OSSTF District 29 Hastings Prince Edward.

1.1.8 "Policy" shall mean a stand or position taken by OSSTF District 29 Hastings Prince Edward, in accordance with its by-laws on matters whose resolution is beyond the internal legislative power of OSSTF District 29 Hastings Prince Edward.

1.1.9 "Workplace" shall mean any location where an active member of OSSTF District 29 is employed.

#### **ARTICLE 2 - NAME AND MEMBERSHIP**

##### **2.1 NAME**

2.1.1 The name of the organization shall be the Ontario Secondary School Teachers' Federation, District 29 Hastings Prince Edward.

##### **2.2 MEMBERSHIP**

2.2.1 Membership shall consist of all active members of District 29 Hastings Prince Edward in good standing.

#### **ARTICLE 3 - OBJECTIVES**

3.1 The Objectives of the District shall be:

3.1.1 to promote and advance the interest of members and to secure conditions which will make possible, the best service;

3.1.2 to protect its members, both individually and collectively, in their chosen fields;

3.1.3 to promote accessibility for all members, employees, and students of District 29 School Board facilities, including other workplaces where OSSTF D29 members are employed.

3.1.4 those found in the Articles of the Provincial handbook.

## **ARTICLE 4 - ORGANIZATION**

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

### **4.2 District Executive**

4.2.1 There shall be a District Executive consisting of the following voting Members:

4.2.1.1 President. The District President position shall be filled in alternating years by the T/OT and the PSSP presidents, beginning in 2022 with the T/OT president.

4.2.1.2 Vice President. The District Vice President position shall be filled in alternating years by the T/OT and PSSP presidents, beginning in 2022 with the PSSP president

4.2.1.3 Two (2) Treasurers

4.2.1.3.1 Treasurer, T/OT

4.2.1.3.2 Treasurer, PSSP. The District Treasurer position shall be filled in alternating years by the T/OT Treasurer and the PSSP treasurer, beginning in 2022 with the T/OT treasurer.

4.2.1.4 Two (2) Negotiators:

4.2.1.4.1 Negotiator, T/OT

4.2.1.4.2 Negotiator, PSSP

4.2.1.5 Secretary. The position of Secretary shall be the T/OT Members Services Officer

4.2.1.6 Executive Officers. Each Bargaining Unit shall be entitled to an additional executive position for every 100 FTE of membership.

4.2.1.6.1 Each Bargaining Unit shall determine how executive positions available to it shall be filled.

4.2.2 The following appointed non-voting positions:

4.2.2.1 Political Action Officer

4.2.2.2 Constitution Officer

4.2.2.3 Educational Services Officer

4.2.2.4 Two (2) Health & Safety Officers

4.2.2.4.1 Health and Safety Officer T/OT

4.2.2.4.2 Health and Safety Officer PSSP

4.2.2.5 Human Rights Officer

4.2.2.6 Labour Council Liaison

4.2.2.7 Status of Women Officer

4.2.2.8 Equity Officer

4.2.3 The officers listed in Article 4.2.2 shall perform the duties prescribed by the provincial OSSTF Bylaws

#### **4.3 Ad Hoc Committees**

4.3.1 Ad Hoc Committees may be formed by the Executive

4.3.2 The composition and duties of such committees shall be determined by the Executive.

#### **4.4 Annual General Meeting**

4.4.1 There shall be an Annual General Meeting held in the Spring in accordance with the By Laws.

#### **4.5 AMPA Delegation**

4.5.1 There shall be a District AMPA Delegation.

4.5.2 The District AMPA delegation shall consist of delegates appointed by each unit according to Unit Constitutions. The number of delegates and alternates for each unit is designated by Provincial OSSTF and generated by the Bargaining Units FTE and provincial bylaws.

### **ARTICLE 5 – BARGAINING UNITS**

5.1 There shall be the following Bargaining Units within District 29:

5.1.1 Teachers Bargaining Unit/Occasional Teachers Bargaining Unit (T/OTBU)

5.1.2 Professional Student Services Personnel (PSSP)

5.2 The structure and rules governing each of the Bargaining Units shall be established by the Constitution and By-laws of each Unit.

### **ARTICLE 6 - DISTRICT OFFICE**

6.1 The District shall maintain a District Office, currently located at Federation House in Belleville.

### **ARTICLE 7 - DISTRICT LEVY**

7.1 There may be a District Levy.

7.2 The District Levy shall be determined according to the By-Laws.

### **ARTICLE 8 - AMENDMENTS TO THE CONSTITUTION**

#### **8.1 Amendments to the Constitution**

8.1.1 Amendments to this Constitution may be made at a District Annual General Meeting as follows:

#### **8.2 Amendments to Articles**

8.2.1 Amendments to Articles within this Constitution shall be made as follows:

8.2.1.1 By a two-thirds majority of the members present and qualified to vote and voting providing that:

8.2.1.1.1 Notice of the proposed amendment shall have been given in writing to the President and Secretary no later than thirty (30) calendar days prior to the District Annual General Meeting, and

8.2.1.1.2 Such notice shall have been forwarded to the work locations in order to arrive no later than ten (10) working days before the date of the District Annual General Meeting.

8.2.1.2 By a nine-tenths majority of the members present and qualified to vote and voting, providing previous notice as in 9.2.1.1 not having been given.

### **8.3 Amendments to By-Laws**

8.3.1 Amendments to By-Laws within this Constitution shall be made as follows:

8.3.1.1 By a one-half majority of the members present and qualified to vote and voting providing that:

8.3.1.1.1 Notice of the proposed amendment shall have been given in writing to the President and Secretary no later than thirty (30) calendar days prior to the District Annual General Meeting, and

8.3.1.1.2 Such notice shall have been forwarded to the work locations in order to arrive no later than ten (10) working days before the date of the Annual General Meeting.

8.3.1.2 By a three-quarters majority of the members present and qualified to vote and voting, providing previous notice as in 8.3.1.1 not having been given.

## **ARTICLE 9 - MEETINGS**

9.1 There may be meetings of the entire membership of District 29

9.1.1 The convening and purposes of this meeting shall be described in the By-Laws.

## **ARTICLE 10 – RULES OF ORDER**

10.1 This Constitution cannot contravene the Provincial OSSTF Constitution, Bylaws, Policies, or Procedures.

10.2 This Constitution is established under the Constitution and Bylaws of the Ontario Secondary School Teachers' Federation, a provincial body, which is a federation affiliate of the Ontario Teachers' Federation, and, where silent on a matter, The Constitution, Bylaws and Policies of the Ontario Secondary School Teachers' Federation shall be used.

10.3 Meetings of the District shall be conducted in accordance with the Rules of Order

as outlined in the current OSSTF/FEESO Constitution and Bylaws, and the most recent copy of the Democratic Rules of Order.

## **PART 2**

### **THE BY-LAWS**

#### **BY-LAW 1 - DISTRICT FEDERATION YEAR**

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

#### **BY-LAW 2 - DISTRICT EXECUTIVE**

##### **2.1 The Executive**

2.1.1 It shall be the duty of the District Executive to:

2.1.2 facilitate the exchange of information among the Units;

2.1.3 approve a District budget;

2.1.4 call the District Annual General Meeting, giving date, time and place, no later than thirty days prior to the meeting.

2.1.5 grant signing authority on behalf of the District to the President and Treasurer

2.1.6 authorize payment of expenses and accounts incurred in the conduct of the business of the District.

2.1.7 deal with all matters which are brought before it from the Units.

2.1.8 assign the necessary preparation of work for the District Annual General Meeting.

##### **2.2 The District President**

2.2.1 It shall be the duty of the President to:

2.2.2 call all District General Meetings

2.2.3 preside at the District Annual General Meeting

2.2.4 be a member, ex officio, of all Committees and Councils of the District

2.2.5 share all pertinent communications from Provincial Office with the other Bargaining Unit President as appropriate

2.2.6 refer District matters to the appropriate Bargaining Unit

2.2.7 act as a signing officer of the District

##### **2.3 The District Vice-President**

2.3.1 It shall be the duty of the Vice-President to:

2.3.2 perform the duties of the President in their absence.

2.3.3 perform such other duties as are delegated by the Executive

2.3.4 participate in any review of the District constitution.

## **2.4 The District Treasurer**

2.4.1 It shall be the duty of the Treasurer, with such assistance as may be provided by the District Office Administrator and the Bargaining Unit Treasurers to:

2.4.2 keep account of all monies received and disbursed in accordance with accepted accounting practices

2.4.3 share the financial information required in order for Bargaining Unit Treasurers to fulfill their requirements under OSSTF/FEESO Bylaws

2.4.4 provide financial reports to the District Executive at least once per year

2.4.5 prepare a budget, for the fall of each year

2.4.6 act as a signing officer of the District

## **2.5 The District Secretary**

2.5.1 It shall be the duty of the Secretary to:

2.5.2 be responsible for and ensure that a copy is kept on file of all minutes of meetings of the District 29 Executive and District General Meetings.

2.5.3 forward all required documents and resolutions of District General Meetings to the Provincial and District Offices.

## **2.6 Officers of Standing Committees**

2.6.1 The Officers of Standing Committees shall be appointed, using the procedure appended to this Constitution and Bylaws, at the June meeting of the District Executive in odd-numbered years, beginning in 2023

2.6.2 The Officers of Standing Committees shall:

2.6.2.1 liaison with related Bargaining Unit and District Ad Hoc Committees

2.6.2.2 attend and report on a regular basis to District Executive

2.6.2.3 encourage work on joint involvement from both bargaining units

## **BY-LAW 3 MEETINGS**

### **3.1 District Annual General Meeting**

#### **3.1.1 Structure**

3.1.1.1 members of District 29 Hasting Prince Edward shall be given notice at least thirty (30) calendar days before the date of the meeting

3.1.1.2 agenda items from the units should be received in writing at the District Office no later than fifteen (15) calendar days prior to the meeting

3.1.1.3 on time resolutions should be received in writing at the District Office no later than fifteen (15) calendar days prior to the meeting

### **3.1.2 Duties**

3.1.2.1 It shall be the duty of the Annual General Meeting to:

3.1.2.1.1 receive and consider reports and communications from the OSSTF and OTF.

3.1.2.1.2 consider matters of general interest to education as they affect the OSSTF or the District

3.1.2.1.3 make amendments to the constitution.

3.1.2.1.4 propose the District levy to the membership for vote.

### **3.1.3 Quorum**

3.1.3.1 a quorum shall be a simple majority of the registered delegates

## **3.2 District General Meeting**

3.2.1. General Meetings may be called by a:

3.2.2 vote of the Executive; or

3.2.3 upon the written request of one or more Bargaining Units

3.2.4 The quorum for a General Membership meeting shall be those members present, qualified to vote, and voting

## **3.3 District Executive Meeting**

3.3.1 The District Executive shall meet at the call of the President.

3.3.2 The Executive shall hold its first meeting no later than October 31st and shall meet no less than three (3) times per year.

3.3.3 A special meeting of the Executive may be called by the President or by written request of any two members of the Executive. The written request shall specify the purpose of the special meeting.

3.3.4 A quorum of fifty percent of the Executive members shall be required for conducting Executive business (passing motions).

## **BY-LAW 4 BARGAINING UNITS**

4.1 It shall be the duty of the members of each Unit to approve a Constitution.

4.1.1 Where a Constitution of the Bargaining Unit is approved by a general meeting of the Bargaining Unit membership, such Constitution and By-Laws shall not contravene the Constitution and By-Laws of District 29 Hastings Prince Edward or the Constitution and By-Laws of the Provincial OSSTF.

## **BY-LAW 5 DISTRICT LEVY**

5.1 Any district levy shall be based on a percentage of gross salary earned.

5.1.1 The approval of the District levy shall be done by secret ballot of all



members.

5.1.2 The membership shall be notified in writing of the proposed change in the levy, thirty (30) days before the District Annual General Meeting

5.1.3 The notice should indicate the amount, the purpose, and other restrictions which may apply.

5.1.4 The levy shall be paid through the employer by direct deduction from r regular paycheques.

## **BY-LAW 6 ANTI-HARASSMENT & ANTI-BULLYING POLICY AND PROCEDURE**

6.1 The District shall have an Anti-Harassment and Anti-Bullying Policy and Procedure to be followed at all OSSTF workplaces and functions.

6.2 The Anti-Bullying and Anti-Harassment Policy and Procedure and any subsequent amendments to it shall be approved by the District Executive and presented to the next General Meeting for approval.

6.3 This policy and procedure shall be appended to this Constitution & Bylaws document.

## **APPENDIX PART 1 - PROCEDURE FOR APPOINTMENT BY EXECUTIVE**

### 1. Procedure for Appointment by Executive

Unless otherwise stipulated by Articles and Bylaws, appointments by the Executive shall follow these steps:

- a) the membership shall be notified of the duties, criteria for eligibility and terms of the available position;
- b) the membership shall be notified of timelines for and method of applying for the position;
- c) the Executive shall review all applicants respecting the criteria in the posting;
- d) the Executive shall make a decision by consensus or vote if necessary;
- e) the Executive shall announce the appointment to the membership.