

## ***CONSTITUTION and BY-LAWS***

### **ONTARIO SECONDARY SCHOOL TEACHERS' FEDERATION District 25, Ottawa**

#### **Professional Student Services Personnel Unit**

#### **ARTICLE 1- Definitions**

- 1.1 In this Constitution:
- 1.1.1 "O.S.S.T.F." shall mean the Ontario Secondary School Teachers' Federation.
- 1.1.2 "P.S.S.P." shall mean Professional Student Services Personnel of O.S.S.T.F., District 25.
- 1.1.3 "District" shall mean District 25 of the O.S.S.T.F.
- 1.1.4 "Unit" shall mean a bargaining unit of the O.S.S.T.F. District 25.
- 1.1.5 "Member" shall mean an active member in good standing of O. S. S. T. F. District 25.
- 1.1.6 "Constitution" shall mean this Constitution being a system of fundamental principles according to which the P.S.S.P. Unit of District 25, O.S.S.T.F. is governed.
- 1.1.7 "By-laws" shall mean standing rules governing the membership of O.S.S.T.F., made under this Constitution on matters of internal regulation and matters which are entirely within the control of P.S.S.P. in accordance with the By-laws of O.S.S.T.F.
- 1.1.8 "Policy" shall mean a stand or position taken by the P.S.S.P., District 25 in accordance with its By-laws on matters whose resolution is beyond the internal legislative power of P.S.S.P., District 25.
- 1.1.19 "Workplace" shall mean any location where an Active Member of P.S.S.P., District 25 is employed.

#### **ARTICLE II- Name, Membership and Rights and Privileges**

- 2.1 This organization shall be known as 'The Ontario Secondary School Teachers' Federation District -25, Ottawa-Carleton, Professional Student Services Personnel Unit'.
- 2.2 **MEMBERSHIP**
- 2.2.1 The membership shall be defined as all full time and part-time employees of the Ottawa-Carleton District School Board defined in the current collective agreement(s) and;

2.2.2 Life members;

2.2.3 Honorary members;

2.2.4 Associate members.

2.3 **RIGHTS, PRIVILEGE AND DUTIES**

2.3.1 Active Members shall have all the rights and privileges of membership, unless limited by disciplinary measures taken in accordance with the By-laws of O. S. S. T. F.

2.3.2 Voluntary members shall have rights and privileges as are common to Active Members, except in the matters of tenure, salary, voting rights and candidacy for elected office.

2.3.3 Associate Members shall be entitled to receive routine information and official communications at the discretion of the Executive;

2.3.4 Honorary Members shall have all the rights and privileges of Associate Members;

2.3.5 Life members shall have all the rights and privileges of Associate Members.

**ARTICLE III - Objectives**

3.1 The objectives of the Professional Student Services Personnel Unit shall be:

3.1.1 to uphold and maintain the objectives of the Ontario Secondary School Teachers' Federation and those of District 25, Ottawa, as described in their respective constitutions;

3.1.2 to represent fairly the interests and concerns of its members with respect to their terms and conditions of employment by means of consultation and/or collective bargaining with the Ottawa-Carleton District School Board;

3.1.3 to establish reasonable By-laws and Policies governing its members which shall not contravene those established by either O.S.S.T.F. or District 25, Ottawa-Carleton;

3.1.4 to uphold and maintain the code of ethics and Standards of Practice of the respective professions of the membership;

3.1.5 to protect its members, both individually and collectively, in their profession, and to ensure that none of the civil, human and legal rights enjoyed by other Ontario residents shall be denied its members;

3.1.6 to bargain collectively on behalf of its Active Members.

**ARTICLE IV - Organization**

**4.1 EXECUTIVE**

4.1.1.1 There shall be a Unit Executive consisting of the following voting members:

- (a) President
- (b) Past-President
- (c) Vice-President
- (d) Secretary
- (e) Treasurer
- (f) Chief Negotiator
- (g) SEAC Observer
- (h) Communications Officer & Educational Services Officer
- (i) up to three (3) Members-at-Large.
- (j) Health and Safety Officer.

4.1.1.2 and non-voting members:

- (a) Chairs of the Standing Committees / Ad hoc Committees (e.g., Political Action, Communication Committee, Pay Equity, etc.) as established by the Executive.

4.1.2 The members of the Unit Executive shall be elected by ballot at the annual meeting of the Unit to be held in May each year.

4.1.3 The term of the executive positions shall be 1 year.

4.1.4 Whenever a vacancy exists in a Unit position, the executive shall appoint a member to fill the vacancy and assume the rights, responsibilities and privileges of the predecessor.

4.1.5 As a guideline, the membership should ensure that all occupational groups are represented on the Unit Executive;

4.1.6 A Past President's position may extended another term by a ratification vote of the membership at the Annual General Meeting should the incumbent President be re-elected.

**4.2 STANDING COMMITTEES**

4.2.1 There shall be Standing Committees as designated by the Constitution and By-laws.

4.2.2 Each Standing Committee shall establish its terms of reference and operation procedures subject to the approval of the Executive and in accordance with the Constitution and By-laws.

4.2.3 Each Standing Committee Chair shall report to the Executive and attend meetings as the need arises or at the request of the President and Executive.

4.3. **NEGOTIATING COMMITTEE**

4.3.1 There shall be a Negotiating Committee of the Ontario Secondary School Teachers' Federation District 25, Ottawa, Professional Student Services Personnel Unit consisting of one member from each of the job classifications as per the collective agreement as voting members:

- (a) Chief Negotiator of the Unit;
- (b) One (1) member from each of the other job classifications of the Unit appointed by the executive where possible.

4.3.2 The Executive shall provide for ratification of the appointed members of the Negotiating Committee at a general meeting of the membership at the earliest opportunity.

4.3.3 and non-voting members:

- (i) other resource person(s) co-opted to the Unit Negotiating Committee and appointed by the Unit Executive.
- (j) an O. S. S. T. F. resource person co-opted to the Branch Negotiating Committee.

4.3. **GRIEVANCE COMMITTEE**

4.3.1 The Grievance Committee shall consist of a Chairperson, the designated Grievance Officer, appointed from the Executive, by the Executive and;

4.3.1.1 The Executive shall appoint two (2) other members to the Grievance Committee.

4.4 **COMMUNICATIONS & EDUCATIONAL SERVICES OFFICER**

4.4.1 A Communications & Educational Services Officer shall be elected by the Unit at the Annual General Meeting.

4.5 **SEAC OBSERVER**

4.5.1 A Special Education Advisory Committee Observer shall be elected by the Unit at the Annual General Meeting.

4.6 **HEALTH AND SAFETY OFFICER**

4.6.1 A Health and Safety Officer shall be elected by the Unit at the Annual General Meeting.

**ARTICLE V - BY-LAWS**

5.1 A duly constituted Annual General Meeting or Special General Meeting may pass By-laws not inconsistent with the Constitution.

## **ARTICLE VI - AMENDMENTS**

- 6.1 Amendments to the Constitution may be made at the Annual Meeting of the Unit or at a Special General Meeting called for the purpose:
- 6.1.1 by a  $\frac{2}{3}$  majority vote of the members qualified to vote, present and voting, provided that notice of the proposed amendment has been given to the Secretary at least one month prior to the Annual Meeting or Special General Meeting and provided that written notice of the proposed amendment be placed in the mail boxes of the membership at least 1 week prior to the Meeting;
- 6.1.2 by a  $\frac{9}{10}$  majority vote of the members qualified to vote, present and voting, if previous notice as in 6.1.1 above has not been given;
- 6.1.3 Amendments made to this Constitution shall be made consistent with the Constitution and the Constitution of O. S. S. T. F.
- 6.2 Amendments to the By-laws and Policies may be made at the Annual Meeting of the Unit or at a Special General Meeting called for that purpose:
- 6.2.1 by a majority vote of the members qualified to vote, present and voting, provided that notice of the proposed amendment has been given to the Secretary at least one month prior to the Annual Meeting or Special General Meeting and provided that notice of the proposed amendment be sent to the electronic or office mail boxes of the membership;
- 6.2.2 by a  $\frac{2}{3}$  majority vote of the members qualified to vote, present and voting, if previous notice as in 6.2.1 above has not been given.

## **BY-LAWS**

### **BY-LAW-1 ORGANIZATION YEAR**

- 1.1 The P. S. S. P. Unit of O. S. S. T. F. district 25 fiscal year shall be July 1 to June 30.

### **BY-LAW- 2 DUTIES OF MEMBERS**

- 2.1 It shall be the duty of every member:
- 2.1.1 to comply with the Duties of Members of the Ontario Secondary School Teachers' Federation as defined in By-law 4, Section 2 of the O.S.S.T.F. Constitution;
- 2.1.2 to be a member of good standing in the Unit and the District;
- 2.1.3 to elect at the Unit Annual General Meeting the President, Vice-President, Secretary, Treasurer, Chief Negotiator, SEAC Observer, Educational Services Officer, Health and Safety Officer and up to three members-at-large;

- 2.1.4 to vote on the ratification of amendments to the Constitution and By-laws of the Unit at the Annual General Meeting or other general meeting;
- 2.1.5 ratify the Unit Collective Agreement;
- 2.1.6 to ratify appointments to the Negotiating Committee made by the Unit executive;
- 2.1.7 to attend meetings of their unit;
- 2.1.8 to receive the approval of the Unit Executive or Unit President before releasing to any outside body a brief or communication which could be interpreted as O.S.S.T.F. policy;
- 2.1.9 to authorize the use of any sanction recommended by the Negotiating Committee and the Unit Executive;

**BY-LAW-3 DUTIES OF THE UNIT EXECUTIVE**

- 3.1 It shall be the duty of the Unit Executive:
  - 3.1.1 to administer the business of the Unit between Annual Meetings of the Unit;
  - 3.1.2 to establish interim policies and to amend existing policies in order to facilitate the business of the Unit and to present those interim policies and amendments to the membership for ratification at the Annual Meeting;
  - 3.1.3 to communicate regularly to Unit members regarding the management of Unit business;
  - 3.1.4 to prepare, in conjunction with the Treasurer, a projected budget for presentation to the Annual Meeting of the Unit;
  - 3.1.5 to appoint one (1) member from each occupational group to voting positions on the Negotiating Committee to serve with the Chief Negotiator;
  - 3.1.6 to appoint members to non-voting positions on the Negotiating Committee to assist in the preparation of the Negotiating Brief;
  - 3.1.7 to establish a Grievance Committee which shall investigate and determine the manner in which grievances are conducted;
  - 3.1.8 to appoint, from the Unit Executive, a Chairperson and designated Grievance Officer; and two (2) other Grievance Committee Members;
  - 3.1.9 to form Standing Committees and Ad Hoc Committees as required and to ratify Chairpersons who shall report to the Unit Executive.
  - 3.1.10 to appoint from the Unit Executive, a Anti-Harassment Officer as per OSSTF policy and procedures.
  - 3.1.11 to appoint from the Unit Executive or Membership, a Pay Equity Officer as per OSSTF policy and procedures.

**BY-LAW- 4      DUTIES OF THE UNIT EXECUTIVE MEMBERS**

4.1            Unit President:

4.1.1            It shall be the duty of the President:

4.1.1.1            to be the presiding officer and the official representative of the Unit;

4.1.1.2            to call Unit Executive meetings, the Annual Meeting of the Unit and UNIT meetings as required;

4.1.1.3            to liaise regularly with the District President;

4.1.1.4            to represent the Unit at District Executive Council;

4.1.1.5            to submit a report, each year, to the May meeting of O.S.S.T.F. District 25, Ottawa, P.S.S.P. Unit;

4.1.1.6            to receive Job Postings for P.S.S.P. positions in District 25 and distribute these among the members;

4.1.1.7            to be an ex-officio member of all committees.

4.1.1.8            to serve as the Provincial Councillor for the PSSP Bargaining Unit on Provincial Council.

4.2            Unit Vice-President

4.2.1            It shall be the duty of the Vice-President:

4.2.1.1            to perform the duties of the President in the President's absence;

4.2.1.2            to carry out duties as may be delegated by the President.

4.3            Unit Secretary:

4.3.1            It shall be the duty of the Secretary:

4.3.1.1            to receive correspondence on behalf of the Unit;

4.3.1.2            to arrange for the keeping of the records of Unit and Executive meetings.

4.4            Unit Treasurer:

4.4.1            It shall be the duty of the Treasurer;

4.4.1.1            to keep accurate account of Unit finances and report to each Unit Executive meeting regarding the status of Unit finances;

4.4.1.2            to report to the Unit Annual Meeting the status of Unit finances and to present the projected budget on behalf of the Unit Executive for approval by the Unit membership;

4.4.1.3            to represent the P.S.S.P. Unit on the District Finance Committee.

4.5 Unit Chief Negotiator

4.5.1 It shall be the duty of the Chief Negotiator:

4.5.1.1 to act as Chairperson of the P.S.S.P. Negotiating Committee and Table Team;

4.5.1.2 to report to the Unit Executive and Negotiating Committee;

4.5.1.3 to call meetings of the Negotiating Committee;

4.5.1.4 to be responsible for preparing, with the assistance of the Professional Student Services Personnel Negotiating Committee, the negotiating brief and presenting the brief for approval to the Unit membership;

4.5.1.5 to present the terms of settlement of a Collective Agreement with the Ottawa-Carleton District School Board to the Unit membership for information and ratification.

4.6 SEAC Observer

4.6.1 It shall be the duty of the SEAC Observer:

4.6.1.1 to attend SEAC meetings as a representative of P. S. S. P. District 25;

4.6.1.2 to present P. S. S. P. policy and procedures as required;

4.6.1.3 to report to the Executive.

4.7 Communications & Educational Services Officer

4.7.1 It shall be the duty of the Communications & Educational Services Officer:

4.7.1.1 to prepare a Bargaining Unit News letter and other relevant news for the approval of the President;

4.7.1.2 to liaise with each of the P.S.S.P. Occupational Classifications about their understanding of P.S.S.P. issues and their requests for information;

4.7.1.3 to represent P. S. S. P. District 25 at District 25 Communications Meetings;

4.7.1.4 to advise the Unit Executive in the area of communication strategies;

4.7.1.5 to Chair the Communications/Educational Services Committee where one exists in the Bargaining Unit;

4.7.1.6 to perform other duties as assigned by the President/Executive.

4.8 Grievance Officer

4.8.1 It shall be the duty of a Member of the Executive:

4.8.1.1 to serve as Chairperson of the Grievance Committee and serve as the Grievance Officer Designate.



4.8.1.2 to advise the Executive and members on matters relating to the maintenance of the collective agreement;

4.8.1.3 to liaise with the Chief Negotiator concerning improving the grievance procedures and protecting the membership.

4.8.2 Grievance Committee

4.8.2.1 The terms of reference of the Grievance Committee shall be:

4.8.2.1.1 The purpose of the Grievance Committee shall be to resolve any grievance that may occur with respect to P. S. S. P. members in the workplace;

4.8.2.1.2 A grievance shall be defined as a complaint concerning the interpretation, administration or alleged violation of the Collective Agreement;

4.8.2.1.3 Meetings shall be called by the chair, the Grievance Officer, as is necessary;

4.8.2.1.4 All grievances are confidential to the members of the Grievance Committee, the Executive, the griever and the griever's agent;

4.8.2.1.5 The key requirement of the P. S. S. P. Grievance Committee is to have fairly and fully investigated the facts surrounding any grievance and to see that these facts are presented.

4.8.2.1.6 A member is to be treated in a way which is not arbitrary, discriminatory or in bad faith.

4.8.2.2 Procedures for Alleged Grievances

4.8.2.2.1 All alleged grievances shall be directed to the Grievance Officer;

4.8.2.2.2 The Grievance Officer or another member or agent may assist the griever in presenting the facts to the Grievance Committee;

4.8.2.2.3 The Grievance Committee shall meet in camera to decide the course of action;

4.8.2.2.4 The Grievance Officer shall inform the member of the Committee's recommendation that will be made to the Unit Executive and the reasons for it.

4.8.2.2.5 The Grievance Officer shall also report any minority opinions of the Committee to the Unit Executive.

4.8.2.2.6 All decisions of the Committee shall be by simple majority.

4.8.2.2.7 A quorum shall be a majority of Committee members.

4.8.2.2.8 The Committee shall carry out the policies and directions of the Unit Executive.

4.8.2.3 Procedures for Appeal of a Grievance Committee Decision

4.8.2.3.1 A member may appeal the decision of the Grievance Officer and the Committee;

4.8.2.3.2 An Appeal should be made to the President as a written request;

- 4.8.2.3.3 The President shall strike an Appeal Committee of members of the Executive to hear the facts as presented by the member or agent;
- 4.8.2.3.4 The President shall ensure fair representation and consult with legal advisors and/ or O. S. S. T. F. District and Provincial advisors.
- 4.8.2.3.5 The President and the Appeal Committee and the Grievance Officer shall meet in camera;
- 4.8.2.3.6 The President shall inform the member of the decision of the Appeal Committee, its reasons for the decision and the steps taken to ensure fair representation.
- 4.8.2.3.7 The minutes of the decision of the Appeal Committee, its reasons and steps to ensure fair representation shall be kept confidential.

4.9 Members-at-Large

- 4.9.1 It shall be the duty of the Members-at-Large:
  - 4.9.1.1 to attend Executive meetings and assume responsibilities as requested by the Executive Committee.

4.10. Health and Safety Officer

- 4.10.1 It shall be the duty of the Health and Safety Officer:
  - 4.10.1.1 to serve as the Representative on the Joint Occupational Health and Safety Committee,
  - 4.10.1.2 to represent the President and the Executive and attend Provincial & District Health and Safety meetings as needed,
  - 4.10.1.3 to liaise with the District 25 Health and Safety Committee and the JOHSC,,
  - 4.10.1.4 to report to the President and,
  - 4.10.1.5 to report to the Executive.

4.11 PSSP Anti-Harassment Officer

- 4.11.1 It shall be the duty of the PSSP Anti-Harassment Officer to:
  - 4.11.1.1 to serve as the Anti-Harassment Officer for P.S.S.P. at all PSSP Federation activities;
  - 4.11.1.2 to designate a P.S.S.P member to act as the Anti-Harassment Officer should they not be in attendance;
  - 4.11.1.3 to make it known at all P.S.S.P Federation Activities that there is an Anti-Harassment Officer present;
  - 4.11.1.4 to receive complaints of harassment, bullying or other forms of discrimination and to treat the information confidentially;
  - 4.11.1.5 to follow the prescribed protocol as outlined in the OSSTF By-laws;

- 4.1.1.1.6 to confer with the President, Vice-President or the assigned Secretariat Officer (providing none of these officers is a party to the complaint) to ensure the complainant has fair representation;
- 4.1.1.1.7 to maintain current information about Provincial OSSTF policies and procedures with respect to Anti-Harassment and Anti-Bullying;
- 4.1.1.1.8 to report to the Unit Executive about changes in OSSTF policy, suggest local amendments and a present summary of activities for the year.

**BY-LAW-5 NEGOTIATING COMMITTEE**

- 5.1 It shall be the duty of the Professional Student Services Personnel Negotiating Committee:
  - 5.1.1 to represent the Unit membership in negotiations for a Collective Agreement with the Ottawa-Carleton District School Board;
  - 5.1.2 to solicit input from Unit members and the Unit Executive;
  - 5.1.3 to prepare the negotiating brief;
  - 5.1.4 to seek final approval of the brief from the Unit membership;
  - 5.1.5 to carry out negotiations with the Ottawa-Carleton District School Board;
  - 5.1.6 to distribute information on negotiations to the Unit membership;
  - 5.1.7 to arrange for information and ratification meetings;
  - 5.1.8 to appoint a Table Team of four persons including the Chief Negotiator to conduct negotiations with the Employer;
  - 5.1.9 that the constituted Table Team be mandated to continue in negotiations should they continue into the term of a newly-elected Executive and Negotiating Committee;
  - 5.1.10 that the constituted Table Team keep the newly-elected Executive and Negotiating Committee apprised of negotiations and consult with them.

**BY-LAW- 6 RATIFICATION**

- 6.1 Ratification of the Professional School Services Personnel Unit Negotiating Brief shall be for Unit members only by a simple majority and may be conducted by secret ballot.
- 6.2 Ratification of the Professional Student Services Personnel Unit Collective Agreement shall be for Unit members only by a simple majority and conducted by secret ballot.

**BY-LAW- 7 MEETINGS**

**7.1 UNIT EXECUTIVE**

- 7.1.1 The Unit EXECUTIVE shall meet at the call of the Unit President or at the request of one member of the Unit Executive.

7.2 ANNUAL GENERAL MEETING OF THE UNIT

7.2.1 An Annual Meeting of all Unit members shall be held during the month of May at the call of the Unit President with one month's notice being served.

7.2.2 Resolutions to the Annual Meeting shall be placed in the mail box of each member of the Unit.

7.2.3 The Annual Meeting of the Unit shall elect the officers of the Unit Executive and shall approve the projected budget of the Unit for the following business year.

7.3 UNIT GENERAL MEETINGS

7.3.1 A meeting of all Unit members may be held at the call of the Unit President or the President of District 25 as deemed necessary with 10 working days prior written notice being given.

7.3.2 A meeting of all Unit members shall be called by the Unit President or the President of District 25 if requested by at least 10 %of members of the Unit such request to be in written form and signed by each of the requesting members. The meeting shall be held within twenty-one days of the request being received.

7.3.3 Information Meetings may be called at any time by the President or Executive.

**BY-LAW- 8 PROCEDURES AT MEETINGS**

8.1. RULES OF ORDER

8.1.1 The meetings shall be conducted in accordance with the Rules of Order of O.S.S.T.F.

8.2 QUORUM

8.2.1 A quorum of the Unit Executive shall be a majority of the voting members of the Executive.

8.2.2 A quorum of the Unit Negotiating Committee shall consist of a majority of voting members of the Committee.

**BY-LAW- 9 ELECTIONS**

9.1 OFFICES

9.1.1 Election to the offices of the Unit Executive shall take place at the Annual Meeting of the Unit.

9.2 NOMINATIONS

9.2.1 Written nominations for the Unit Executive offices shall be submitted to the President of the Unit not later than fourteen days prior to the Annual Meeting of the Unit.

9.2.2 Nominations shall be accepted from 'the floor' of the Annual Meeting of the Unit provided the nomination is signed by three members of the Unit.

9.3 BALLOTING

9.3.1 Balloting for Unit Executive positions shall be carried out by the President of the Unit or his/her designate.

9.3.2 Persons elected to offices at the Annual Meeting of the Unit must have a majority of the ballots cast to win. If there is no majority, the person with the least votes must withdraw and further ballot must be held. This procedure continues until there is a majority.

9.4 TERM OF OFFICE

9.4.1 The term of office of the Unit Executive shall commence on July 1st and shall end the following June 30th.

9.5 VACANCIES

9.5.1 Vacancies which occur on the Unit Executive during the term of office shall be filled through appointment by the Unit Executive.

**BY-LAW-10 DUES**

10.1 ANNUAL DUES

10.1.1 The amount of annual dues shall be as prescribed in the By-laws of the Ontario Secondary School Teachers' Federation.

10.1.2 A Unit Levy may be collected as prescribed by the by-laws of District 25, Ottawa;

10.1.3 The method of payment of dues shall be as prescribed in the collective agreement made between Professional Student Services Personnel, O.S.S.T.F. District 25 and the Ottawa-Carleton District School Board or as a negotiated addendum to the existing collective agreement(s).

10.1.4 Approval of the Unit Budget shall result in approval of the required levy.

**BY-LAW - 11 COMMITTEES**

11.1 The Executive shall establish Standing and Ad hoc committees as necessary to promote the objectives of P. S. S. P. District 25 and to represent the interests and concerns of its members. The following is a list (not exhaustive) of committees the Executive may establish:

11.1.1 **Pay Equity Committee**

11.1.2 **Political Action Committee**

11.1.3 **Labour Management Committee**

11.1.4 **Communications Committee**

11.1.5 **Branch Representation to the Joint Consultation Committee**

11.1.6           **Constitution Committee**

11.2             It shall be the duty of P. S. S. P. Committees:

11.2.1           to select a chairperson for ratification by the Executive;

11.2.2           to represent the interests and concerns of P. S. S. P. with respect to the terms of the formation of the committee;

11.2.3           to uphold and maintain the policies and objectives of P. S. S. P. District 25 and O. S. S. T. F.;

11.2.4           for the chairperson to report to the Executive and to attend Executive meetings as required.

**BY-LAW 12       Membership Votes**

12.1             All votes of the membership excepting Contract Ratification (covered under PSSP By-law 6 and OSSTF By-laws), election of officers (covered under PSSP By-law 9 Elections and OSSTF By-laws) and sanction or strike votes (covered by PSSP By-law 2 on the Rights and Duties of Members, the same principals for Ratification and under OSSTF By-laws on Rights, Privileges and Duties) be subject to the principles and guidelines for Policies or By-laws as set out in the PSSP Constitution and the OSSTF Constitution;

12.2.1           by a majority vote of the Members qualified to vote, provided that notice of the proposed amendment has been given to the Secretary at least one month prior to the General Meeting or Special Meeting or Vote and provided that written notice of the proposed amendment has been placed in the mail boxes of the Membership;

12.2.2           by a  $\frac{3}{4}$  majority vote of the votes cast, if the Notice of Motion as in 12.2.1 has not been given for Policy changes;

12.2.3           by a  $\frac{2}{3}$  majority vote of the votes cast, if the Notice of Motion as in 12.2.1 has not been given for By-law changes.

12.3             Convenience of Members

12.3.1           That notice of motion having been given for a General Meeting or Special meeting or Vote as under 12.2.1, an advance poll be held 2 weeks before the Voting day for the convenience of the membership and the inclusion of all members.

12.3.2           That Members choosing to vote at the Advance Poll waive their ability to consider the amendment, motion or issue for a further two weeks.

**BYLAW 13       Policies Affecting the Status or Well Being of Members.**

13.1             Following OSSTF policy, that in circumstances where a change in Policy or Bylaw being considered by the membership or the results of any member-board committee, task force or other working group, may affect the status or well-being of Members, a Special Council on the Well-being of Members shall be convened.

- 13.1.1 This Special Council on the Well-being of Members shall be modeled after the OSSTF councils.
- 13.1.2 Membership of the Special Council on the Well-being of Members will consist of one (1) Member for each thirty (30) FTE or less Members, two (2) for each sixty (60) FTE or less Members and so on, from each occupational group, selected by the occupational group.
- 13.2. TERMS OF REFERENCE.
- 13.2.1 The Special Council on the Well-being of Members will prepare a report with recommendations examining the issues and how they affect the status or well being of Members.
- 13.2.2 The Special Council on the Well-being of Members may contact the District Council for input under OSSTF Policy 5.1.1.8 which deals with policies affecting the status or well being of Members.
- 13.2.3 The Special Council on the Well-being of Members Report be submitted to the Executive within two weeks of the convening of the Special Council.
- 13.2.4 The Executive will make public the report including legal opinions, District Council recommendations and the Special Council's recommendations.
- 13.2.5 The Executive, having insured that all the rights of the Members affected have been protected as set out in Article 3 of the OSSTF Constitution, may then proceed to hold (or not) the Meeting, Special Meeting or Vote following OSSTF and PSSP Bylaws.
- 13.2.6 Members are reminded that they still have a recourse of appeal through the PSSP Executive and the OSSTF Executive.

**By-Law 14      Budget**

- 14.1 The Budget shall be drafted and recommended to the Bargaining Unit Executive by the Treasurer and the Budget Committee. The Bargaining Unit Executive will approve and submit proposed budget and/or options at the AGM for approval.
- 14.2 The Finance Committee will request all committees and Unit Executives to submit budgets for their areas of responsibility.
- 14.3 The budget shall be drafted according to established accounting procedures, and shall show all revenues and expenditures.
- 14.4 The draft budget shall be submitted to Executive for consideration and approval.
- 14.5 The Unit Treasurer shall present the budget to the Annual General Meeting for approval.
- 14.6 Unit expenditures may not exceed Unit revenues within a given year.
- 14.7 The Bargaining Unit Executive shall have the sole responsibility for the administration of the Budget.

**By-Law 15      Unit Reserve Funds**

- 15.1            The Unit shall establish a PSSP Unit Reserve Fund.
- 15.1.1        Funds may be allocated to the PSSP Reserve Fund at the Annual General Meeting.
- 15.1.2        Funds may be expended from the PSSP Unit Reserve Fund:
  - 15.1.2.1      by resolution of the PSSP Executive, for up to 25% of the fund;
  - 15.1.2.2      by resolution of a Unit General Meeting;
- 15.1.3        Funds may be expended for the following purposes:
  - 15.1.3.1      to assist in reducing the Unit levy, notwithstanding By-Law 14.6;
  - 15.1.3.2      to provide funds of an emergency nature as determined by the PSSP Executive;
  - 15.1.3.3      to provide funds to support the candidacy of members seeking provincial OSSTF office, in accordance with the endorsement guidelines established by the PSSP Executive.
- 15.2            The Unit shall establish a General Operating Reserve Fund.
- 15.2.1        The General Operating Reserve Fund may be used to finance Bargaining Unit expenses not anticipated or not budgeted for in the General Operating Account budget.
- 15.2.2        Funds may be transferred at year-end from the General Operating Account to the General Operating Reserve Fund or from the General Operating Reserve Fund to the General Operating Account, as indicated in the budget.
- 15.2.3        The General Operating Reserve Fund shall not exceed the previous year's Total Revenue, as indicated in the budget.
- 15.2.4        Expenditures from the General Operating Reserve Fund shall be approved at the Annual General Meeting of the Bargaining Unit, following a motion of the Bargaining Unit Executive.
- 15.3            The Unit Treasurer shall report the status of the Reserve Funds to the Unit Annual General Meeting.