

ONTARIO SECONDARY SCHOOL

TEACHERS' FEDERATION

DISTRICT 25

TEACHERS' UNIT

CONSTITUTION AND BY-LAWS



OSSTF/FEESO

ONTARIO SECONDARY SCHOOL TEACHERS FEDERATION

DISTRICT 25 TEACHERS UNIT

CONSTITUTION AND BY-LAWS

Article 1 - Definitions

- 1.1 District shall mean District 25 of the Ontario Secondary School Teachers' Federation.
- 1.2 Unit shall mean the Bargaining Unit within District 25 composed of secondary teachers employed by the Ottawa-Carleton District School Board.
- 1.3 Branch shall mean a grouping of teachers within one instructional setting of the Board; by definition, each secondary school constitutes one branch.
- 1.4 Constitution shall mean the fundamental principles governing the Unit. The Constitution and By-Laws of the Unit may not violate or conflict with the Constitution or By-Laws of District 25 and of the Ontario Secondary School Teachers' Federation.
- 1.5 By-Laws shall mean the standing rules governing the membership of the Unit, made under this constitution on matters within the purview of the Unit.
- 1.6 Policy shall mean a stand or position taken by the Unit in accordance with its By-laws.

Article 2 - Name and Membership

- 2.1 The name shall be the Teachers' Bargaining Unit, Ontario Secondary School Teachers' Federation, District 25.
- 2.2 Member shall mean an active teacher, certified under the Education Act, who is a member of OSSTF District 25.

Article 3 – Objects

- 3.1 The objects of this organization shall be:
 - 3.1.1 To uphold and maintain the objects of the OSSTF, and those of the OSSTF District 25, 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 By-Laws and Policies governing its members, which shall not contravene those established by the OSSTF or by the OSSTF District 25.

Article 4 - Organization

- 4.1 The Unit shall have an Executive Council.
 - 4.1.2 The Executive Council shall consist of the following voting officers:
 - a) President

- b) Chief Negotiator
- c) Membership Services Officer
- d) Professional Services Officer
- e) Political Action Officer
- f) Secretary
- g) Treasurer
- h) Additional Provincial Councillor
- i) Communications Officer
- j) Executive Officer

4.2 The Unit shall have a Teachers' Council.

4.2.1 The Teachers' Council shall consist of the following voting members:

- a) 2 representatives from each Branch;
 - i) Notwithstanding the definition of a branch, each Alternate site and each Continuing Education/Summer School site shall be entitled to one representative at Teachers' Council. Only 2 of these representatives will be voting members.
- b) the Executive Council.

4.2.2 Chairs of the following committees may sit as non-voting members:

- a) Benefits Committee
- b) Collective Bargaining Committee
- c) Communications Committee
- d) Excellence in Education Committee
- e) Human Rights Committee
- f) Member Engagement Committee
- g) Professional Development Committee
- h) Political Action Committee
- i) Status of Women Committee

4.3 The Teachers' Council shall elect a Speaker.

4.4 Within the Unit there shall be Branches of all Unit members.

4.4.1 The following shall be Branches:

- a) each Secondary School site
- b) the sites of Alternate Program taken together
- c) Home Instruction teachers
- d) Continuing Education teachers including Summer School teachers
- e) M. F. McHugh School
- f) all other teachers not mentioned above shall constitute the Alpha Branch

4.4.2 Each Branch shall have an Executive composed of:

- a) President
- b) Secretary
- c) Treasurer
- d) Collective Bargaining Committee representative
- e) Benefits Committee representative
- f) School Council representative

g) Teachers' Council representative

and which may also include:

h) Professional Development Committee representative

i) Political Action Committee representative

j) Excellence in Education Committee representative

k) Status of Women Committee representative

l) Communications Committee representative

m) Member Engagement Committee representative

n) Human Rights Committee representative

4.5 The Unit shall have Unit-wide committees, as specified and constituted in the By-Laws.

Article 5 - Amendments to the Constitution

5.1 Amendments to this Constitution may be made at the Annual General Meeting.

5.2 Proposed amendments which are received by the Unit Secretary at least 21 days prior to the Annual General Meeting require support from $\frac{2}{3}$ of the members present and voting, to be adopted.

5.3 The Unit Secretary must inform members in writing of the "on-time" amendments at least 14 days prior to the Annual General Meeting.

5.4 Amendments which are not received at least 21 days prior to the Annual General Meeting may be adopted if they receive the support of 9/10 of the members present and voting at the Annual General Meeting.

5.5 Amendments made to this Constitution shall be made consistent with this Constitution, the Constitution of District 25 and the Constitution of the O.S.S.T.F.

BY-LAWS

By-Law 1 - Unit Executive Council

- 1.1 It shall be the duty of the Executive Council:
 - 1.1.1 to report Executive Council activities to the Teachers' Council;
 - 1.1.2 to meet before all Teachers' Council meetings and in addition, at the call of the President or on the request of 2 Executive Council members;
 - 1.1.3 to inform the Teachers' Council of Unit and District policies, programs and activities, including an annual statement of Executive Council goals and objectives;
 - 1.1.4 to carry out the directives of the Teachers' Council and general meetings of the Unit membership;
 - 1.1.5 to approve a draft annual budget and present it to the membership;
 - 1.1.6 to facilitate the exchange of information between and among members and branches;
 - 1.1.7 to approve the Unit's bargaining brief;
 - 1.1.8 to propose a candidate for the position of Speaker to Teachers' Council for ratification;
 - 1.1.9 to establish the Unit Grievance Committee consisting of the Unit President, Chief Negotiator and one of either the Professional Services Officer or the Membership Services Officer;
 - 1.1.10 to establish, on a yearly basis, a list of 5 Unit members who are not members of the Unit Grievance Committee and who may be called on to serve as part of a 3-member Grievance Appeals Committee;
 - 1.1.11 to appoint an Election Officer, a Returning Officer and 3 members to the Election Tribunal;
 - 1.1.12 to recommend to Teachers' Council a Unit Anti-Harassment and Anti-Bullying Policy and Procedure and any amendments to it;
 - 1.1.13 to establish, on a yearly basis, a list of 5 Unit members, excluding the President, who may be called on to serve as part of a 3-member Unit Anti-Harassment and Anti-Bullying Appeals Committee;
 - 1.1.14 to propose a candidate for the position of Anti-Harassment Officer to Teachers' Council, for ratification.
- 1.2 At meetings of the Executive Council, a tie vote results in the failure of the motion.
- 1.3 In the event of a vacancy occurring in an Executive position
 - 1.3.1 at the Annual General Meeting, the Executive Council shall propose a candidate to Teachers' Council for ratification;
 - 1.3.2 during the position's term, the vacancy shall be filled through an election at either a Special General Meeting or an upcoming Annual General Meeting;

- 1.3.3 and where the Executive Council determines that the position's term must be filled immediately, notwithstanding 1.3.2, the Executive Council shall propose a candidate to Teachers' Council for ratification to fill the vacancy until an election can be held, either at a Special General Meeting or an upcoming Annual General Meeting.
- 1.4 No member of the Executive Council shall hold a Branch Executive position.
- 1.5 No member of the Executive Council shall hold more than one Executive position.
- 1.5.1 Notwithstanding 1.5, any member of the Unit, including Executive Council members, may serve as the Additional Provincial Councillor.
- 1.6 It shall be the duty of the Unit President:
 - 1.6.1 to be the official representative and spokesperson of the Unit;
 - 1.6.2 to represent the Bargaining Unit at all meetings of the Provincial Council, and report back to the Bargaining Unit;
 - 1.6.3 to appoint an alternate to represent the Bargaining Unit for all or part of a Provincial Council meeting, should a Provincial Councillor be unable to attend;
 - 1.6.4 to function as the Chief Executive Officer of the Unit;
 - 1.6.5 to represent the views and concerns of teachers to Board trustees and senior management;
 - 1.6.6 to co-ordinate the activities of the Unit;
 - 1.6.7 to act as a signing authority for Unit expenses;
 - 1.6.8 to advise members on professional matters;
 - 1.6.9 to be a member of the District Executive Council;
 - 1.6.10 to be an AMPA delegate;
 - 1.6.11 to act as a Unit grievance officer;
 - 1.6.12 to chair the Unit Grievance Committee;
 - 1.6.13 to be the chairperson of the Executive Council and a member, ex-officio, of all official bodies and committees appointed by the Executive Council and Unit standing committees;
 - 1.6.14 to call meetings of the Executive Council, the Teachers' Council, and the Unit membership;
 - 1.6.15 to call a meeting of the Executive Council within 5 days of a written request from 2 members of the Executive Council;
 - 1.6.16 to call a General meeting of the Unit membership within 3 weeks of the receipt of a petition signed by fifteen percent (15%) of the membership or when so instructed by the Executive Council;
 - 1.6.17 to act as a liaison with the other Provincial Councillors within the District;

1.6.18 to be a delegate to the Annual Meeting of District Assembly.

1.7 It shall be the duty of the Chief Negotiator:

1.7.1 to be responsible for the collective bargaining process;

1.7.2 to lead the Unit Negotiating Team;

1.7.3 to be responsible for maintaining the Collective Agreement;

1.7.4 to act as liaison between the Collective Bargaining Committee and the Executive Council;

1.7.5 to provide current information to members on negotiations;

1.7.6 to be responsible for the staffing process including the collection and analysis of statistics;

1.7.7 to act as Unit Grievance Officer;

1.7.8 to be a member of the Unit Grievance Committee;

1.7.9 to undertake other duties as assigned by the Executive Council;

1.7.10 to provide an overview of grievances to the Executive Council, the Collective Bargaining Committee and as part of the annual report to the Annual General Meeting;

1.7.11 to be an AMPA delegate;

1.7.12 to be a delegate to the Annual Meeting of District Assembly.

1.8 It shall be the duty of the Membership Services Officer:

1.8.1 to serve as the Unit Benefits Officer;

1.8.2 to act as the Executive resource person on matters relating to LTD;

1.8.3 to serve as the Unit Health and Safety Officer;

1.8.4 to assist members with respect to relevant legislation including the *Teachers' Pension Act*, the *Employment Insurance Act* and the *Workplace Safety and Insurance Act*;

1.8.5 to be a liaison between the Unit Benefits Committee and the Executive Council;

1.8.6 to act as a Unit grievance officer;

1.8.7 to be a member of the Unit Grievance Committee as required;

1.8.8 to be a member of the Unit Collective Bargaining Committee;

1.8.9 to perform the duties of the Unit President in their absence at their request;

1.8.10 to undertake other duties as assigned by the Executive Council;

1.8.11 to be an AMPA delegate;

1.8.12 to be a delegate to the Annual Meeting of District Assembly.

1.9 It shall be the duty of the Professional Services Officer:

- 1.9.1 to act as Executive Council resource person on matters relating to Member Communications;
- 1.9.2 to act as Executive Council resource person on matters relating to Member Services;
- 1.9.3 to act as Executive Council resource person on matters relating to Educational Services, Professional Development;
- 1.9.4 to serve as Executive Council liaison on the Unit Professional Development Committee;
- 1.9.5 to receive reports and year-end financial statements from Subject Councils;
- 1.9.6 to receive year-end financial statements from Branches on their use of Professional Development funds;
- 1.9.7 to maintain the Policy & Procedures manual;
- 1.9.8 to undertake other duties as assigned by the Executive Council;
- 1.9.9 to be an AMPA delegate;
- 1.9.10 to be a delegate to the Annual Meeting of District Assembly;
- 1.9.11 to be a member of the Unit Grievance Committee, as required.

1.10 It shall be the duty of the Political Action Officer:

- 1.10.1 to act as Executive Council resource person on matters relating to Political Action;
- 1.10.2 to serve as Executive Council liaison on Unit and District Political Action Committees;
- 1.10.3 to serve as Executive Council liaison with the School Councils;
- 1.10.4 to represent the Unit on political action matters involving other Units and other Federations;
- 1.10.5 to be an AMDA delegate.

1.11 It shall be the duty of the Unit Secretary:

- 1.11.1 to record the minutes of Executive Council and Teachers' Council;
- 1.11.2 to ensure that minutes are kept and filed from all Unit committees;
- 1.11.3 to receive and distribute to members proposed amendments to the Constitution and By-Laws in accordance with the Constitution and By-Laws;
- 1.11.4 to undertake other duties as assigned by the Executive Council;
- 1.11.5 to be a delegate to the Annual Meeting of District Assembly.

1.12 It shall be the duty of the Unit Treasurer:

- 1.12.1 to keep the accounts of the Unit in accordance with accepted accounting practices;
- 1.12.2 to prepare monthly financial status reports for Executive Council and Teachers' Council;
- 1.12.3 to chair the Unit Finance Committee, and oversee the preparation and presentation of the Unit's budget to Executive Council and to the Annual General Meeting;
- 1.12.4 to act as a signing authority for Unit expenditures;
- 1.12.5 to ensure that each cheque requisition issued on behalf of the Unit carries the authorization of the Unit President and the Unit Treasurer;
- 1.12.6 to receive a year-end accounting from each branch;
- 1.12.7 to provide, at least semi-annually, to the Executive Council and Teachers' Council, financial reports which includes all Unit assets;
- 1.12.8 to act as a member of the District Finance Committee;
- 1.12.9 to undertake other duties as assigned by the Executive Council;
- 1.12.10 to be a delegate to the Annual Meeting of District Assembly.
- 1.13 It shall be the duty of the Additional Provincial Councillor:
- 1.13.1 to represent the Unit at all meetings of the Provincial Council of OSSTF;
- 1.13.2 to report the activities of the Provincial Council to the Executive Council and to the Teachers' Council;
- 1.13.3 to liaise with the other Provincial Councillors within the District;
- 1.13.4 to be a member of the District Executive Council;
- 1.13.5 to be a delegate to the Annual Meeting of the Provincial Assembly (AMPA);
- 1.13.6 to lead the Unit delegation at AMPA;
- 1.13.7 to undertake other duties as assigned by the Executive Council;
- 1.13.8 to be a delegate to the Annual Meeting of District Assembly.
- 1.14 It shall be the duty of the Communications Officer:
- 1.14.1 to act as Executive Council resource person on matters relating to Communications;
- 1.14.2 to ensure that the membership is kept informed through regular publication of news and information;
- 1.14.3 to act as Executive Council liaison to the District and Unit Communication Committees;
- 1.14.4 to assist the Unit President in co-ordinating Unit communications with the media;
- 1.14.5 to be a delegate to the Annual Meeting of District Assembly.
- 1.15 It shall be the duty of the Executive Officer:

- 1.15.1 to chair the Unit's Constitution Committee;
- 1.15.2 to assist the Unit President in the performance of their duties;
- 1.15.3 to act as Executive Council liaison to the Unit Status of Women Committee, the Unit Excellence in Education Committee, the Unit Human Rights Committee and the Unit Member Engagement Committee;
- 1.15.4 to undertake other duties as assigned by the Executive Council;
- 1.15.5 to be a delegate to the Annual Meeting of District Assembly;
- 1.15.6 to be the chair of the Awards and Retirement Committee;
- 1.15.7 to oversee the judging of the Student Achievement Awards.

1.16 Salaries and Benefits

- 1.16.1 The positions of Unit President, Professional Services Officer, Chief Negotiator and Membership Services Officer shall be full-time release positions and shall include summer duties.
 - 1.16.1.1 The salary of the Unit President shall be determined at 110% of the level of maximum Category 4, Regular Day School that the Ottawa-Carleton District School Board pays during the year of office;
 - 1.16.1.2 The salary of the Chief Negotiator, Professional Services Officer and Membership Services Officer shall be determined at 108% of the level of maximum Category 4, Regular Day School that the Ottawa-Carleton District School Board pays during the year of office.
- 1.16.2 The cost of the Employer's share of benefits for the Unit President, Chief Negotiator, Membership Services Officer and Professional Services Officer shall be assumed by the Unit.

By-Law 2 – Teachers' Council

- 2.1 The Teachers' Council is the Parliament of the Unit.
- 2.2 It shall be the duty of the Teachers' Council:
 - 2.2.1 to advise the Executive Council of the views and concerns of Branch members;
 - 2.2.2 to ratify candidates proposed by the Executive Council to fill executive vacancies;
 - 2.2.3 to receive and act on communications and resolutions from the District and Executive Councils, including the annual statement of Executive Council goals and objectives;
 - 2.2.4 to receive and act on communications and reports from Provincial OSSTF and OTF;
 - 2.2.5 to advise Unit representatives on matters to come before Provincial Council or the Annual Meeting of the Provincial Assembly;
 - 2.2.6 to determine the actions to be taken in regard to the reports it receives and to advise the Executive Council and committees thereof;

- 2.2.7 to consider matters of interest to education and the public school system, and advise the Executive Council on matters they deem to merit attention;
- 2.2.8 to ratify policies and procedures proposed by the Executive Council;
- 2.2.9 to ratify the terms of reference and operating procedures of Unit committees;
- 2.2.10 to approve any spending in excess of the budgeted amount in an individual line item in the Unit budget;
- 2.2.11 to select the Unit's representatives to the Annual Meeting of the Provincial Assembly at a meeting of Teachers' Council prior to December 31st each year;
- 2.2.12 to select the Unit's representatives to the Annual Meeting of the District Assembly;
- 2.2.13 to attend the Unit Annual General Meeting;
- 2.2.14 to approve a Unit Anti-Harassment and Anti-Bullying Policy and Procedure and any amendment to it;
- 2.2.15 to ratify the candidate proposed by the Executive Council as Anti-Harassment and Anti-Bullying Officer at the first meeting in each school year;
- 2.2.16 to ratify the candidate proposed by the Executive Council as Speaker at the first meeting in each school year.
- 2.3 The Speaker will preside over the meetings of the Teachers' Council.
- 2.3.1 The Speaker shall not hold any other position on the Teachers' Council.
- 2.3.2 Notwithstanding 2.3.1, in the event of the absence of the Speaker, the President shall recommend an interim Speaker to Teachers' Council.
- 2.4 Any member of the Unit may observe the Teachers' Council, and with Teachers' Council's permission, may be granted speaking privileges.

By-Law 3 - Unit General Meetings

- 3.1 There shall be an annual meeting of the Unit membership.
- 3.1.1 It shall be the duty of this meeting:
 - 3.1.1.1 to ratify amendments to the Constitution and By-Laws of the Unit;
 - 3.1.1.2 to approve the Unit budget for the coming year;
 - 3.1.1.3 to elect the members of the Executive Council;
 - 3.1.1.4 to receive Executive Council reports on Unit policies, programs, and activities undertaken during the year;
 - 3.1.1.5 to establish, amend, or rescind Unit policies;
 - 3.1.1.6 to elect an Anti-Harassment and Anti-Bullying Officer. In the absence of an election, a designated Officer shall be appointed by the Chair.

- 3.2 Other meetings of the Unit membership shall be convened as needed, including;
- a) to inform members regarding the status of the collective bargaining process;
 - b) to approve extraordinary expenses requiring an addition to the Unit levy.

By-Law 4 - Quorums

- 4.1 Quorums for Unit meetings shall be as follows:
- 4.1.1 for Executive Council meetings, a majority of the Executive Council members;
 - 4.1.2 for the Teachers' Council, half of the membership of Teachers' Council;
 - 4.1.3 for Unit meetings, those members present and voting.

By-Law 5 - Branches

- 5.1 Each Branch shall:
- 5.1.1 hold an election for Branch Executive positions, such election to be held during the month of June and no later than the end of the first week of the school year;
 - 5.1.2 convene a minimum of 4 branch Executive meetings per year;
 - 5.1.3 convene a minimum of 5 branch membership meetings per year;
 - 5.1.4 submit a report of its finances, including the use made of the Branch rebate, to the Unit Treasurer, at the end of each year;
 - 5.1.5 submit a report on its use of professional development funds to the Professional Services Officer at the end of each school year;
 - 5.1.6 elect an individual to act as the designated Anti-Harassment and Anti-Bullying Officer. In the absence of an election, a designated Officer shall be appointed by the Branch President.

By-Law 6 - Committees

- 6.1 The following committees shall be convened at the Unit level comprising one member per branch plus the Executive Liaison:
- a) Excellence in Education
 - b) Professional Development Committee
 - c) Political Action Committee
 - d) Status of Women Committee
 - e) Benefits Committee
 - f) Member Engagement Committee
 - g) Communications Committee
 - h) Human Rights Committee
- 6.1.1 The Collective Bargaining Committee shall be convened at the Unit level comprising one member per branch plus the Chief Negotiator and Membership Services Officer;

- 6.1.2 Other members may be seconded to the above committees as its members see fit;
- 6.1.3 Each of the above committees shall hold a minimum of 3 meetings over the course of the year. After each meeting, a report shall be prepared in writing and submitted to Teachers' Council.
- 6.2 Each of the following Unit committees shall be convened by the appropriate Executive Council Liaison from members of the Unit:
 - a) Constitution Committee
 - b) Finance Committee
- 6.3 Each committee is responsible for developing its statement of duties and operating procedures, which shall be submitted annually to the Executive Council for ratification.
- 6.4 Each committee is responsible for developing an annual budget to be submitted to the Unit Finance Committee on or before March 31, for use in the Unit Finance Committee's budget preparations.
- 6.5 Each committee is responsible for electing an individual to act as the designated Anti-Harassment and anti-bullying Officer. In the absence of an election, a designated Officer shall be appointed by the Chair.

By-Law 7 - Committee Roles

- 7.1 It shall be the duty of the Collective Bargaining Committee:
 - 7.1.1 to analyze the membership survey on their concerns prior to drafting a negotiating brief;
 - 7.1.2 to develop the negotiating brief for the Unit, subject to Executive Council approval;
 - 7.1.3 to establish a negotiating team, led by the Chief Negotiator, to conduct negotiations with the District School Board;
 - 7.1.4 to assist the Chief Negotiator in keeping the membership informed of the progress of negotiations.
- 7.2 It shall be the duty of the Professional Development Committee:
 - 7.2.1 to foster Professional Development activities among the Unit membership;
 - 7.2.2 to administer the funds allocated for Professional Development by the Federation and the Board;
 - 7.2.3 to organize Unit Professional Development activities;
 - 7.2.4 to organize subject councils.
- 7.3 It shall be the duty of the Finance Committee:
 - 7.3.1 under the direction of the Unit Treasurer, to draft the annual budget of the Unit according to accepted accounting principles;
 - 7.3.2 to present the draft budget to the Executive Council and to the Unit Annual Meeting for approval;

- 7.3.3 to make recommendations to the Executive Council regarding any use of the Reserve Fund;
- 7.3.4 to act as an advisory body to the Unit Treasurer on financial and budgetary matters.
- 7.4 It shall be the duty of the Communications Committee:
 - 7.4.1 to assist in the process of keeping members informed on a regular basis of Unit, District, and Provincial Federation and government issues which affect them;
 - 7.4.2 to facilitate the exchange of information between the Unit and the branches.
- 7.5 It shall be the duty of the Political Action Committee:
 - 7.5.1 to foster an awareness among Unit members of political issues facing them;
 - 7.5.2 to promote activities designed to inform teachers, students, parents and the general community with respect to Federation views, policies, and programs designed to protect and enhance public education.
- 7.6 It shall be the duty of the Status of Women Committee:
 - 7.6.1 to develop programs and strategies designed to protect the rights and enhance the status of women.
- 7.7 It shall be the duty of the Benefits Committee:
 - 7.7.1 to assist the Membership Services Officer in keeping members informed on benefits;
 - 7.7.2 to make recommendations to the Executive Council and to Teachers' Council on matters relating to benefit plans.
- 7.8 It shall be the duty of the Constitution Committee:
 - 7.8.1 to review the constitution on an annual basis and to recommend amendments to the Annual General Meeting.
- 7.9 It shall be the duty of the Excellence in Education Committee:
 - 7.9.1 to foster a sense of pride amongst members in the teaching profession and in OSSTF;
 - 7.9.2 to coordinate the Student Achievement Awards;
 - 7.9.3 to organize the Awards and Retirement Ceremony;
 - 7.9.4 to promote activities designed to inform parents and the general community with respect to best teaching practices and other educational related topics.
- 7.10 It shall be the duty of the Human Rights Committee:
 - 7.10.1 to develop programs and strategies designed to protect and enhance human rights.

By-Law 8 - Budget

- 8.1 The Unit Budget will be drafted by the Unit Finance Committee, working under the direction of the Unit Treasurer.

- 8.2 The Finance Committee will request all committees and Unit Executives to submit budgets for their areas of responsibility.
- 8.3 The budget shall be drafted according to established accounting procedures, and shall show all revenues and expenditures.
- 8.4 The draft budget shall be submitted to Executive Council for consideration and approval.
- 8.5 The Unit Treasurer shall present the budget to the Annual General Meeting for approval.
- 8.6 Unit expenditures may not exceed Unit revenues within a given year.

By-Law 9 - Unit Levy

- 9.1 The Unit shall have the right to levy dues to meet the expenditures approved in the budget.
- 9.2 The draft budget shall show the required levy as a cost per member.
- 9.3 Approval of the budget shall result in approval of the required levy.

By-Law 10 - Unit Reserve Funds

- 10.1 The Unit shall establish a Teachers' Unit Reserve Fund.
 - 10.1.1 Funds may be allocated to the Teachers' Reserve Fund at the Annual General Meeting.
 - 10.1.2 Funds may be expended from the Teachers' Unit Reserve Fund:
 - 10.1.2.1 by resolution of the Teachers' Council, for up to 25% of the fund;
 - 10.1.2.2 by resolution of a Unit General Meeting;
 - 10.1.3 Funds may be expended for the following purposes:
 - 10.1.3.1 to assist in reducing the Unit levy, notwithstanding By-Law 8.6;
 - 10.1.3.2 to provide funds of an emergency nature as determined by the Teachers' Council;
 - 10.1.3.3 to provide funds to support the candidacy of members seeking provincial OSSTF office, in accordance with the endorsement guidelines established by the TBU Executive Council.
- 10.2 The Unit shall establish a General Operating Reserve Fund.
 - 10.2.1 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.
 - 10.2.2 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.

- 10.2.3 The General Operating Reserve Fund shall not exceed the previous year's Total Revenue, as indicated in the budget.
- 10.2.4 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 Executive Council.
- 10.3 The Unit Treasurer shall report the status of the Reserve Funds to the Unit Annual General Meeting.

By-Law 11 - Elections

- 11.1 The Unit's Annual General Meeting shall elect all Unit officers.
- 11.2 Unless otherwise specified, the term "majority" shall mean more than half of the votes cast.
- 11.3 The Unit President and Professional Services Officer shall each be elected for a 2-year term by majority vote of the members at the Annual General Meeting who are present and voting, such election to take place in every even-numbered year.

The Chief Negotiator and Membership Services Officer shall each be elected for a 2-year term by majority vote of the members at the Annual General Meeting who are present and voting, such elections to take place in every odd-numbered year.

All other members of the Executive Council are elected for a one-year term by a majority vote of the members at the Annual General Meeting who are present and voting.

11.3.1 Elections of Unit officers shall take place in the following order:

- a) President
- b) Chief Negotiator
- c) Membership Services Officer
- d) Professional Services Officer
- e) Political Action Officer
- f) Treasurer
- g) Secretary
- h) Communications Officer
- i) Executive Officer
- j) Additional Provincial Councillor

11.3.2 A candidate may be nominated for more than one office.

11.4 For election, a candidate must receive a majority of the votes cast.

11.5 Balloting shall be by secret ballot.

11.6 Notice of Unit elections shall be sent to all members at least 4 weeks prior to the Annual General Meeting. In this notice, nominations shall be solicited.

11.7 Nominations shall close at 4:00 p.m. 2 weeks prior to the Annual General Meeting, and members notified of the nominees at least 7 days before the Annual General Meeting.

- 11.8 For a nomination to be valid, candidates must have their nomination papers signed by 5 active members of the Unit.
- 11.9 All candidates shall be given an opportunity to address the Annual General Meeting for 5 minutes in the case for President, Professional Services Officer, Chief Negotiator, and Membership Services Officer and for 3 minutes in the case of candidates for all other offices.
- 11.10 The presiding Officer shall allow a question and answer session following the speeches of all candidates running for time release positions. Each candidate will have a maximum of (2) minutes for responses.
- 11.11 All aspects of the election shall be conducted by the Election Officer, with the exception of the counting of the ballots.
- 11.12 Balloting shall be conducted by the Returning Officer. The Returning Officer may not be a candidate for any office nor may he take any position of support for any candidate for office.

By-Law 12 - Amendments to By-Laws

- 12.1 Amendments to these By-Laws shall be made consistent with this Constitution and By-Laws and the Constitution and By-Laws of O.S.S.T.F and District 25.
- 12.2 Amendments to these By-Laws may be proposed at the Annual General Meeting of the Unit following due notice of motion.
- 12.3 Due notice of motion shall be given:
 - 12.3.1 when the Unit Secretary receives written notice of the proposed amendment at least twenty-one (21) days prior to the Annual General Meeting of the Unit;
 - 12.3.2 when the membership has been informed in writing 14 days prior to the date of the Annual General Meeting of the Unit.
- 12.4 Amendments to the By-Laws shall require:
 - 12.4.1 a majority vote of the membership present at the Annual General Meeting of the Unit, due notice of motion having been given;
 - 12.4.2 a $\frac{3}{4}$ vote of the membership present at the Annual General Meeting of the Unit, due notice of motion not having been given.

By-Law 13 – Anti-Harassment and Anti-Bullying Policy

- 13.1 There shall be a Unit Anti-Harassment and Anti-Bullying Policy and Procedure to be followed at all Unit workplaces and functions.

By-Law 14 – Anti-Harassment and Anti-Bullying Appeals Procedure

- 14.1 Members of the Unit affected by a decision resulting from a complaint under the Unit's Anti-Harassment and Anti-Bullying Procedure may appeal this decision using the following procedure:
 - 14.1.1 Within 5 working days of the decision, the affected member (herein called the Appellant) shall submit a request in writing to the Unit President for an Appeal Hearing.

- 14.1.2 Within 2 working days of receiving the request, the Unit President shall appoint 3 members of the Unit Appeals.
- 14.1.3 Within 3 working days, the Unit Appeals Committee shall meet to consider the appeal.
 - 14.1.3.1 The Unit Appeals Committee shall review the complaint, the investigation process and findings, and the decision;
 - 14.1.3.2 Following the review, the Committee shall either confirm or modify the decision;
 - 14.1.3.3 The decision of the Unit Appeal Committee shall be consistent with the Unit Anti-Harassment and Anti-Bullying Policy and Procedures.
- 14.1.4 The Unit Appeals Committee shall report the decision on the Appeal to the Unit President within 5 working days after the meeting at which the Appeal is considered.
- 14.1.5 Within 2 working days of receiving the decision of the Unit Appeals Committee, the Unit President shall communicate the decision to the Appellant in writing.
- 14.1.6 The decision of the Unit Appeals Committee shall be considered final and not subject to any appeal.

By-Law 15 – Mileage/Transportation Expenses

- 15.1 The Unit shall reimburse Unit representatives and elected Branch representatives for mileage at a rate Established by the Executive Council and approved by Teachers' Council.

By-Law 16 – Childcare Expenses

- 16.1 The Unit shall reimburse Unit representatives and elected Branch representatives for childcare at a rate established by the Executive Council and approved by Teachers' Council.