

O.S.S.T.F.
District 14
Teachers' Bargaining Unit
CONSTITUTION
2020 - 2021



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ARTICLES

Article 1: MEMBERSHIP AND SCOPE

- A1.1 This organization shall be known as the Teachers' Bargaining Unit of District 14 Ontario Secondary School Teachers' Federation or the TBU.
- A1.2 The TBU shall consist of those members as defined in accordance with the Constitution of the OSSTF and its Bylaws who shall be active teaching members of OSSTF under the jurisdiction of the Kawartha Pine Ridge District School Board.
- A1.3 The Provincial OSSTF Constitution and Bylaws and the District 14 OSSTF Constitution and Bylaws shall take precedence over any part of this Constitution.

Article 2: DEFINITIONS

- A2.1 "AMPA" shall mean the Annual Meeting of the Provincial Assembly of the OSSTF.
- A2.2 "Board" shall mean Kawartha Pine Ridge District School Board.
- A2.3 "Branch" shall mean the OSSTF organization of those TBU members employed in any one school, institution, or any unit within the Board duly constituted under the Ontario Labour Relations Act.
- A2.4 "Bylaws" shall mean standing rules made under this Constitution which are enactments binding upon all members of the District.
- A2.5 "Constitution" shall mean a system of fundamental principles according to which OSSTF District 14 is governed.
- A2.6 "DAGM" shall mean District Annual General Meeting.
- A2.7 "District" shall mean District 14, OSSTF.
- A2.8 "Executive" shall mean the TBU Executive.
- A2.9 "Federation" shall mean Ontario Secondary School Teachers' Federation.
- A2.10 "General Meeting" shall mean a meeting of the members of the TBU called by the TBU President.
- A2.11 "Internal Policies" shall mean a behavioural goal for all Members to strive to achieve.
- A2.12 "Member" shall mean an active teaching member of OSSTF TBU employed by the Kawartha Pine Ridge District School Board.
- A2.13 "Occasional Teacher" shall be a teacher employed by Kawartha Pine Ridge District School Board as a substitute teacher as defined in the Education Act, as amended.
- A2.14 "OSSTF" shall mean Ontario Secondary School Teachers' Federation.
- A2.15 "OTBU" shall mean the District 14 Occasional Teachers Bargaining Unit.

A2.15 "Procedures" shall mean the method by which a Bylaw is implemented.

A2.16 "Teaching Day" shall mean any day that is part of the school calendar as set out by the Education Act, as amended, including Professional Development and / or Professional Activity Days.

Article 3: OBJECTS OF THE TBU

A3.1 The objects of the TBU are:

- A3.1.1 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;
- A3.1.2 to promote and advance the cause of education;
- A3.1.3 to secure for members equal collective bargaining rights and to bargain collectively on behalf of the members;
- A3.1.4 to promote a high standard of professional ethics and competence;
- A3.1.5 to secure for members active participation in formulating educational policies and practices affecting secondary schools;
- A3.1.6 to secure responsibility for members' professional growth;
- A3.1.7 to promote political action to ensure that legislation regulating educational structures and policies is in the best interests of members, students, and the community;
- A3.1.8 to support and promote equal opportunity for members, students, and employees of the TBU; and,
- A3.1.9 to foster and promote the dignity of all persons regardless of age, ancestry, citizenship, colour, creed, disability, ethnic origin, family status, gender expression, gender identity, marital status, physical appearance, place of origin, political affiliation, race, religion, sex (including pregnancy and gender), sexual orientation or socioeconomic status.

Article 4: THE FUNCTIONS OF THE TBU

A4.1 The functions of the TBU are:

- A4.1.1 to implement the Bylaws, regulations, and policies of the Federation;
- A4.1.2 to obtain, disburse, and account for funds from the Federation, District, or TBU in order to carry out the objects and functions of the TBU;
- A4.1.3 to give instruction to new members of the Federation in their duties, obligations, rights and privileges, and to communicate policies and procedures of the Federation to members;
- A4.1.4 to communicate with District 14 and Provincial Office in matters relating to the membership of the TBU;
- A4.1.5 to represent the members in matters with the Board;
- A4.1.6 to provide professional development opportunities to members;
- A4.1.7 to encourage leadership and provide leadership opportunities;
- A4.1.8 to co-ordinate and help in activities of the Branches;
- A4.1.9 to represent members in co-operation with other Affiliates of the Ontario Teachers' Federation in any matter of shared professional interest; and,
- A4.1.10 to represent members when communicating with the media or the public.

Article 5: TBU ORGANIZATION

A5.1 The TBU shall be subdivided into Branches in accordance with the Constitution of the OSSTF.

- A5.1.1 The members and boundaries of Branches in the TBU shall be determined and may be altered at the TBU Annual General Meeting.

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A5.2 There shall be a TBU Executive consisting of the:

- A5.2.1.1 TBU President;
- A5.2.1.2 TBU First Vice-President;
- A5.2.1.3 TBU Second Vice-President;
- A5.2.1.4 TBU Secretary;
- A5.2.1.5 TBU Treasurer;
- A5.2.1.6 Chief Negotiator;
- A5.2.1.7 TBU Third Vice-President; and,
- A5.2.1.8 where applicable, Immediate TBU Past President.

A5.2.2 Members of the TBU Executive, excluding the Chief Negotiator and the Immediate Past President, shall be elected at the Annual General Meeting prior to the end of their terms of office. The incoming TBU Executive shall take office on July 1 of that year. The term of office for President, First Vice-President, and Chief Negotiator positions shall be 2 years. All other TBU Executive positions shall be one year.

A5.2.2.1 The Chief Negotiator shall be selected elected at the District Annual General Meeting.

A5.2.2.2 The Immediate TBU Past President shall serve one year in a non-voting advisory capacity on TBU Executive. Thereafter, the position of Immediate Past President shall be declared vacant.

A5.2.3 Any vacancies occurring on the TBU Executive during the term of office shall be filled according to the following:

A5.2.3.1 Should a vacancy occur for the position of TBU President or TBU First Vice-President, the TBU Executive shall appoint a member of the TBU Executive to carry out the duties for the remainder of the current school year. If a suitable candidate does not exist, the TBU Executive shall look to the membership in general. Where the vacancy occurs during the first year of the term, at the next AGM the position will be declared open to nominations and voting procedures as per Bylaw 13 to fill the remainder of the term.

A5.2.3.2 Should a vacancy occur for the position of Second Vice-President, Secretary, Treasurer, or Third Vice-President, the TBU Council shall fill the position by appointment. The position of Immediate Past President will not be filled if vacated.

A5.2.4 No person may hold more than one position on the TBU Executive at any one time.

A5.3 There shall be a TBU Council consisting of:

- A5.3.1 members of the TBU Executive;
- A5.3.2 the Chairperson of each Standing Committee; and,
- A5.3.3 the Branch President or designate of each Branch.

A5.4 The Standing Committees of the TBU are listed in Bylaw 10.

A5.4.1 Standing Committees shall have the power to co-opt additional non-voting personnel with the approval of the TBU Executive and TBU Council.

A5.4.2 The composition and duties of the TBU Committees shall be determined by the Bylaws.

A5.4.3 The TBU shall have such Constitution and Bylaws as approved by a general meeting of the membership. The TBU Constitution shall not contravene the Constitution or Bylaws of the Provincial OSSTF, nor of District 14 OSSTF.

A5.5 An Ad Hoc Committee shall be established by the TBU when deemed necessary.

A5.5.1 Ad Hoc committees shall report to the TBU Council at specified times.

A5.5.2 The TBU President shall appoint representatives to such committees as authorized by the TBU Council or this Constitution.

A5.6 There shall be a TBU Constitution Officer appointed by the TBU Council.

A5.7 There shall be a TBU Benevolent Relief Council.

Article 6: BRANCH ORGANIZATION

- A6.1 The TBU shall be divided into Branches. Each Branch shall consist of all TBU members of each site. The TBU President shall assign any member who works in multiple sites to only one Branch.
- A6.2 Notwithstanding the above, workplace locations with only a few TBU members may be combined with the District Office as a separate Branch for dissemination of information only.
- A6.3 Where the Members of the Branch are in more than one workplace, each workplace shall have an OSSTF Representative.
- A6.4 Each Branch Executive shall consist of the following elected members: President, Vice-President, School Council Teacher Representative, and representatives to each of the TBU Standing Committees as listed in Bylaw 10.
- A6.5 The duties of the Branch and its Officers shall be determined by the Bylaws.
- A6.6 Where a Branch Executive exists, the members of the Branch Executive may assume the duties assigned to the OSSTF Representative under the Provincial Constitution of OSSTF. Assignment of such duties to individual members of the Branch Executive shall be as specified by the Bylaws.
 - A6.6.1 Branch Executive positions cannot be shared by more than one person concurrently.

Article 7: AMENDMENTS

- A7.1 A General Meeting of the TBU may adopt or rescind Bylaws not inconsistent with the Provincial and District 14 Constitutions and Bylaws of the OSSTF concerning:
 - A7.1.1 the procedure for the election of District Officers, and delegates to the Annual Meeting of the Provincial Assembly;
 - A7.1.2 the formation of Branch Organizations;
 - A7.1.3 its own internal organization and administration;
 - A7.1.4 the time, place, and conduct of General and other meetings of the TBU; and,
 - A7.1.5 all other matters duly brought to the meeting.
- A7.2 Amendments to Articles of this Constitution may be made by a two-thirds majority vote of the members present, qualified to vote and voting, at a General Meeting of the TBU, providing that notice of the amendment had been given in writing to the TBU President no fewer than 20 teaching days prior to the General Meeting.
- A7.3 Amendments to Bylaws of this Constitution may be made by a two-thirds majority vote of the members present, qualified to vote and voting, at a General Meeting of the TBU, providing that notice of the amendment had been given in writing to the TBU President no fewer than 20 teaching days prior to the General Meeting.
- A7.4 Amendments to the Policies and Procedures of this Constitution may be made by a two-thirds vote of the members present, qualified to vote and voting, at a General meeting of the TBU, provided that notice of the amendment has been given in writing to the TBU President no fewer than 20 teaching days prior to the General Meeting.

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- A7.5 The TBU President shall ensure that notice of all on-time amendments to the Constitution and Bylaws is communicated to the membership through the Branch Presidents not fewer than 10 teaching days prior to the General Meeting.
- A7.6 Notice of the proposed amendment(s) not having been given in accordance with Articles 7.2 and 7.3, amendments may be made by a nine-tenths vote of the members present, qualified to vote, and voting at a General Meeting.
- A7. Notice of proposed amendment(s) not having been given in writing to the TBU President no fewer than 20 teaching days prior to the General meeting may be made by a nine-tenths vote of the members present, qualified to vote and voting at the General Meeting.

BYLAWS

Bylaw 1: FEDERATION YEAR / FISCAL YEAR

B1.1 The Federation fiscal and membership year shall be from July 1 to the following June 30.

Bylaw 2: DUTIES OF MEMBERS

B2.1 The duties of Members are those prescribed in the Provincial OSSTF Constitution and Bylaws, specifically Bylaw 2.

Bylaw 3: DUTIES OF THE MEMBERSHIP

B3.1 It shall be the duty of the membership at a TBU General Meeting to:

- B3.1.1 consider amendments to the Constitution, Bylaws, and Policies;
- B3.1.2 elect Executive members as outlined in the Bylaws;
- B3.1.3 receive and act upon reports and communications from the District Officer and TBU Committees; and,
- B3.1.4 levy fees in a manner prescribed through the Collective Agreement(s), or in any manner prescribed by the General Meeting(s).

Bylaw 4: TBU COUNCIL

B4.1 The TBU Council is charged with directing the affairs of the Federation and District 14 within the TBU, and in so doing is responsible to the membership in accordance with the Bylaws.

B4.2 A quorum shall be 15 of the members of the TBU Council. Each member shall have one vote.

B4.3 The TBU Council shall:

- B4.3.1 meet at the call of the President, or, regarding a specific matter, at the request of 2 or more Branches;
- B4.3.2 appoint special committees and ad hoc committees as it deems necessary;
- B4.3.3 ensure liaison with the District Executive, TBU Committees, and Branches;
- B4.3.4 set interim policy;
- B4.3.5 present to the next General Meeting for ratification or rescission all matters of interim policy passed by the TBU Council;
- B4.3.6 receive reports at the call of the Chair;
- B4.3.7 determine the action to be taken in regards to reports received and to instruct the TBU Executive and reporting body thereon;
- B4.3.8 elect / appoint representatives to committees, as required;
- B4.3.9 elect delegates and alternates to AMPA at the November TBU Council Meeting; and,
- B4.3.10 approve the Members-at-Large who sit on the TBU Benevolent Relief Council at the September TBU Council Meeting.

Bylaw 5: TBU EXECUTIVE

- B5.1 The TBU Executive shall:
- B5.1.1 provide leadership in all matters affecting the welfare of TBU members;
 - B5.1.2 act in the name of the TBU between General and / or TBU Council meetings;
 - B5.1.3 carry out the instructions of General and/or TBU Council meetings;
 - B5.1.4 appoint substitutes for delegates or representatives who are unable to act;
 - B5.1.5 meet prior to TBU Council meetings to discuss issues coming to the TBU Council and to expedite the business of the TBU Council;
 - B5.1.6 make recommendations to TBU Council;
 - B5.1.7 meet on the call of the President or at the written request of 2 members of the Executive;
 - B5.1.8 appoint representatives to Teacher - Board committees and to any special committees;
 - B5.1.9 ensure that all Standing Committees have an Executive member acting as a liaison;
 - B5.1.10 appoint a member of the TBU Executive to carry out the duties of the President or First Vice-President should they not be able to carry out those duties;
 - B5.1.11 be members of the District Council; and,
 - B5.1.12 appoint the TBU Education Services Officer.

Bylaw 6: DUTIES OF EXECUTIVE OFFICERS

- B6.1 The TBU President shall:
- B6.1.1 be the presiding officer and official representative of the TBU and be responsible to TBU Council;
 - B6.1.2 be the Chairperson of TBU Executive and a member, by virtue of the office, of all official bodies, committees, boards, commissions and councils, appointed by TBU Executive, TBU Council, or a General Meeting. Notwithstanding the above, the President shall designate for each Standing Committee a member of TBU Executive to act as liaison between TBU Executive and that Committee;
 - B6.1.3 co-ordinate all activities as specified under the responsibilities of TBU Council;
 - B6.1.4 call and prepare the agenda for TBU Executive, TBU Council, General and TBU Annual General Meetings;
 - B6.1.4.1 chair the TBU Executive;
 - B6.1.5 be the principal spokesperson for the TBU, TBU Executive, and / or TBU Council;
 - B6.1.6 be responsible for studying new developments in education, for making recommendations to the TBU Executive and TBU Council concerning these developments, and for reporting Provincial OSSTF policy to the TBU Executive and TBU Council;
 - B6.1.7 provide for attendance at Board Meetings / Board Committee Meetings;
 - B6.1.8 provide for the keeping of all records except financial which shall be kept by the Treasurer;
 - B6.1.9 be a voting member of the Negotiating Team, the Protective Services Committee, the TBU Budget Committee, and the TBU Nominating Committee;
 - B6.1.10 appoint Members-at-Large to the Grievance Appeals Committee;
 - B6.1.11 be a delegate to the Annual Meeting of the Provincial Assembly;
 - B6.1.12 report to each meeting of the TBU Council and the membership;
 - B6.1.13 be responsible for receiving, answering and / or filing of correspondence;
 - B6.1.14 assign duties, not otherwise covered elsewhere, to any or all members of the TBU Executive;
 - B6.1.15 notify the membership of the election for delegates and alternates to AMPA no later than the October TBU Council meeting;
 - B6.1.16 assign any member working in multiple sites to a single Branch, in consultation with the member and the Branch Presidents of the sites;
 - B6.1.17 represent the TBU at Teacher / Occasional Teacher Sector Caucus;
 - B6.1.18 be a member of the District Executive;

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- B6.1.19 represent the TBU at the Provincial Council, or designate an alternate representative from within the Bargaining Unit if unable to attend;
- B6.1.20 inform and consult with the TBU Executive / TBU Council about matters to be discussed at the Provincial Council meetings;
- B6.1.21 provide a written report to the TBU Council after each Provincial Council meeting; and,
- B6.1.22 chair the TBU Benevolent Relief Council.
- B6.1.23 perform all duties/tasks required as outlined in the Collective Agreement;
- B6.1.24 be the signing authority on legal documents related to the TBU;
- B6.1.25 attend system staffing meetings, professional collaboration meetings, and all Labour Management meetings;
- B6.1.26 represent Members in investigative and disciplinary meetings at a Member's request;
- B6.1.27 solicit and provide names for any awards of recognition or Provincial work groups; and
- B6.1.28 provide letters of recommendation and endorse applications of TBU members for any and all matters requiring official sanctions.

B6.2 The TBU First Vice-President shall:

- B6.2.1 assume the duties of the TBU President or TBU Second Vice-President in their temporary absence;
- B6.2.2 assist the Chief Negotiator in TBU matters;
- B6.2.3 perform those duties as assigned by the TBU President;
- B6.2.4 be a voting member of the Protective Services Committee;
- B6.2.5 be a delegate to the Annual Meeting of the Provincial Assembly;
- B6.2.6 chair the TBU Constitution Committee;
- B6.2.7 be a member of the District Constitution Committee;
- B6.2.8 be a member of the TBU Budget Committee and the District Budget Committee;
- B6.2.9 assist the TBU President in the production of special communiqués and media releases;
- B6.2.10 with the other TBU Vice-President(s), coordinate attendance at all public Board Meeting(s) and report on them to the TBU Council and TBU Executive; and,
- B6.2.11 administer the Long Term Disability insurance policy for TBU members.
- B6.2.12 attend system staffing meetings;
- B6.2.13 attend professional collaboration meetings;
- B6.2.14 support Members to access their Short-Term Sick Leave;
- B6.2.15 attend WSIB and Return-to-Work meetings;
- B6.2.16 represent Members in investigative and disciplinary meetings at a Member's request;
- B6.2.17 attend KPR Board of Trustee meetings; and
- B6.2.18 liaise with OTIP.

B6.3 The Second Vice-President shall:

- B6.3.1 perform those duties as assigned by the TBU President;
- B6.3.2 act as liaison to Standing Committees, as appointed by the TBU President;
- B6.3.3 be a member of the TBU Budget Committee;
- B6.3.4 assist the TBU First Vice-President with providing representation at, and reporting of Board meetings to the TBU Council and TBU Executive;
- B6.3.5 regularly attend the Peterborough or Northumberland Labour Council meeting in conjunction with the Third Vice-President;
- B6.3.6 regularly attend the KPR Board Meetings in conjunction with the First Vice-President; and,
- B6.3.7 be the TBU representative on KPR's Health and Well - Being Committee.

B6.4 The TBU Third Vice-President shall:

- B6.4.1 perform those duties as assigned by the President;
- B6.4.2 act as liaison to Standing Committees, as appointed by the President;
- B6.4.3 assist the First Vice-President with providing representation at, and reporting of Board meetings to the TBU Council and Executive;
- B6.4.4 regularly attend the Peterborough or Northumberland Labour Council meeting in conjunction with the Second Vice-President;

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- B6.4.5 sit on the TBU Constitution Committee; and,
- B6.4.6 be the TBU representative on KPR's Equity, Diversity, and Inclusion Committee.

B6.5 The TBU Treasurer shall:

- B6.5.1 be accountable to the TBU membership;
- B6.5.2 be responsible for all TBU funds, whether allocated by the District or raised by a voluntary levy or received from other sources, and report on such funds to the District Treasurer for inclusion in the required Annual Financial Report of the District;
- B6.5.3 provide to the TBU Executive and TBU Council, at least semi-annually, financial reports which include expenses to date for each budget line and the financial position of the TBU, including all TBU assets, and forward the reports to the District Treasurer;
- B6.5.4 make available, upon notice of no fewer than 5 working days, the financial records of the TBU for audit by the Provincial Office;
- B6.5.5 assist Standing Committees in the preparation of their yearly budgets;
- B6.5.6 assist in the preparation of proposals for projects and present summarized costing totals for such projects;
- B6.5.7 present, on behalf of the Budget Committee, a balanced budget proposal to the TBU Council for possible amendment prior to submission to the District Budget Committee;
- B6.5.8 be responsible for securing any and all funds from any event or for any purpose authorized by the TBU to be received by the District Treasurer;
- B6.5.9 make arrangements for the collection of any funds from any event or for any purpose authorized by the TBU;
- B6.5.10 record all financial transactions of the TBU using the Generally Accepted Accounting Principles outlined by the Canadian Institute of Chartered Accountants;
- B6.5.11 present to the TBU Council, at the meeting prior to the TBU Annual General Meeting, a financial statement containing a complete analysis of income and expenditures for the fiscal year to date;
- B6.5.12 present to the TBU Annual General Meeting and have approved a Financial Report for the fiscal year (Treasurer's Report) including:
 - B6.5.12.1 a "previous fiscal year end" column to the end of the previous year;
 - B6.5.12.2 a "fiscal period to date" column as close to the TBU Annual General Meeting as possible;
 - B6.5.12.3 a current budget column approved for the current fiscal year; and,
 - B6.5.12.4 the amount budgeted for each TBU Committee.
- B6.5.13 be a candidate for District Treasurer; and,
- B6.5.14 sit on the TBU Benevolent Relief Council.

B6.6 The TBU Secretary shall:

- B6.6.1 record and produce minutes of all TBU Executive, TBU Council and TBU General Meetings;
- B6.6.2 submit to the TBU President for distribution the Minutes of the TBU Annual General Meeting to the Branches;
- B6.6.3 submit to the TBU President for distribution the Minutes of the TBU Executive and TBU Council meetings to the members of these respective bodies within two weeks following a meeting; and,
- B6.6.4 create, maintain, and distribute as necessary an Action Items List resulting from decisions taken at TBU Executive and TBU Council meetings.

B6.7 The Chief Negotiator shall:

- B6.7.1 serve as the TBU Grievance Officer;
- B6.7.2 report to the TBU Executive, Council, and membership on matters related to collective bargaining;
- B6.7.3 be responsible for developing the Bargaining Brief with assistance and input from the TBU Executive and the Protective Services Committee;
- B6.7.4 present the Bargaining Brief to the PSC for recommendation that the TBU Executive approve the Bargaining Brief; and,

B6.7.3 present the details of a tentative agreement to the TBU membership.

B6.8 The TBU Immediate Past-President shall:

- B6.8.1 assist the TBU Council in the transition of activities between one TBU Council and the next;
- B6.8.2 act in a non-voting advisory capacity to the TBU Executive; and,
- B6.8.3 perform those duties as assigned by the President.

Bylaw 7: DUTIES OF THE CONSTITUTION OFFICER

B7.1 The Constitution Officer shall:

- B7.1.1 chair TBU Council, TBU General and the TBU Annual General meetings;
- B7.1.2 sit on the TBU Constitution Committee; and,
- B7.1.3 act as a resource to all TBU Committees, workgroups and Councils.

Bylaw 8: COMMITTEE PROCEDURES AND DUTIES

B8.1 Each Committee, except those cases prescribed by the Constitution, shall elect its own Chair at its initial meeting.

B8.2 Any Committee that foresees an over expenditure must get approval for the over expenditure from TBU Executive and / or TBU Council. An unapproved or over expenditure by a committee will be deducted from the committee budget for the following year.

B8.3 The OTBU shall be permitted to appoint an Occasional Teacher, as non-voting liaison, to attend any meeting of a Standing Committee, subject to the approval of the Committee Chair prior to the meeting. In the event that approval is not given, a rationale will be provided by the Chair to the TBU President for discussion with the OTBU President.

Bylaw 9: DUTIES OF STANDING COMMITTEE CHAIRS

B9.1 The Committee Chair shall:

- B9.1.1 attend TBU Council meetings;
- B9.1.2 provide written reports to TBU Council and to the Standing Committee regarding findings and recommended courses of action;
- B9.1.3 call and preside at meetings of the Committee;
- B9.1.4 ensure that the Committee functions in accordance with the instructions of TBU Council or TBU General Meeting(s);
- B9.1.5 upon request, make written reports to TBU Executive and TBU General Meeting(s);
- B9.1.6 ensure that motions from the Committee to be considered by the TBU Executive, TBU Council, or at TBU General Meeting(s) are presented in a timely, written report;
- B9.1.7 submit a Committee budget for the following year to the TBU Treasurer on or before April 1;
- B9.1.8 present Notices of Motion to TBU Council and/or the TBU Constitution Committee;
- B9.1.9 at the request of the OTBU President, approve the participation of a non-voting liaison from the OTBU, or failing that approval, communicate a rationale to the TBU President for discussion with the OTBU President; and,
- B9.1.10 appoint 2 Committee members to sit on the corresponding District Committee, if any.

B9.2 The TBU Executive member or designate acting as liaison to a Standing Committee shall:

- B9.2.1 facilitate meetings by assisting the Committee Chair to arrange a meeting place, to provide copies of necessary documents, to supply refreshments, to provide expense forms, and to communicate with Committee members;
- B9.2.2 attend Committee meetings whenever possible;
- B9.2.3 assist the Chair in preparation of a Committee budget;
- B9.2.4 carry communications from TBU Executive to the Committee;
- B9.2.5 report to TBU Executive on Committee activities;
- B9.2.6 in the absence of the Committee Chair or designate, present a report to TBU Council on behalf of the Committee; and,
- B9.2.7 not have a vote on the Committee except in the event of a tie.

Bylaw 10: STANDING COMMITTEES

B10.1 The Standing Committees of the TBU are:

- B10.1.1 the Communications / Political Action Committee;
- B10.1.2 the Educational Services Committee;
- B10.1.3 the Protective Services Committee;
- B10.1.4 the Equity and Diversity Committee;
- B10.1.5 the Health and Safety Committee;
- B10.1.6 the Member Engagement Committee; and,
- B10.1.7 the School Council Representatives Committee.

B10.2 The Communications / Political Action Committee shall:

- B10.2.1 consist of one elected member (or alternate) from each Branch;
- B10.2.2 have a member of the TBU Executive as liaison between the Committee and the TBU Executive;
- B10.2.3 elect a Chair from among the elected members of the Committee;
- B10.2.4 disseminate information within the TBU and publish a newsletter for members and provide content for the District website;
- B10.2.5 assist in the preparation of material for release to the public media with respect to communication by the President, at the President's request;
- B10.2.6 publicize and administer the annual nominations and selection of TBU members for all applicable OSSTF, Ontario and Canadian Teacher Federation awards, bursaries, scholarships and grants;
- B10.2.7 publicize the DAGM and TBU AGM and all relevant associated timelines on multiple occasions throughout the school year;
- B10.2.8 organize all political action events and actions on behalf of the membership; and,
- B10.2.9 coordinate community relations programs on behalf of the TBU.

B10.3 The Educational Services Committee shall:

- B10.3.1 consist of one elected member (or alternate) from each Branch;
- B10.3.2 have a member of the TBU Executive as a liaison between the Committee and the TBU Executive;
- B10.3.3 elect a Chair from among the elected members of the Committee;
- B10.3.5 appoint 2 of its members to sit on the District Educational Services Committee;
- B10.3.6 provide information to the Protective Services Committee as requested;
- B10.3.7 actively promote and assist with the co-ordination of Professional Development activities in the TBU; and,
- B10.3.8 recommend to TBU Executive one representative from its membership to be appointed as the TBU Educational Services Officer.

B10.4 The Protective Services Committee shall:

- B10.4.1 consist of one elected member (or alternate) from each Branch; the TBU President, the TBU First Vice-President, and the Chief Negotiator;

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- B10.4.2 elect a Chair from among the elected members of the Committee;
- B10.4.3 elect 3 members from the Committee to serve on the Negotiating Team with the TBU President, Chief Negotiator, and the TBU First Vice-President. In addition, the Committee may elect a member, either from the Committee or the membership at large, to the Negotiating Team; and,
- B10.4.4 The TBU Negotiating Team shall:
 - B10.4.4.1 solicit suggestions from the membership concerning conditions of work and quality education. The Protective Services Committee may be called upon to aid in the conducting of research;
 - B10.4.4.2 keep all members of the Protective Services Committee informed as to the state of negotiations and make at least one full report on or before June 20 at a General Meeting;
 - B10.4.4.3 arrange, through the TBU President, a meeting of the TBU Council when negotiations have reached a point where further counsel is appropriate;
 - B10.4.4.4 recommend to the TBU Executive the hiring of a professional negotiator, if the Negotiating Team deems it necessary; and,
 - B10.4.4.5 have the acceptance or rejection of the Board offer determined by a secret ballot conducted under the following guidelines:
 - B10.4.5.5.1. the TBU President shall call for a TBU General Meeting at which the Chief Negotiator (and / or designates) shall present the offer to the membership and answer questions concerning details of the offer and of the negotiating climate, etc;
 - B10.4.5.5.2 the Chief Negotiator and/or Chair of the Protective Services Committee shall state the recommendations and comments of the Negotiating Team;
 - B10.4.5.5.3 after a waiting period of at least 48 hours the members will vote on the offer. The vote will be by secret ballot held in each Branch;
 - B10.4.5.5.4 the vote shall be under the direction of the Branch President (or designate). Uncounted ballots shall be forwarded to the District Office for counting; and,
 - B10.4.5.5.5 the Executive shall release the result of the vote within 48 hours.

B10.5 The Equity and Diversity Committee shall:

- B10.5.1 consist of one elected member (or alternate) from each Branch;
- B10.5.2 have a member of the Executive as a liaison between the Committee and the TBU Executive;
- B10.5.3 elect a Chair from among the elected members of the Committee;
- B10.5.4 be responsible for addressing issues relating to status of women and human rights;
- B10.5.5 organize and support events in conjunction with other interest groups that focus on members' issues;
- B10.5.6 provide assistance and training to members seeking to influence policies affecting the quality of life of members;
- B10.5.7 be responsible for monitoring the professional status of members of OSSTF and to advise the TBU Executive / TBU Council on the need for appropriate action with respect to any developing trends;
- B10.5.8 provide a forum for the discussion of issues relevant to professional careers in OSSTF;
- B10.5.9 appoint 2 of its members to sit on the District Equity and Diversity Committee;
- B10.5.10 nominate one of its members to serve as the District Human Rights / Status of Women Officer, subject to approval of the TBU Council and District Executive; and,
- B10.5.11 provide leadership in matters of equity and diversity within the TBU.

B10.6 The Health and Safety Committee shall:

- B10.6.1 consist of one elected member (or alternate) from each Branch;
- B10.6.2 have a member of the Executive as a liaison between the Committee and the TBU Executive;
- B10.6.3 elect a Chair from among the elected members of the Committee;
- B10.6.4 encourage and promote healthy and safe working conditions for members;
- B10.6.5 appoint 2 of its members to sit on the District Health and Safety Committee; and,

B10.6.6 nominate one of its members to serve as the District Health and Safety Officer, subject to the approval of the TBU Council and District Executive.

B10.7 The Member Engagement Committee shall:

B10.7.1 consist of one elected member (or alternate) from each Branch;

B10.7.2 have a member of the TBU Executive as a liaison between the Committee and the TBU Executive;

B10.7.3 elect a Chair from among the elected members of the Committee;

B10.7.4 organize new member events and activities to make new members feel welcome and important to the Federation;

B10.7.5 take a lead role in promoting the involvement of new members in the Federation;

B10.7.6 communicate with the membership on how to best serve and advocate for the interests of new members; and,

B10.7.7 bring forth other relevant initiatives as the Committee sees fit.

B10.8 The School Council Representatives Committee shall:

B10.8.1 consist of one elected member (or alternate) from each Branch;

B10.8.2 have a member of the TBU Executive as a liaison between the Committee and the TBU Executive;

B10.8.3 elect a Chair from among the elected members of the Committee;

B10.8.4 be provided training on the role of the OSSTF School Council Representative at School Council Meetings;

B10.8.5 communicate with the membership about the issues that arise from School Council Meetings and the Federation position on these issues; and,

B10.8.6 bring forth other relevant initiatives as the Committee sees fit.

Bylaw 11: SPECIAL TASK COMMITTEES AND COUNCILS

B11.1 The Special Task Committees and Councils of the TBU are:

B11.1.1 the TBU Constitution Committee;

B11.1.2 the TBU Nominating Committee;

B11.1.3 the Grievance Committee;

B11.1.4 the Grievance Appeals Committee;

B11.1.5 the TBU Budget Committee; and,

B11.1.6 the TBU Benevolent Relief Council.

B11.2 The TBU Constitution Committee shall:

B11.2.1 consist of 3 Branch Presidents or designates, the TBU First Vice-President, and the TBU Third Vice-President;

B11.2.2 have the TBU First Vice-President chair the Committee and act as liaison between the TBU Constitution Committee and the TBU Executive;

B11.2.3 annually review the TBU Constitution in consultation with TBU Council; and,

B11.2.4 undertake such reviews as are requested by the membership, Committee Chairs or TBU Council and make recommendations to TBU Council or the membership at a TBU General Meeting.

B11.3 The TBU Nominating Committee shall:

B11.3.1 consist of the President, the District Officer, and the Second Vice-President;

B11.3.2 be chaired by the District Officer; and,

B11.3.3 present to the TBU Annual General Meeting a complete slate of candidates for the elected TBU Executive positions.

B11.4 The Grievance Committee shall:

B11.4.1 consist of the District Officer, TBU President and the TBU First Vice-President;

B11.4.2 be chaired by the District Officer;

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- B11.4.3 conduct hearings to consider appeals by members; and,
- B11.4.4 utilize the terms of reference printed in the OSSTF Provincial Collective Bargaining Handbook.

B11.5 The Grievance Appeals Committee shall:

- B11.5.1 consist of not less than 3 and not more than 6 Federation-experienced Members-at-Large, not currently on the TBU Executive and in good standing, who have not been directly involved in the situation being appealed;
- B11.5.2 be appointed by the TBU President;
- B11.5.3 have a TBU Executive member not involved in the grievance represent and assist the appealing member;
- B11.5.4 have the District Officer represent the TBU Grievance Committee;
- B11.5.5 conduct hearing(s) to consider member appeals of the decisions of the TBU Grievance Committee;
- B11.5.6 present a recommendation(s) to the member and the TBU Grievance Committee; and,
- B11.5.7 ensure that members know they are entitled to final appeal before TBU Council.

B11.6 The TBU Budget Committee shall:

- B11.6.1 consist of the TBU President, the TBU First and Second Vice-Presidents, the TBU Treasurer and 3 Branch Presidents;
- B11.6.2 elect a Chair from amongst its members; and,
- B11.6.3 if required by the TBU Executive, amend the proposed budget subsequent to a DAGM and present the amendments to TBU Council for approval.

B11.7 The TBU Benevolent Relief Council shall:

- B11.7.1 consist of the TBU President, TBU Treasurer, and 3 Members-at-Large, as approved by TBU Council;
- B11.7.2 be chaired by the TBU President;
- B11.7.3 deliberate, in confidence, the details of a TBU Benevolent Relief Grant application, and award a grant as it sees fit; and,
- B11.7.4 report to TBU Council only the amount of the grant awarded.

Bylaw 12: BRANCH ORGANIZATION

B12.1 The Branch President shall:

- B12.1.1 be the Executive Officer in the school and the official representative of TBU members in the school to the TBU Executive / Council;
- B12.1.2 be responsible for effective professional communication within the school, for liaison between OSSTF members and other staff in the school, and in the TBU;
- B12.1.3 serve on the TBU Council and perform those functions assigned by the TBU President with the approval of the TBU Council;
- B12.1.4 call meetings as required or if requested by the TBU President or by the Chair of a Standing Committee through the TBU Council;
- B12.1.5 make themselves available to the TBU Constitution and TBU Budget Committees; and,
- B12.1.6 provide the Treasurer with itemized receipts for reimbursement for appropriate spending from Branch rebate funds.

B12.2 The Branch Vice-President shall:

- B12.2.1 perform the function of the Branch President in the event of their absence; and,
- B12.2.2 assist the Branch President with Federation matters within the Branch.

B12.3 Members and / or Alternates to Standing Committees shall:

- B12.3.1 attend meetings of their respective Standing Committees; and,
- B12.3.2 be responsible for liaison between their Branch and their respective Standing Committees.

B12.4 The School Council Teacher Representative shall:

B12.4.1 be appointed as a member of the Branch Executive; and,

B12.4.2 be responsible for liaison between the Branch and the School Council and shall represent the values of OSSTF.

B12.5 Members working at more than one site are eligible to vote only in the Branch to which they have been assigned by the TBU President.

Bylaw 13: ELECTIONS

B13.1 At Annual General Meetings, the membership shall hear speeches from candidates running for the TBU Executive from the membership at large in the following order: President, First Vice-President, Treasurer, Secretary, Second Vice-President and Third Vice-President.

B13.1.1 Nominations for the above offices will open 30 school days prior to the TBU AGM and close **15 school days prior to the** TBU AGM. Nominations shall be submitted in writing to the Chair of the TBU Nominating Committee. Should no nominations be received for a position, they may be advanced verbally at the meeting.

B13.1.2 Candidates for the above offices must indicate in writing or verbally at the TBU Annual General Meeting their willingness to serve.

B13.1.3 After a waiting period of at least 48 hours following the official start time of the TBU portion of the meeting, the members will have access to vote for the candidates who ran at the AGM. The vote will be cast online and access will be closed 48 hours following the end of the waiting period.

B13.1.4 If there are more than 2 candidates running for a position, a ranked ballot shall be used to remove the candidate with the lowest vote count, continuing until one candidate achieves a 50% plus 1 vote.

B.13.1.5 To run for a position on the TBU Executive, a member must be a dues-paying member of the TBU as defined by OSSTF Provincial Bylaws.

B13.2 Chairs shall be elected or appointed by their respective Committees.

B13.3 The Branch shall hold elections on or before May 31 each year.

B13.3.1 The Branch shall elect a President, a Vice-President, a School Council Teacher Representative and a representative and alternate to each of the other Standing Committees of the TBU.

B13.3.2 The Branch shall submit a list of members elected to the above offices to the District Office within 7 teaching days of the election.

B13.4 Vacancies during a term of office, except of the TBU Executive, shall be filled by the original electing or appointing body.

B13.5 Election of TBU AMPA Delegates:

B13.5.1 AMPA Delegates and Alternates shall be elected at the November meeting of TBU Council. Candidates shall be invited by the President to attend and speak briefly.

B13.5.2 Council members in attendance shall have the opportunity to vote by secret ballot for up to the number of candidates as can be elected by the TBU, excluding Alternates. Ballots indicating more votes will be considered spoiled.

B13.5.3 The positions will be filled according to greater number of votes received, Delegates first, then Alternates. Ties will be broken by lot.

B13.5.4 The names of elected Alternates and candidates who are not elected will be retained by the TBU President, together with a record of the number of votes each received.

- B13.5.5 In the event that an elected AMPA delegate is unable to attend AMPA, the elected Alternate with the highest vote count shall fill the vacancy. In such case, the TBU Council may decide to forward the name of the unsuccessful candidate with the most votes as an Alternate. Ties will be broken by lot.
- B13.5.6 In the absence of a sufficient number of candidates to fill the available positions, the TBU Executive shall fill the vacant positions by appointment.

Bylaw 14: TERMS OF OFFICE

- B14.1 Except where otherwise specified, terms of office shall be for a period of one year, commencing July 1 and ending June 30.

Bylaw 15: GENERAL MEETINGS

- B15.1 A TBU General Meeting shall be called at any time by the TBU President on the request of the TBU Executive and / or Council.
 - B15.1.1 A TBU General Meeting shall be called upon written request of 20 members who must indicate in writing the reason for such a request. The meeting shall be held within 20 teaching days of receipt of the above request in writing by the TBU President.
 - B15.1.2 Any group or individual may approach the TBU Council through a Branch President and ask for a meeting with the TBU Council to request a TBU General Meeting. In this case, the TBU Council shall decide upon the advisability of a TBU General Meeting at that time.
 - B15.1.3 The quorum for a General Membership meeting shall be those members present, qualified to vote and voting.
- B15.2 The TBU Annual General Meeting shall be convened on the same date and in the same location as the DAGM, on or before May 31.
 - B15.2.1 At this TBU Annual General Meeting, elections of the TBU Executive will take place and amendments to the TBU Constitution, Bylaws and Policies shall be considered.
 - B15.2.2 At this TBU Annual General Meeting, honours or awards may be presented.
 - B15.2.3 Written notice of the TBU Annual General Meeting shall be posted in each Branch at least 20 teaching days prior to the meeting.
 - B15.2.4 A draft agenda for the TBU Annual General Meeting shall be posted in each Branch at least 7 teaching days prior to the meeting.
- B15.3 Motions brought forward at TBU General Meetings and TBU Annual General Meetings will be passed by a 50% plus 1 majority vote of the members present, qualified to vote, providing that the notice of the motion is given, including the exact wording of the motion, to the TBU President no fewer than 20 teaching days prior to the meeting.
 - B15.3.1 The TBU President shall ensure that notice of all on-time motions for TBU General Meetings and Annual General Meetings is communicated to the membership through the Branch Presidents not fewer than 10 teaching days prior to the meeting.
 - B15.3.2 Motions not having been given in accordance with Bylaw 15.3 may be passed by a nine-tenths vote of the members present and qualified to vote.
 - B15.3.3 Amendments to motions from the floor, provided they are ruled as germane by the Steering Committee, will be passed by a 50% plus 1 vote.
 - B.15.3.4 Notwithstanding Article 1.2, redundant TBU members in the right of recall process are eligible to attend and vote at all TBU General Meetings, but are unable to run for Executive positions, as per Bylaw 13.1.4.

Bylaw 16: FEES / SPECIAL LEVIES

B16.1 By a majority vote of a General Meeting of the members, special fees may be levied to finance specific projects. The total amount levied for each project may not exceed \$1000. Larger amounts must be supported by a simple majority of the membership taken by vote in each Branch.

Bylaw 17: TBU OFFICERS

B17.1 The TBU may hire up to the equivalent of two full-time TBU officers, who shall be the TBU President and TBU First Vice-President.

Bylaw 18: EXPENSES

B18.1 The President shall earn an additional salary amount of 8% of Category IV maximum of the current TBU Collective Agreement.

B18.2 The First Vice-President shall earn an additional salary amount of 6% of Category IV maximum of the current Collective Agreement.

B18.3 A travel allowance shall be paid for attending business or committee meetings. The rate of this allowance shall be established by District 14 OSSTF.

B18.4 In the event that an office is held by more than one individual during the term, the additional salary will be pro-rated to reflect the percentages served.

Bylaw 19: GRIEVANCE PROCEDURES AND APPEAL PROCEDURES

B19.1 An alleged grievance may be presented by any member to their Branch President. The Branch President shall inform the TBU President and / or the Grievance Officer immediately or as soon as is practical.

B19.2 The Grievance Committee shall discuss the alleged grievance. If the Grievance Committee chooses not to go forward, and the member is not satisfied with the decision, the member may appeal by presenting their case to the Grievance Appeals Committee.

B19.2.1 A member may appeal the decision of the Grievance Appeals Committee. The griever will indicate the griever's intention to appeal the decision to the TBU Council, in writing, to the TBU President within 5 teaching days of the decision.

Bylaw 20: RULES OF ORDER

B20.1 Meetings of the TBU shall be conducted in accordance with the Rules of Order adopted by the Annual Meeting of the Provincial Assembly, as outlined in the Provincial OSSTF Handbook.

B20.2 There shall be no proxy voting.

Bylaw 21: TEACHER / BOARD COMMITTEES

B21.1 No member shall represent the TBU on a Board or joint Board / TBU committee unless appointed by the TBU President, subject to TBU Council approval.

Bylaw 22: ANTI-HARASSMENT AND ANTI-BULLYING POLICY

B22.1 All TBU meetings and functions shall adhere to the Anti-Harassment and Anti-Bullying Policies and Procedures as set out in the District 14 Constitution.

INTERNAL POLICIES & PROCEDURES