

**ONTARIO SECONDARY SCHOOL
TEACHERS' FEDERATION
RAINBOW DISTRICT 3**

CONSTITUTION

&

BY-LAWS

Revised May 2021

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OSSTF RAINBOW DISTRICT 3 CONSTITUTION & BY-LAWS

PART 1

THE ARTICLES

ARTICLE 1 - DEFINITIONS

- 1.1 In this Constitution and By-Laws:
 - 1.1.1 "OSSTF" shall mean the "Ontario Secondary School Teachers' Federation".
 - 1.1.2 "District" shall mean Rainbow District 3, of OSSTF, unless otherwise stated.
 - 1.1.3 "Member" shall mean an active member of Rainbow District 3, as defined in the OSSTF Provincial By-Laws
 - 1.1.4 "Unit" shall mean a bargaining unit of Rainbow District 3, OSSTF.
 - 1.1.5 "Branch/geographic" shall designate smaller organizations of the members of OSSTF within the bargaining units of District 3.
 - 1.1.6 "Officer" shall mean the District Officer.
 - 1.1.7 "Constitution" shall mean the system of fundamental principles according to which the District 3 OSSTF is governed, and the basic organization of OSSTF Rainbow District 3. This Constitution shall not contravene the Constitution and By-Laws of the Provincial OSSTF.
 - 1.1.8 "By-Laws" shall mean Standing Rules governing the membership of OSSTF Rainbow District 3, made under this Constitution on matters of internal regulation and matters which are entirely within the control of OSSTF Rainbow District 3.
 - 1.1.9 "Policy" shall mean a stand or position taken by OSSTF Rainbow District 3, in accordance with its by-laws on matters whose resolution is beyond the internal legislative power of OSSTF Rainbow District 3.
 - 1.1.10 "Workplace" shall mean any location where an active member of Rainbow District 3 is employed.

ARTICLE 2 - NAME AND MEMBERSHIP

2.1 NAME

2.1.1 This organization shall be the Ontario Secondary School Teachers' Federation, Rainbow District 3.

2.2 MEMBERSHIP

2.2.1 Membership shall consist of all active members of Rainbow District 3 in good standing.

2.2.2 Active Members employed under a particular Collective Agreement shall constitute a Unit.

ARTICLE 3 - OBJECTIVES

3.1 The Objectives of the District shall be:

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

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

3.1.3 to promote accessibility for all members, employees, and students of Rainbow District School Board facilities, including other workplaces where OSSTF D3 members are employed.

3.1.4 those found in the Articles of the Provincial handbook.

ARTICLE 4 - ORGANIZATION

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

4.2 District Executive

4.2.1 There shall be a District Executive.

4.2.2 The District Executive shall consist of:

4.2.2.1 The following elected voting positions:

4.2.2.1.1 District President

4.2.2.1.2 District Vice-President

4.2.2.1.3 District Treasurer

4.2.2.1.4 District Secretary

4.2.2.1.5 Bargaining Unit Presidents

4.2.2.1.6 an Executive Officer for each branch/work site

4.2.2.2 The following appointed non-voting positions:

4.2.2.2.1 Communications/Political Action Officer

4.2.2.2.2 Constitution Officer

4.2.2.2.3 District Officer

4.2.2.2.4 Educational Services Officer

4.2.2.2.5 Health & Safety Officer

4.2.2.2.6 Human Rights Officer

4.2.2.2.7 Labour Council Liaison

4.2.2.2.8 Status of Women Officer

Notwithstanding the above, if a Standing Committee Officer was also a branch/geographic area representative then they shall vote as the elected branch/geographic area representative.

4.2.3 The officers listed in Article 4.2.2 shall perform the duties prescribed by the By-Laws.

4.2.4 The Executive shall be elected in alternate years as follows:

4.2.4.1 President and Treasurer in odd-numbered years

4.2.4.2 Vice-President and Secretary in even-numbered years

4.3 Standing Committees

4.3.1 There shall be the following standing committees:

4.3.1.1 Communications/Political Action

4.3.1.2 Constitution

4.3.1.3 Educational Services

4.3.1.4 Health & Safety

4.3.1.5 Human Rights

4.3.1.6 Status of Women

4.3.2 The membership of each standing committee shall consist of one representative per branch and/or bargaining unit.

4.3.3 Each committee shall elect its own chairperson.

4.3.4 Each committee shall exercise authority over its allotted budget. All financial authorization shall come from the District Executive.

4.4 Annual General Meeting

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

4.4.2 The delegates to the Annual General Meeting shall be determined according to the By-Laws.

4.4.3 Meetings must provide the opportunity for members to hear and participate in the meeting as it happens as per the most recent editions of Robert's Rules of Order.

4.5 AMPA Delegation

4.5.1 There shall be a District AMPA Delegation.

4.5.2 The District AMPA delegation shall consist of delegates appointed by each unit according to Unit Constitutions. The number of delegates for each unit is designated by Provincial OSSTF.

4.5.3 The District AMPA delegation may also consist of alternates as determined by the provincial office. When the District agrees to send two (2) alternates to AMPA, one (1) alternate must (whenever possible) come from a Support Staff Bargaining Unit.

4.5.4 The District Officer shall be deemed an automatic Alternate to the District 3 AMPA delegation.

4.6 Finance Committee

4.6.1 There shall be a District Finance Committee.

4.6.2 The District Finance Committee shall consist of the Treasurer from each of the Bargaining Units of Rainbow District 3, the District Vice-President, the District Treasurer, and the District Officer.

4.7 The District Officer

4.7.1 There shall be a District Officer for Rainbow District 3.

4.8 Release Time

- 4.8.1 The District President shall be on full-time release.
- 4.8.2 The District Officer shall be on full-time release.
- 4.8.3 Notwithstanding the above, the District Executive may approve additional release time for a member(s). This release time cannot adversely impact the full-time release of the District Officer or District President.

ARTICLE 5 – BARGAINING UNITS

- 5.1 There shall be the following Bargaining Units within Rainbow District 3:
 - 5.1.1 Teachers Bargaining Unit/Occasional Teachers Bargaining Unit (T/OTBU)
 - 5.1.2 Educational Support Staff Unit (ESSU)
 - 5.1.3 Professional Student Services Personnel (PSSP)
 - 5.1.4 Sudbury Student Services Consortium (SSSC)
- 5.2 The structure and rules governing each of the Bargaining Units shall be established by the Constitution and By-laws of each Unit.

ARTICLE 6 - DISTRICT OFFICE

- 6.1 The District shall maintain a District Office which shall be run and managed by the District Officer.

ARTICLE 7 - ELECTIONS AND APPOINTMENTS

- 7.1 Any member of the District is eligible to hold any OSSTF elected office of the District Executive.
- 7.2 Appointments shall be made at the District level from persons qualified under the criteria established in the By-Laws.
- 7.3 All registered delegates have the right to vote at the Annual General Meeting.
- 7.4 District Executive members shall be elected by secret ballot at the Annual General Meeting.

ARTICLE 8 - DISTRICT LEVY

- 8.1 There may be a District Levy.
- 8.2 The District Levy shall be determined according to the By-Laws.

ARTICLE 9 - AMENDMENTS TO THE CONSTITUTION

- 9.1 A constitutional review shall take place yearly, before March 1.
 - 9.1.1 Amendments to this Constitution may be made at a District Annual General Meeting as follows:

9.2 Amendments to Articles

- 9.2.1 Amendments to Articles within this Constitution shall be made as follows:
 - 9.2.1.1 By a two-thirds majority of the members present and qualified to vote and voting providing that:
 - 9.2.1.1.1 Notice of the proposed amendment shall have been given in writing to the President and Secretary no later than thirty (30) calendar days prior to the District Annual General Meeting, and

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

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

9.3 Amendments to By-Laws

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

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

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

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

9.3.1.2 By a three-quarters majority of the members present and qualified to vote and voting, providing previous notice as in 9.3.1.1 not having been given.

ARTICLE 10 - MEETINGS

10.1 There may be a meeting of the entire membership of Rainbow District 3.

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

ARTICLE 11 – RULES OF ORDER

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

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

11.3 Meetings of the District shall be conducted in accordance with the Rules of Order as outlined in the current OSSTF/FEESO Constitution and Bylaws, and the most recent copy of Robert's Rules of Order.

PART 2

THE BY-LAWS

BY-LAW 1 - DISTRICT FEDERATION YEAR

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

BY-LAW 2 - ELECTED POSITIONS

2.1 Elected Positions

- 2.1.1 Election of Executive officers shall occur at the Annual General Meeting and shall be a timed item on the agenda.
- 2.1.2 The following Executive positions shall be elected in the following order, in alternating years, as defined in Article 4.2.4:
- (1) President and Treasurer in odd-numbered years
 - (2) Vice-President and Secretary in even-numbered years
- 2.1.3 Nominations shall close one-half hour prior to the beginning of elections.
- 2.1.4 The procedures for voting for elected positions shall be communicated to delegates no later than fourteen (14) calendar days before the meeting.
- 2.1.5 The candidate receiving a simple majority of all the votes cast shall be declared the winner.
- 2.1.6 If no candidate receives a simple majority, the candidate with the least number of votes shall be dropped from the roster.
- 2.1.7 Elections shall continue to be held until a candidate receives a simple majority.
- 2.1.8 Unsuccessful candidates may submit their candidacy for any of the subsequent positions to be elected.
- 2.1.9 The term of office for all District elected executive shall be two federation years.

BY-LAW 3 - DISTRICT EXECUTIVE

3.1 The Executive

- 3.1.1 It shall be the duty of the District Executive to:
- 3.1.2 facilitate the exchange of information among the Units;
- 3.1.3 receive, review and approve the District budget proposals of the District Finance Committee;
- 3.1.4 review the contract(s) and the office staff and make recommendations for changes to salary and/or benefits;
- 3.1.5 appoint a District Officer;
- 3.1.6 review the management of the District Office;
- 3.1.7 appoint a replacement for any position on the District Executive within thirty (30) days of any vacancy that occurs in any of the elected positions on the District Executive
- 3.1.7.1 This appointment shall be for the duration of the predecessor's term.
- 3.1.7.2 The Bargaining Unit Presidents or designate(s) plus three additional District Executive members as approved by the District Executive shall interview qualified candidates and recommend an individual for District Executive approval.
- 3.1.8 call the Annual General Meeting, giving date, time and place, no later than thirty days prior to the meeting
- 3.1.9 grant signing authority on behalf of the District to the President, Treasurer, and District Officer
- 3.1.9.1 Two (2) of the three (3) signing authorities' signatures shall be required on all cheques.
- 3.1.10 authorize payment of expenses and accounts incurred in the conduct of the business of the District

- 3.1.11 deal with all matters which are brought before it from the Units
- 3.1.12 appoint any Executive positions not filled at the Annual General Meeting
- 3.1.13 assign the necessary preparation of work for the Annual General Meeting
- 3.1.14 inform the Provincial Office of any matter adversely affecting the welfare of the Federation or any of its members.

3.2 The District President

- 3.2.1 It shall be the duty of the President to:
- 3.2.2 call all meetings of the District Executive, the District Annual General Meeting, and District General Assembly.
- 3.2.3 preside at the Annual General Meeting
- 3.2.4 be a member, ex officio, of all Committees and Councils of the District
- 3.2.5 refer District matters to the appropriate Bargaining Unit
- 3.2.6 act as a signing officer of the District
- 3.2.7 on the advice of the District Executive, to represent the District or send a designate to the Standing Committees of the Rainbow District School Board
- 3.2.8 The District President shall be paid the maximum salary of their job class plus a responsibility allowance equivalent to Program Leader in the current Teacher Bargaining Unit collective agreement between OSSTF District 3 and the Rainbow District School Board
- 3.2.8.1 If the District President vacates their position during the two-year term of office, the process for selecting an interim president shall follow By-law 3.1.7
- 3.2.9 act as signing authority to the District.

3.3 The District Vice-President

- 3.3.1 It shall be the duty of the Vice-President to:
- 3.3.2 perform the duties of the President in their absence.
- 3.3.3 perform such other duties as are delegated by the Executive
- 3.3.4 participate in any review of the District constitution
- 3.3.5 participate as a member of the District Finance Committee.

3.4 The District Treasurer

- 3.4.1 It shall be the duty of the Treasurer, with such assistance as may be provided by the District Officer and the District Office Administrator to:
- 3.4.2 keep account of all monies received and disbursed in accordance with accepted accounting practices
- 3.4.3 share the financial information required in order for Bargaining Unit Treasurers to fulfill their requirements under OSSTF/FEESO Bylaws
- 3.4.4 provide financial reports to the District Executive at least twice per year
- 3.4.4.1 These financial reports shall include expenses-to-date for each budget line and the financial position of the District, including all District assets
- 3.4.5 act as the Chair of the District Finance Committee
- 3.4.6 in consultation with the District Finance Committee, prepare a budget, for the upcoming year for the District Annual General Meeting
- 3.4.7 forward a copy of the District budget to the Chief Financial Officer of Provincial OSSTF/FEESO by November 1
- 3.4.8 forward the Annual Financial Report for the previous year to the Chief Financial Officer of Provincial OSSTF/FEESO by November 1
- 3.4.9 act as signing authority to the District Officer.

3.5 The District Secretary

- 3.5.1 It shall be the duty of the Secretary (with the assistance of the District Officer) to:
- 3.5.2 be responsible for and ensure that a copy is kept on file of all minutes of meetings of the Rainbow District 3 Executive, of the District Annual General Meeting, and any District General Meeting
- 3.5.3 forward all required documents and resolutions of District Annual General Meetings to the Provincial and District Offices.

3.6 Officers of Standing Committees

- 3.6.1 The Officers of Standing Committees shall be appointed at the June meeting of the District Executive in odd-numbered years.

3.6.2 Communications/Political Action Officer

- 3.6.2.1 It shall be the duty of the Communications/Political Action Officer to:
 - 3.6.2.1.1 carry out the duties as outlined in the OSSTF Bylaws
 - 3.6.2.1.2 report on a timely and regular basis to the District Executive and Members
 - 3.6.2.1.3 attend Provincial, Regional and/or District Communications/Political Action meetings and workshops, as approved by the District Executive.

3.6.3 Constitution Officer

- 3.6.3.1 It shall be the duty of the Constitution Officer to:
 - 3.6.3.1.1 facilitate, with the contributions of the Committee, revisions of the District Constitution and By-Laws
 - 3.6.3.1.2 report to the Executive; and,
 - 3.6.3.1.3 represent the Committee at District General Meetings, as approved by the District Executive.

3.6.4 Educational Services Officer

- 3.6.4.1 It shall be the duty of the Educational Services Officer to:
 - 3.6.4.1.1 carry out the duties as outlined in the OSSTF Bylaws
 - 3.6.4.1.2 report on a timely and regular basis to the District Executive and Members
 - 3.6.4.1.3 attend Provincial, Regional, and/or District Educational Services meetings and workshops, as approved by the District Executive.

3.6.5 Health & Safety Officer

- 3.6.5.1 It shall be the duty of the Health & Safety Officer to:
 - 3.6.5.1.1 carry out the duties as outlined in the OSSTF Bylaws
 - 3.6.5.1.2 report on a timely and regular basis to the District Executive and Members
 - 3.6.5.1.3 investigate Health and Safety complains from members
 - 3.6.5.1.4 provide assistance to members during “refusal to work” situations
 - 3.6.5.1.5 carry out inspections of work sites as a member of the Joint Health and Safety Committee
 - 3.6.5.1.6 attend Provincial, Regional and/or District Health and Safety meetings and workshops, as approved by the District Executive.

3.6.6 Human Rights Officer

- 3.6.6.1 It shall be the duty of the Human Rights Officer to:
 - 3.6.6.1.1 carry out the duties as outlined in the OSSTF Bylaws

- 3.6.6.1.2 report on a timely and regular basis to the District Executive and Members
- 3.6.6.1.3 attend Provincial, Regional and/or District Human Rights meetings and workshops, as approved by the District Executive.

3.6.7 Labour Council Liaison

- 3.6.7.1 It shall be the duty of the Labour Council Liaison to:
 - 3.6.7.1.1 Attend meetings of the Labour Council
 - 3.6.7.1.2 Report to the Executive.

3.6.8 Status of Women Officer

- 3.6.8.1 It shall be the duty of the Status of Women Officer to:
 - 3.6.8.1.1 carry out the duties as outlined in the OSSTF Bylaws
 - 3.6.8.1.2 report on a timely and regular basis to the District Executive and Members
 - 3.6.8.1.3 attend Provincial, Regional and/or District Status of Women meetings and workshops, as approved by the District Executive.

3.7 Bargaining Unit Presidents

- 3.7.1 It shall be the duty of the Bargaining Unit Presidents to:
 - 3.7.2 attend all meetings of the District Executive
 - 3.7.3 report on the activities and the concerns of the members in their units
 - 3.7.4 report to their Bargaining Unit the relevant information from the District Executive
 - 3.7.5 attend meetings of District 3 Bargaining Unit Presidents
 - 3.7.6 oversee the expenses of their Bargaining Unit to keep it within budget.

BY-LAW 4 - STANDING COMMITTEES

4.1 Communication / Political Action Committee

- 4.1.1 It shall be the duty of the District Communication / Political Action Committee (CPAC) to:
 - 4.1.2 recommend a committee member to the District Executive for appointment as District Communication/Political Action Officer
 - 4.1.3 implement programs approved at the District Annual General Meeting
 - 4.1.4 implement special programs as approved from time to time by the District Executive
 - 4.1.5 establish and maintain liaison with local organizations such as Labour Council, Chamber of Commerce, and others
 - 4.1.6 establish and maintain liaison with the local MPP's and MPP's
 - 4.1.7 respond to provincial initiatives
 - 4.1.8 publish a local newsletter, *The Rock*, for the information of members
 - 4.1.8.1 The editor of *The Rock*, shall be a member of the committee
 - 4.1.9 establish and maintain liaison with representatives of the local media
 - 4.1.10 assist the District Executive and the Bargaining Units in matters involving internal and/or external communications

4.2 Constitution Review Committee

- 4.2.1 The Constitution Review Committee shall consist of the Bargaining Unit Presidents or designates, District Vice-President, ~~and the~~ District Officer, and a Member-at-Large, selected from the District Executive.
- 4.2.2 The duties of the Constitution Review Committee shall be to:
 - 4.2.2.1 recommend a committee member to the District Executive for appointment as District Constitution Officer

- 4.2.2.2 annually review and report to the District Executive, any or all necessary and proposed changes to the District Constitution
- 4.2.2.3 present motions to the membership at the Annual General Meeting, for approval.

4.3 Educational Services

- 4.3.1 It shall be the duty of the District Educational Services Committee to:
 - 4.3.1.1 recommend a committee member to the District Executive for appointment as District Educational Services Officer
 - 4.3.1.2 act as the voice of the District in matters of professional development
 - 4.3.1.3 be responsible for the management of all professional development funds
 - 4.3.1.4 work with the Rainbow District School Board in the organization of professional development at a District and Bargaining Unit level.
 - 4.3.1.5 carry out those assignments requested by the Executive
 - 4.3.1.6 respond to Provincial Educational Services initiatives
 - 4.3.1.7 allocate the District Educational Services budget to the respective Bargaining Units based on the Full Time Equivalency (FTE).

4.4 Finance Committee

- 4.4.1 It shall be the duty of the Finance Committee to:
 - 4.4.1.1 draft the annual District Budget to be presented by the District Treasurer at the Annual General Meeting
 - 4.4.1.2 recommend, at the end of the fiscal year, the disposition of any funds surplus to the needs of the District and/or Bargaining Units
 - 4.4.1.3 develop and publish guidelines for district member expenses
 - 4.4.1.4 act as an advisory body (through the District Treasurer) to the District Executive on financial and budgetary matters

4.5 Health and Safety

- 4.5.1 It shall be the duty of the District Health & Safety Committee to:
 - 4.5.1.1 recommend a committee member to the District Executive for appointment as District Health and Safety Officer
 - 4.5.1.2 make recommendations to the District Executive and to the Unit Executives on general matters of health and safety
 - 4.5.1.3 assist and advise the Members of the District in dealing with health and safety issues
 - 4.5.1.4 receive and pursue District health and safety concerns
 - 4.5.1.5 respond to Provincial initiatives

4.6 Human Rights

- 4.6.1 It shall be the duty of the District Human Rights Committee to:
 - 4.6.1.1 recommend a committee member to the District Executive for appointment as District Human Rights Officer
 - 4.6.1.2 advise the District Executive on the need of appropriate action with respect to any developing trends in social justice and human right issues
 - 4.6.1.3 respond to Provincial Human Rights initiatives

4.7 Status of Women

- 4.7.1 It shall be the duty of the District Status of Women Committee to:
- 4.7.1.1 recommend a committee member to the District Executive for appointment as District Status of Women Officer
 - 4.7.1.2 monitor regularly the professional status of women members of Rainbow District 3 and to advise the District Executive on the need of appropriate action with respect to any developing trends
 - 4.7.1.3 provide a forum for discussion of issues relevant to women in the District
 - 4.7.1.4 respond to provincial Status of Women initiatives.

4.8 Special Ad-Hoc Committees

- 4.8.1 Special or ad-hoc committees shall be established from time to time:
- 4.8.1.1 to meet the needs of the Membership
 - 4.8.1.2 to meet the requirements of collective agreements between the Employer and the Bargaining Units within Rainbow District 3.

BY-LAW 5 AMPA DELEGATION

- 5.1** It shall be the duty of the District AMPA delegates to:
- 5.1.1 attend pre-AMPA meetings called by the AMPA Delegation Leader for the purpose of discussing business related to AMPA
 - 5.1.2 ensure that a full slate of Delegates and/or Alternates is on the floor at AMPA at all times
 - 5.1.3 assist Rainbow District 3 candidates running for Provincial Office
 - 5.1.4 support AMPA resolutions arising in Rainbow District 3 that have been approved by all Bargaining Unit Executives
 - 5.1.5 ensure that receipts are provided to the Provincial Office and/or the District Treasurer to account for money received to cover approved expenses.
- 5.2** AMPA delegates shall be elected annually no later than December 31st
- 5.2.1 AMPA delegates shall be elected first on the basis of the Full Time Equivalency (FTE) of the Bargaining Units according to the Provincial Office Constitution
 - 5.2.2 If the AMPA delegation from District 3 cannot be filled from the above process in By-law 5.2.1, any member from any Bargaining Unit shall be eligible to apply for AMPA delegate status from District 3.
 - 5.2.3 The number and selection of alternates to AMPA shall be determined by a vote(s) of the District Executive at the December District Executive Meeting. Any member in good standing of OSSTF District 3 shall be eligible to apply as an alternate. Their names must be submitted to the District Office prior to the December District 3 Executive Meeting to be considered for the alternate position.

BY-LAW 6 MEETINGS

6.1 Meeting Format

- 6.1.1 All meetings must allow for simultaneous aural communication as per the most recent edition of *Robert's Rule of Order*
- 6.1.2 All voting shall occur under the Rules of Order determined under the Bylaws of the OSSTF
- 6.1.3 The meeting format, available functions and features will be shared with all members at least fourteen (14) calendar days before the meeting.

6.2 Executive Session

- 6.2.1 A meeting shall move into Executive Session whenever it must consider either matters relating to personnel or matters of serious import to the body
- 6.2.2 The standard resolution to move into Executive Session should be worded as follows: "Be it resolved that the 'meeting name' move into Executive Session, with the Chairperson in the Chair and the doors tyled."
- 6.2.3 All matters discussed in Executive Session shall remain absolutely confidential to those members present during the Session. Violation of this provision of confidentiality is punishable under the disciplinary procedures of OSSTF.
- 6.2.4 Within Executive Session the standard rules of order shall be followed unless the body specifically directs otherwise.
- 6.2.5 A resolution to rise from Executive Session shall be moved at the end of the Session.
- 6.2.6 The resolutions directing the body to move into and rise from Executive Session are the only public record of the Executive Session.
- 6.2.6 Any resolution arising from Executive Session which requires public action shall be reported in the resolution to rise from Executive Session.

6.3 Annual General Meeting

6.3.1 Structure

- 6.3.1.1 There shall be a minimum of one delegate from each Bargaining Unit
- 6.3.1.2 There shall be additional delegates for each Bargaining Unit in the ratio of one (1) to fifteen (15) FTE's
- 6.3.1.3 The elected members of the Executive (President, Vice-President, Secretary, and Treasurer) shall be additional delegates to the Annual General Meeting
- 6.3.1.4 members of Rainbow District 3 shall be given notice at least thirty (30) calendar days before the date of the meeting
- 6.3.1.5 agenda items from the units should be received in writing at the District Office no later than fifteen (15) calendar days prior to the meeting
- 6.3.1.6 on time resolutions should be received in writing at the District Office no later than fifteen (15) calendar days prior to the meeting

6.3.2 Duties

- 6.3.2.1 It shall be the duty of the District Assembly to:
 - 6.3.2.1.1 elect the District Executive
 - 6.3.2.1.2 receive and consider reports and communications from the OSSTF and OTF.
 - 6.3.2.1.3 receive and consider reports and communications from Standing Committees
 - 6.3.2.1.4 adopt an annual budget for the District as presented on behalf of the Finance Committee
 - 6.3.2.1.5 determine the actions to be taken in regard to reports received and instruct the standing Committees thereon
 - 6.3.2.1.6 consider matters of general interest to education as they affect the OSSTF or the District
 - 6.3.2.1.7 make amendments to the constitution.

6.4 Quorum

- 6.4.1 a quorum shall be a simple majority of the registered delegates

6.5 District General Meeting

6.5.1. General Meetings may be called by a:

6.5.1.1 vote of the Executive; or

6.5.1.2 upon the written request of one or more Bargaining Units; or

6.5.1.3 a petition to the President by a minimum of 10% of the members of the District of whom no more than half may be from one Branch; or

6.5.1.4 if the District Budget has not been approved as per By-Law 6.3

6.5.2 Twenty-eight calendar days' advance notice of General/Special Meetings of the District must be given by the President in writing to the members.

6.5.3 Notwithstanding 6.5.2, an Emergency General/Special Meeting may be called by the President at the direction of the Executive. The agenda of the Emergency Meeting must be stated. This agenda may be changed only by a 90% majority vote of the members present at the Emergency Meeting and voting. Such Emergency Meetings may be called on 48 hours' notice to the members.

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

6.6 District Executive Meeting

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

6.6.2 The Executive shall hold its first meeting no later than October 31st and shall meet no less than five (5) times per year.

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

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

6.6.5 Guests may be permitted to attend District Executive meetings at the request of the Bargaining Units' Presidents. The Presiding Officer of the meeting shall make the final decision.

BY-LAW 7 DISTRICT OFFICER

7.1 The District Officer shall be appointed by the District Executive.

7.1.1 The District Officer shall not hold any other position on the District Executive.

7.1.2 The District Officer shall not be a voting member of the District Executive.

7.1.3 The District Officer shall be a two-year appointment starting on July 1st in an even-numbered year.

7.2 Eligibility

7.2.1 the candidate for the position of District Officer must:

7.2.2 have a minimum of five years local OSSTF District 3 federation executive experience at the Branch, Bargaining Unit, or District level

7.2.3 be a member in good standing of OSSTF D3 Rainbow

7.2.4 be prepared to accept the position as a two (2) year appointment.

7.3 Hiring

7.3.1 The position shall be advertised to the membership in the first week of February, each hiring year

- 7.3.2 The deadline for receiving applications shall be ten (10) working days from the date of the posting
- 7.3.3 Applicants for the position shall be interviewed by a District Hiring Committee comprised of the Bargaining Unit Presidents or designates and three District Executive members. These three District Executive members shall be elected by the District Executive (as per By-law 3.1.7)
- 7.3.3.1 In a hiring year, the District Executive shall elect the three District Executive members to the District Hiring Committee no later than the date of the February District Executive meeting
- 7.3.4 the Executive shall select the successful candidate prior to the March break in the hiring year
- 7.3.5 The District President shall inform all applicants of the decision in writing, following approval by the District Executive
- 7.3.6 The District Officer is to be paid the maximum salary of their job class plus a responsibility allowance equivalent to Program Leader in the current Teacher Bargaining Unit collective agreement between OSSTF District 3 and the Rainbow District School Board.

7.4 Duties

- 7.4.1 It shall be the duty of the District Officer to:
 - 7.4.2 assist in all aspects of collective bargaining
 - 7.4.3 assist in all aspects of contract maintenance
 - 7.4.4 assist in all aspects of member services, such as:
 - 7.4.4.1 extended healthcare benefits and sick leave
 - 7.4.4.2 long-term disability (LTD) and Workers Safety Insurance Board (WSIB) claims
 - 7.4.4.3 retirement and LTD premium termination requests
 - 7.4.5 manage the District office:
 - 7.4.5.1 manage records and minutes of all Committee meetings
 - 7.4.5.2 manage records of correspondence and answer same under instruction from the District Executive
 - 7.4.5.3 assist the District President in arranging meetings
 - 7.4.5.4 hire and supervise District Office staff
 - 7.4.6 attend all meetings of the District Executive
 - 7.4.7 submit a written report to the Executive at each District Executive meeting
 - 7.4.8 assist Bargaining Unit Presidents with Benevolent Council applications as requested.
 - 7.4.9 track postings, replies to postings and the successful candidates
 - 7.4.10 keep the membership data current
 - 7.4.11 submit a written report to the Annual General Meeting
 - 7.4.12 act as a signing officer of the District
 - 7.4.13 serve as a District Alternate at AMPA
- 7.4.13 If the District Officer vacates the position during the two-year term of office, the District Executive shall appoint an interim District Officer from qualified candidates. The Bargaining Unit Presidents (or designates) and three District Executive members shall interview candidates. These three District Executive members shall be elected by the District Executive. (See By-Law 7.3 - Hiring).

BY-LAW 8 BARGAINING UNITS

- 8.1 It shall be the duty of the members of each Unit to approve a Constitution.
 - 8.1.1 Where a Constitution of the Bargaining Unit is approved by a general meeting of the Bargaining Unit membership, such Constitution and By-Laws shall not contravene the Constitution and By-Laws of Rainbow District 3 or the Constitution and By-Laws of the Provincial OSSTF.

BY-LAW 9 DISTRICT LEVY

- 9.1 The district levy shall be based on a percentage of gross salary earned.
- 9.1.1 The approval of the District levy shall be done by secret ballot of all members.
- 9.1.2 The membership shall be notified in writing of the proposed change in the levy, thirty (30) days before the District Annual General Meeting
- 9.1.3 The notice should indicate the amount, the purpose, and other restrictions which may apply.
- 9.1.4 The levy shall be paid through the employer by direct deduction from regular paycheques

BY-LAW 10 - DISTRICT FINANCES

10.1 GENERAL ACCOUNT

10.1.1 Preparation of the Budget

- 10.1.1.1 Each District spending authority shall provide for the District Finance Committee, by the end of April, a written report to include for each account for which it is the spending authority
 - 10.1.1.1.1 the budget(s) request for the following fiscal year based on a projection of expenditures to be charged to the account(s) along with the details of projected activities;
 - 10.1.1.1.2 the total expenditures for the account(s) in the previous year.
- 10.1.1.2 Each Branch/Geographic Area shall be requested to submit by the end of March, their ideas and recommendations (and their costing) with regard to what the Rainbow District 3 plans and priorities should be for the following year.
- 10.1.1.3 The District Finance Committee shall submit a written report that includes the submitted budget requests of the spending authorities, and the submissions from the branches/ geographic areas to the District Executive.
- 10.1.1.4 The District Finance Committee, in order to discharge its duties, shall be present at the District Annual General Meeting
- 10.1.1.5 The budget shall include the following line items:
 - 10.1.1.5.1 District President/ Salaries/ Benefits/ Expenses
 - 10.1.1.5.2 District Officer/ Salaries/ Benefits/ Expenses
 - 10.1.1.5.3 District Meetings: Unit Executive, Unit Councils, Annual District Assembly, AMPA
 - 10.1.1.5.4 Bargaining Units
 - 10.1.1.5.5 District Standing Committees
 - 10.1.1.5.6 District Office
 - 10.1.1.5.7 Other
- 10.1.1.6 The following line items shall be allocated a minimum percentage amount of the Provincial Funding Master so that the District may qualify for additional funding from the 2000 accounts:
 - 10.1.1.6.1 Account #2025 - Special District Negotiations, or equivalent, requires that up to 15% of the Funding Master be allocated for negotiations. Thus, District CBC/CMC gets up to 15%.
 - 10.1.1.6.2 Account #2050 - PAC Special District Programs, or equivalent, requires that "District must have up to 3% of their Funding Master allocated for political action" thus District PAC gets up to 3%.

10.1.1.7 Budget

- 10.1.1.7.1 All revenues, Provincial and Local, shall be pooled at the District Level.
- 10.1.1.7.2 Funds required for the District Office, and other General Expenses of the District shall then be allocated.
- 10.1.1.7.3 Five (5) percent of the remaining funding master amount shall be kept for extenuating circumstances, in the Contingency Account, to be administered by the District Executive.
- 10.1.1.7.4 The balance shall then be allocated to Bargaining Units on a per capita basis based on full-time equivalence as provided by the Provincial Office Funding Master.
- 10.1.1.7.5 Any money budgeted but not spent shall revert back to the District Reserve Account.

10.1.2 Finance Committee Role

- 10.1.2.1 The District Finance Committee shall:
 - 10.1.2.1.1 have the authority to and shall review the detailed authorized expenditures of the spending authorities
 - 10.1.2.1.2 prepare and present a written report to the District Annual General Meeting delegates expressing the judgement of the Finance Committee to as whether or not the figures in the proposed Budget are reasonable figures for the service provided.

10.1.3 Administration of the Budget

- 10.1.3.1 The final amended Budget report approved by the District Annual General Meeting shall be the maximum annual expenditure.
- 10.1.3.2 Responsibility for the initial approval of expenditures for any approved budget line is delegated to the authorized spending authority for that account.
- 10.1.3.3 Notwithstanding By-Law 10.1.3.2, the District Executive shall have the authority to require that each expenditure be subject to their approval and shall be responsible for satisfying itself as to the immediate value and economic wisdom of the expenditure. The District Executive shall have complete authority in the matter of approving expenditures or reducing costs within the limits of the Budget.
- 10.1.3.4 All expenditures which are not provided for in the General Account Budget shall funded through Transfers from Reserves (Budget Line #4065)
- 10.1.3.5 The District Executive shall allocate the year end surplus from the General Account to the Reserve Account

10.1.4 Approval for Overspending

- 10.1.4.1 Any expenditures in all accounts beyond the budget approved by the District Assembly shall require the prior approval of the District Executive
 - 10.1.4.1.1 The District Executive shall report all such approvals, in writing, at the next Annual General Meeting
 - 10.1.4.2 Any over expenditure of General Accounts which has had the prior approval of the District Executive may be covered by the General Fund surplus of that fiscal year.
 - 10.1.4.2.1 In the event of a General Fund deficit, District Reserves shall be used to cover the deficit
 - 10.1.4.3 Any expenditures beyond the total amount of the Budget approved by the District Assembly, shall require the prior approval of the District Executive.

10.2 Restricted Reserve Account

10.2.1 Objectives

- 10.2.1.1 to maintain a negotiations/strike fund to finance expenses arising from negotiations with the employer;
- 10.2.1.2 to maintain a Capital Equipment Fund to provide for the purchase, replacement, or repair of office equipment, when the need was not anticipated or included in the budget;
- 10.2.1.3 to maintain a Property/Capital Maintenance Fund to provide for the purchase of a property for the use of the District or to perform maintenance and renovations of the current District 3 office;
- 10.2.1.4 to maintain a General Reserve Fund to finance District expenses not anticipated nor budgeted for in the General Operating Account budget;
- 10.2.1.5 to maintain an investment policy for funds held in reserves.

10.3 Management

- 10.3.1 The Negotiations/Strike Fund shall not exceed \$500,000.
- 10.3.1.1 A year-end surplus in the general operating account of up to \$25,000 may be allocated by the District Executive to the Negotiations/Strike Fund.
- 10.3.2 The Capital Equipment Fund shall not exceed \$25,000.
- 10.3.2.1 A year-end surplus in the general operating account of up to \$4,000 may be allocated by the District Executive to the Capital Equipment Fund.
- 10.3.3 The Property/Capital Maintenance Fund shall not exceed \$1,000,000.
- 10.3.3.1 A year-end surplus in the general operating account of up to \$50,000 may be allocated by the District Executive to the Property/Capital Maintenance Fund.
- 10.3.4 The General Reserve Fund shall not exceed \$50,000.
- 10.3.4.1 Funds may be transferred at year-end from the General Operating Account to the General Reserve Fund or from the General Reserve Fund to the General Operating Account when approved by a motion of the District Executive
- 10.3.5 Expenditures from the Restricted Reserve Account must be approved by a motion of the District Executive.
- 10.3.6 The District Treasurer shall present a statement of the Restricted Reserve Account at the Annual General Meeting.
- 10.3.7 An interim statement shall be submitted by the District Treasurer on the request of the District Executive.

10.4 District Reimbursement of Expenses to Members

10.4.1 Procedure

- 10.4.1.1 All expenses must be pre-arranged by the spending authority per By-Law 10.6.1
- 10.4.1.2 The claimant must complete an Expense Voucher, sign it and attach all receipts. Mileage shall be paid at the current provincial rate and requires no receipts, but a Mileage Expense Voucher must still be submitted.
- 10.4.1.3 When approved, the Treasurer signs the voucher and issues a cheque to the claimant. Later, at an appropriate time the Treasurer shall then claim this expense from the Provincial Office, if applicable.
- 10.4.2 There shall be no exception to this procedure. Under no circumstances will a cheque be issued until steps 10.4.1.1 to 10.4.1.3 have been complied with.

10.5 Spending Authority

- 10.5.1 The spending authority for each District Standing Committee shall be the appointed Officer of the committee, with the exception of the Finance Committee, who shall be the District Treasurer.
- 10.5.2 The spending authority for all other District Expenses shall be,
 - 10.5.2.1 the appointed District Officer, or
 - 10.5.2.2 the elected District President
- 10.5.3 The spending authority for the Bargaining Units shall be the elected President and/or the elected Treasurer of the Bargaining Unit as prescribed by the Bargaining Unit Constitution.

BY-LAW 11 - ANTI-HARASSMENT AND ANTI-BULLYING POLICY

11.1 Anti-Harassment and Anti-Bullying Policy

District 3 shall have an Anti-Harassment and Anti-Bullying Policy and Procedure to be followed at all OSSTF workplaces and functions.

- 11.2 The Anti-Bullying and Anti-Harassment Policy and Procedure and any amendments to it shall be approved by the OSSTF District 3 Executive Council.

BY-LAW 12 ANTI-HARASSMENT AND ANTI-BULLYING APPEALS PROCEDURE

- 12.1 There shall be a District 3 Anti-Harassment and Anti-Bullying Appeals Procedure
- 12.2 The policy and accompanying procedures, once approved by the District Executive, shall be communicated with all members.

BY-LAW 13 STATUTORY LEAVE FOR TIME RELEASE OFFICERS

- 13.1 In the event that the District President requires a statutory/sick leave, the District Executive shall appoint the District Vice President as Acting District President, subject to the term of office.
- 13.2 In the event that the appointed District Officer requires a statutory/sick leave, the District Executive shall appoint an interim District Officer for the term of the leave, according to the procedures set out in By-Law 7.
- 13.3 Should any non-release time member of the Executive require a statutory/sick leave, or be temporarily appointed to fulfill an acting position as the result of a statutory/sick leave, the District Executive shall appoint an acting replacement from among the members of the District Executive for the duration of the leave, subject to the term of office.

BY-LAW 14 DEPENDENT CARE

- 14.1 If a member of the District Executive attends an OSSTF meeting or workshop after school or on the weekend and incurs childcare costs in order to attend the meeting or workshop, the rate of remuneration shall be as per OSSTF Financial Handbook Guidelines for childcare, payable by the District.

BY-LAW 15 – POLICIES AND PROCEDURES

15.1 Policies

- 15.1.1 The District may, from time to time, approve policies for the purpose of setting out publicly, the District's official view and stance on any issue when it is considered to be in the interest of the members of the District to do so.
- 15.1.2 New policies may be approved and existing policies may be amended
 - 15.1.2.1 at a meeting of the District Executive
 - 15.1.2.1.1 by a simple majority of the members qualified to vote, present and voting, provided that at least four days prior to the meeting:
 - 15.1.2.1.1.1 notice of the proposed procedures(s) or amendment(s) has (have) been duly circulated to the members of District Executive
 - 15.1.2.1.1.2 the proposed procedure(s) or amendment(s) has (have) been duly circulated to the members of District Executive
 - 15.1.2.1.1.3 by a two-thirds vote of the members qualified to vote, present and voting, previous notice as set out in 15.1.2.1.1.1 and/or 15.1.2.1.1.2 not having been given.
 - 15.1.2.2 at a General Meeting of the District.
 - 15.1.2.2.1 by a simple majority of the members qualified to vote, present and voting, provided that at least nine days prior to the meeting; notice of the proposed Policy(ies) or amendment(s) has (have) been given;
 - 15.1.2.2.2 the proposed Policy(ies) or amendment(s) has (have) been duly circulated to or posted for the examination of the members of each Branch;
 - 15.1.2.2.3 by a two-thirds vote of the members qualified to vote, present and voting, previous notice as set out in 15.1.2.2.1.1 and/or 15.1.2.2.1.2 not having been given.