

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

**CONSTITUTION
&
BY-LAWS**

of the

**Sudbury Student Services Consortium
(SSSC)**

Revised May 2023

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SUDBURY STUDENT SERVICES CONSORTIUM 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 "Bargaining Unit" shall mean the Sudbury Student Services Consortium known as SSSC, which is the OSSTF organization of those members for whom OSSTF holds bargaining rights under the appropriate legislation.
- 1.1.3 "District" shall mean OSSTF Rainbow District 3.
- 1.1.4 "Member" shall mean a SSSC active member, as defined in the OSSTF Provincial By-Laws
- 1.1.5 "Constitution" shall mean the system of fundamental principles according to which the SSSC Bargaining Unit of OSSTF District 3 is governed, and the basic organization of the SSSC. This Constitution shall not contravene the Constitution and By-Laws of the Provincial OSSTF.
- 1.1.6 "By-laws" shall mean the Standing Rules governing the membership of the SSSC Bargaining Unit of OSSTF District 3, made under this Constitution on matters of internal regulation and matters which are entirely within the control the Bargaining Unit.
- 1.1.7 "Policy" shall mean a stand or position taken by the Bargaining Unit in accordance with its By-laws on matters whose resolution is beyond the internal legislative power of the Bargaining Unit.
- 1.1.8 "Procedures" shall mean detailed rules established by the Bargaining Unit Executive to govern the "day-to-day" operation of the Bargaining Unit which are consistent with the constitution, by-laws, and policy.
- 1.1.9 "AMPA" shall mean the Annual Meeting of the Provincial Assembly.

ARTICLE 2 - NAME AND MEMBERSHIP

2.1 NAME

- 2.1.1 This organization shall be the SSSC Bargaining Unit of OSSTF Rainbow District 3.

2.2 MEMBERSHIP

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

ARTICLE 3 - OBJECTIVES

- 3.1 The objectives of the unit shall be:
 - 3.1.1 to promote and advance the interests 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 roles;
 - 3.1.3 those found in the Articles of the OSSTF/FEESO Constitution & By-Laws and Policies & Procedures documents

ARTICLE 4 - ORGANIZATION

- 4.1 The Bargaining Unit shall operate as a Unit as defined by the District Constitution of OSSTF Rainbow District 3.

4.2 BARGAINING UNIT EXECUTIVE

- 4.2.1 The Bargaining Unit Executive shall consist of the following voting members:
 - a) President
 - b) Vice-President
 - c) Secretary/Treasurer
 - d) Grievance Officer
 - e) Lead Negotiator/Protective Services Committee (PSC) Chair
 - f) Equity, Anti-Racism and Anti-Oppression Officer

4.3 STANDING COMMITTEES

- 4.3.1 There shall be the following standing committees of the SSSC Bargaining Unit:
 - 4.3.1.1 SSSC Protective Services Committee
 - 4.3.1.2 SSSC Nominations Committee
 - 4.3.1.3 There shall be special committees of the SSSC as the executive deems necessary (e.g. Grievance Appeal Committee)

4.4 PROTECTIVE SERVICES COMMITTEE (PSC)

- 4.4.1 There shall be a Protective Services Committee for the Bargaining Unit elected in accordance with the By-laws.
- 4.4.2 The Protective Services Committee shall be responsible to the Bargaining Unit Executive through the Lead Negotiator.

4.5 NOMINATIONS COMMITTEE

- 4.5.1 There shall be a nominations committee appointed by the Bargaining Unit Executive to bring forward a list of candidates for election to the Bargaining Unit Executive at the Annual General Meeting.
- 4.5.2 The Nominations Committee shall be responsible to the Bargaining Unit membership through the Nominations Officer, in accordance with By-laws 2.3 and 7.5.

4.6 SSSC ANNUAL GENERAL MEETING (AGM)

- 4.6.1 There shall be a SSSC Annual general Meeting held in the Spring in accordance with the By-laws

- 4.6.2 The delegates to the Annual General Meeting shall be determined in accordance with the bylaws
- 4.6.3 Meetings must provide the opportunity for members to hear and participate in the meeting as it happens in accordance with the rules of order set out by Provincial OSSTF in the constitution and by-laws.

4.7 AMPA DELEGATION

- 4.7.1 The size of the AMPA delegation and/or alternates shall be determined by the OSSTF/FEESO Provincial Office.

ARTICLE 5 – ELECTIONS AND APPOINTMENTS

- 5.1 Any member of the Bargaining Unit is eligible to hold an elected office in the Unit.
- 5.2 All registered delegates have the right to vote at the Annual General Meeting.
- 5.3 Bargaining Unit Executive members shall be elected by secret ballot at the Annual General Meeting.
- 5.4 Appointments shall be made by the Executive as per the Bylaws

ARTICLE 6 - DUES & LEVIES

- 6.1 Members shall pay annual dues as prescribed by the By-laws of OSSTF.
- 6.2 In addition to the dues prescribed by OSSTF, a levy may be required by this Bargaining Unit. The amount of the levy shall be approved by a majority vote of those Members present, qualified to vote, and voting at the Annual General Meeting of the Bargaining Unit.
- 6.3 The method of payment of all dues and levies shall be prescribed in the Collective Agreement for the Bargaining Unit.

ARTICLE 7 – AMENDMENTS TO THE CONSTITUTION

- 7.1 A constitutional review shall take place yearly, before March 1.
- 7.2 Amendments to the Articles and By-laws of this Constitution may be made at a SSSC Annual General Meeting in accordance with By-law 9.

ARTICLE 8 – BARGAINING UNIT GENERAL MEETING

- 8.1 There may be a general meeting of the entire membership of the SSSC of OSSTF Rainbow District 3.
- 8.1.1. The convening and purposes of these meetings shall be described in the By-laws.

ARTICLE 9 – RULES OF ORDER

PART 2

THE BY-LAWS

BY-LAW 1 – UNIT FEDERATION YEAR

- 1.1 For fiscal matters, the Unit Federation Year shall be from July 1 to the following June 30.

BY-LAW 2 – THE BARGAINING UNIT EXECUTIVE

2.1 The SSSC Executive

- 2.1.1 It shall be the duty of the SSSC Executive members to:
- 2.1.1.1 Manage the affairs of the Bargaining Unit between the Annual General Meetings.
 - 2.1.1.2 Recommend and evaluate policy; assign or recommend projects to the Unit; and establish Ad Hoc Committees when needed, and their terms of reference.
 - 2.1.1.3 Communicate regularly with the OSSTF District office and the Unit members regarding the management of the Unit business.

2.2 The SSSC President

- 2.2.1 The SSSC President shall be the Presiding Officer and the official representative of the Bargaining Unit.
- 2.2.2 It shall be the duty of the President to:
- 2.2.2.1 Call and preside over all Executive and General Meetings.
 - 2.2.2.2 Fulfil the duties of the Bargaining Unit President as outlined in the OSSTF/FEESO Constitution & Bylaws and Policies & Procedures
 - 2.2.2.3 Be an ex-officio member of all Bargaining Unit committees (eg., Protective Services Committee)
 - 2.2.2.4 Report to the Bargaining Unit Executive and Members the activities and concerns of the District
 - 2.2.2.5 Report to the Members at the SSSC Annual General Meeting.
 - 2.2.2.6 Be a member of the Negotiating Team.
 - 2.2.2.7 Serve as the Provincial Councillor representing the Bargaining Unit
 - 2.2.2.8 Represent the Bargaining Unit at the Bargaining Unit Presidents' Meetings; the District Executive Meetings; and as a voting delegate to the District Annual General Meeting
 - 2.2.2.9 Represent the Bargaining Unit at AMPA

2.3 The SSSC Vice-President

- 2.3.1 It shall be the duty of the SSSC Vice-President to:
- 2.3.1.1 Perform the duties of the President in the President's absence.
 - 2.3.1.2 Carry out the duties as may be assigned by the President
 - 2.3.1.3 Act as Chairperson of the SSSC Nominations Committee and Bargaining Unit Nominations Officer
 - 2.3.1.4 Review the Unit's Constitution yearly along with the District Officer and makes suggested amendments to the Annual General Meeting

- 2.3.1.5 Participate on any ad hoc Grievance Appeal Committee at the request of the Grievance officer, as specified in By-law 11

2.4 The SSSC Secretary-Treasurer

- 2.4.1 It shall be the duty of the SSSC Secretary-Treasurer to:
 - 2.4.1.1 Take minutes at all meetings and distribute them to Executive members and the District 3 Office Administrator prior to the following meeting
 - 2.4.1.2 Distribute a copy of the minutes of General Membership meetings to all members and the District 3 Office Administrator
 - 2.4.1.3 Prepare a financial report in conjunction with the District Treasurer and Unit Executive for presentation at the Annual General Meeting
 - 2.4.1.4 Prepare a proposed budget in conjunction with the District Treasurer and Unit Executive for presentation and vote at the Annual General Meeting
 - 2.4.1.5 Participate as a member of the District 3 Finance Committee

2.5 The SSSC Grievance Officer

- 2.5.1 It shall be the duty of the SSSC Grievance Officer to:
 - 2.5.1.1 Attend all approved Provincial, Regional and Super Regional and/or District workshops pertaining to the grievance process
 - 2.5.1.2 Consult with the assigned Protective Services Field Secretary on issues that may lead to a grievance
 - 2.5.1.3 Assist in preparation of documentation of Steps 1 to 3 of grievances
 - 2.5.1.4 Provide updates on the status of active grievances (President, Executive members, affected members), maintaining confidentiality at all times
 - 2.5.1.5 Serve as a member of the SSSC Protective Services Committee

2.6 The SSSC Lead Negotiator/Protective Services Committee (PSC) Chair

- 2.6.1 It shall be the duty of the SSSC Lead Negotiator/PSC Chair to:
 - 2.6.1.1 Serve as a member of the Protective Services Committee
 - 2.6.1.2 Chair the Bargaining Unit Protective Services Committee meetings
 - 2.6.1.3 Serve as a member of the negotiating team
 - 2.6.1.4 Serve as spokesperson for the negotiating team
 - 2.6.1.5 Report on a timely and regular basis to the Executive and the members

2.7 The SSSC Equity, Anti-Racism and Anti-Oppression Officer

- 2.7.1 It shall be the duty of the Equity, Anti-Racism and Anti-Oppression Officer to:
 - 2.7.1.1 Act as a resource person in the Bargaining Unit which may include reviewing local OSSTF policies, bylaws, events, communications and processes from an equity perspective to advance equity at the local level
 - 2.7.1.2 Assist in the creation and maintenance of accessible and inclusive local practices and processes to remove barriers to participation
 - 2.7.1.3 Assist the executive regarding equity issues
 - 2.7.1.4 Attend and report to meetings of the Executive

- 2.7.1.5 Build awareness on equity, anti-racism and anti-oppression issues

BY-LAW 3 – THE BARGAINING UNIT PROTECTIVE SERVICES COMMITTEE

3.1 SSSC Protective Services Committee

3.1.1 Composition

- 3.1.1.1 The Protective Services Committee (PSC) shall consist of:
- 3.1.1.2 The SSSC Lead Negotiator
- 3.1.1.3 The SSSC President
- 3.1.1.4 The SSSC Grievance Officer

3.1.2 Duties

- 3.1.2.1 It shall be the duty of the PSC to:
- 3.1.2.2 Elect the members of the Bargaining Team:
- 3.1.2.3 Maintain and update Provincial and Local bargaining priorities;
- 3.1.2.4 Solicit information from the membership in the preparation of a negotiation brief:
- 3.1.2.5 Maintain contact with the Provincial and Regional Protective Services Committee and liaison officers:
- 3.1.2.6 Prepare a negotiation brief

3.2 The SSSC Bargaining Team

3.2.1 Composition

- 3.2.1.1 The Bargaining Team shall consist of the Lead Negotiator, the SSSC President, the District Officer, and two members elected by the PSC, of which one is an alternate.

3.2.2 Duties

- 3.2.2.1 It shall be the duty of the SSSC Bargaining Table Team to:
- 3.2.2.2 Receive the negotiation brief from the Employer;
- 3.2.2.3 Negotiate with the Sudbury Student Services Consortium negotiating team;
- 3.2.2.4 Report regularly to the Executive and the PSC during and at the end of negotiations;
- 3.2.2.5 Submit Tentative Agreements to the Executive and PSC for recommendation to the membership.

BY-LAW 4 – VACANCY

- 4.1 If a vacancy occurs in any Bargaining Unit Executive position, except the position of President, the Bargaining Unit Executive shall appoint a Member to fill the vacancy.
- 4.2 Where the vacancy occurs in the position of President, the Vice-President shall assume the position for the remainder of the term of office.

BY-LAW 5 – MEETINGS

5.1 Meeting Format

- 5.1.1 All meetings must allow for simultaneous aural communication
- 5.1.2 All voting shall occur under the Rules of Order determined under the Bylaws of the OSSTF

5.2 Executive Session

- 5.2.1 A meeting shall move into Executive Session whenever it must consider either matters relating to personnel or matters of serious import to the body
- 5.2.2 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
- 5.2.3 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.
- 5.2.4 Within Executive Session the standard rules of order shall be followed unless the body specifically directs otherwise.
- 5.2.5 A resolution to rise from Executive Session shall be moved at the end of the Session.
- 5.2.6 The resolutions directing the body to move into and rise from Executive Session are the only public record of the Executive Session.
- 5.2.7 Any resolution arising from Executive Session which requires public action shall be reported in the resolution to rise from Executive Session.

5.3 SSSC Executive Meetings

- 5.3.1 The Bargaining Unit Executive shall meet by December and at the call of the President but not less than three (3) times per school year.
- 5.3.2 The Bargaining Unit President shall call a meeting of the Executive when at least thirty (30) percent of the members of the Executive make such a request in writing to the President.

5.4 SSSC Annual General Meeting

- 5.4.1 Notice of the Annual General Meeting shall be given to the Members by the Bargaining Unit President or designate in writing at least thirty (30) calendar days prior to the date of the meeting.
- 5.4.2 The Annual General Meeting shall be held in the Spring.
- 5.4.3 Agenda items should be received in writing by the Secretary/Treasurer not later than fifteen (15) calendar days prior to the meeting.
- 5.4.4 On time resolutions should be received in writing by the Secretary/Treasurer no later than fifteen (15) calendar days prior to the meeting
- 5.4.5 The meeting format, available functions and features shall be communicated to the membership no later than ten (10) working days before the meeting.

5.5 SSSC General Meeting

- 5.5.1 Notice of General Meetings shall be given to the Members in writing at least ten (10) working days prior to the date of the meeting.

- 5.5.2 The Bargaining Unit President shall call a General Meeting where ten (10) percent or more of the Members make such a request in writing to the President.

BY-LAW 6 – QUORUM

- 6.1 A quorum for meetings of the Executive shall be a simple majority of the total voting members of the Executive.
- 6.2 A quorum for the Annual General Meeting shall be a simple majority of those members present and voting.
- 6.3 A quorum for a General Meeting shall be those Members present and voting.

BY-LAW 7 – ELECTIONS

- 7.1 Elections for the Executive shall be held by secret ballot on the following schedule:
- 7.1.1 President, Lead Negotiator/PSC Chair and Equity, Anti-Racism and Anti-
Oppression Officer in odd numbered years.
- 7.1.2 Vice-President, Secretary/Treasurer, and Grievance Officer in even numbered
years.
- 7.2 There shall be a nominations committee appointed by the Bargaining Unit Executive to bring forward a list of candidates for election to the Bargaining Unit Executive at the Annual General Meeting.
- 7.2.1 Candidates who wish their names to appear on the ballot may indicate their intention to run for office by submitting their name, supported by two other Members' signatures, to the Chair of Nominations of the Bargaining Unit, at least ten (10) calendar days prior to the election.
- 7.2.2 Any Member of the Bargaining Unit may be nominated "from the floor" supported by two other Members as mover and seconder of the motion to nominate.
- 7.3 Elections for Executive shall be in the order listed in Article 4 of the Constitution.
- 7.4 The procedures for voting for elected positions shall be communicated to the membership no later than ten (10) working days before the meeting.
- 7.5 A candidate who receives a majority of the votes cast on any ballot shall be declared elected. Should no candidate receive a majority on the first ballot, the candidate receiving the fewest number of votes shall be dropped from succeeding ballots until a majority is reached. In the event of the two lowest candidates receiving the same number of votes, with more than three candidates on the ballot, both the tied candidates shall be dropped.
- 7.5.1 The Nominations Officer shall oversee the counting of the ballots. The Nominations Officer may appoint additional members, who cannot be associated with the campaign for a candidate, to assist with the counting of the ballots.
- 7.5.2 Each candidate may appoint a scrutineer.

- 7.6 Defeated candidates shall be considered for other offices remaining for election if they choose.
- 7.7 Any vacant positions shall be held by the President or other member of the Executive.

BYLAW 8 – APPOINTED POSITIONS

- 8.1 The Bargaining Unit shall be represented by members of the Bargaining Unit on these District Committees:
- a) Status of Women
 - b) Communication & Political Action
 - c) Education Services
 - d) Human Rights
 - e) Health and Safety
- 8.1.1 These committee members shall be appointed by the Bargaining Unit Executive at the last meeting of the school year.
- 8.2 Candidates who are interested in representing the bargaining unit on a district standing committee shall submit their name to the Vice President at least five (5) working days before the final executive meeting of the year.

BY-LAW 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 the SSSC 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-Treasurer no later than thirty (30) calendar days prior to the SSSC Annual General Meeting, and
 - 9.2.1.1.2 Such notice shall have been forwarded to all members in order to arrive no later than then (10) working days 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 9.2.1.1.1 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-Treasurer no later than thirty (30) calendar days prior to the Annual General Meeting.
 - 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 9.3.1.1.1 not having been given.

BY-LAW 10 – DELEGATES TO THE DISTRICT 3 ANNUAL GENERAL MEETING

- 10.1 In accordance with the District 3 Constitution, the Bargaining Unit shall be represented at the District 3 Annual General Meeting by the President, who is a member of the District Executive. The Bargaining Unit shall also send a total of (FTE/15) additional delegates to the District Annual General Meeting.
- 10.2 Delegates to the District 3 Annual General Meeting shall first be chosen from the members of the Unit Executive.
- 10.3 If any members of the executive are unable to attend, the unit executive shall solicit volunteers from the membership and appoint delegates from interested candidates.

BY-LAW 11 – GRIEVANCE APPEAL COMMITTEE

- 11.1 When a grievance has been turned down by the Grievance Officer, the grievor has the right to appeal the decision by notifying the Grievance Officer in writing.
 - 11.1.1 A grievance appeal committee shall be struck at the recommendation of the Grievance Officer within ten (10) working days of receipt of the member's request.
- 11.2 The Grievance Appeal Committee shall be composed of:
 - 11.2.1 The SSSC Vice-President and,
 - 11.2.2 Two (2) additional members from the Bargaining Unit
- 11.3 The decision of the Grievance Appeal Committee is final.

BY-LAW 12 – EMPLOYMENT INSURANCE (EI) REBATE

- 12.1 The Bargaining Unit President shall consult with the membership on a yearly basis at the annual meeting as to how the EI rebate is to be spent in our community on behalf of the membership.

BY-LAW 13 – ANTI-HARASSMENT AND ANTI-BULLYING POLICY

- 13.1 There shall be an anti-harassment and anti-bullying policy for the Bargaining Unit.
- 13.2 The policy and accompanying procedures, once approved by the Bargaining Unit Executive, shall be communicated with all members.

BY-LAW 14 – ANTI-HARASSMENT AND ANTI-BULLYING APPEALS PROCEDURE

- 14.1 There shall be a Bargaining Unit Anti-Harassment and Anti-Bullying Appeals Procedure.
- 14.2 The policy and procedures, once approved by the Bargaining Unit Executive, shall be communicated with the members.