



CONSTITUTION

OSSTF - DISTRICT 30

PROVINCIAL SCHOOLS

AUTHORITY TEACHERS

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ARTICLE 1 - DEFINITIONS

- 1.1 In This Constitution:
- 1.1.1. "Branch" shall mean all the teachers assigned to each one of the following:
Provincial Schools for the Deaf, Provincial Schools for the Blind and Deafblind and
Centres Operated by the Ministry of Community Safety and Correctional Services.
- 1.1.2. "Bylaws" shall mean the standing rules governing the membership of OSSTF District
30 Provincial Schools Authority Teachers, made under this Constitution on matters
of internal regulations and matters, which are entirely within the control of District 30
Provincial Schools Authority Teachers.
- 1.1.3. "Days" shall mean instructional days.
- 1.1.4. "District" shall mean the Ontario Secondary School Teachers' Federation, District
30, Provincial Schools Authority Teachers (P.S.A.T.).
- 1.1.5. "District Members" shall include all teachers employed by the Provincial Schools
Authority.
- 1.1.6. "Member" shall mean an active member of the Bargaining Unit.
- 1.1.7. "Negotiating Team" shall mean the District Officer and the Executive of the District
and/or its appointees.
- 1.1.8. "OSSTF" shall mean the Ontario Secondary School Teachers' Federation.

ARTICLE 2 - NAME

- 2.1 The employee organization shall be known as OSSTF District 30/PSAT.
- 2.2 For the purposes of matters arising out of the Collective Agreement, the Provincial
Schools Authority Act and the Ontario Labour Relations Act, the organization shall
be known as the "Provincial Schools Authority Teachers".

ARTICLE 3 – JURISDICTION

- 3.1 The Provincial Schools Authority Teachers transfer jurisdiction over the bargaining
rights, as an employee organization under the Provincial Schools Negotiations Act
RSO. 1980, to The Ontario Secondary School Teachers' Federation, pursuant to the
powers granted the membership and subject to the Agreement to be entered into
between the Provincial Schools Authority Teachers and the Ontario Secondary
School Teachers Federation.
- 3.2 The District shall have the power to transfer bargaining rights held by it to another
employee organization upon the approval of two-thirds (2/3) of the membership
casting their votes.
- 3.2.1 the Election Committee to act as returning officers as required .
- 3.2.2 Notice of such motion to transfer bargaining rights shall be sent to the members at
least one (1) month prior to the vote, provided that the Election Committee receives
either:
 - 3.2.2.1 a petition containing signatures of at least twenty percent (20%) of the members in
good standing, or
 - 3.2.2.2 a motion to transfer bargaining rights made unanimously by the Executive.

ARTICLE 4 – PURPOSE

- 4.1 The District shall:
- 4.1.1 be the employee organization to represent all teachers comprising its membership in
the employ of the Provincial Schools Authority, in all matters with respect to the

- School Boards and Teachers Collective Negotiations Act, 1975; the Provincial Schools Negotiation Act, 1975; and the Education Act, and its regulations.
- 4.1.2 promote, safeguard, and advance the interests of its members and secure conditions which facilitate the best professional service for members.
- 4.1.3 accept the "Objects of OSSTF" as printed in the current OSSTF Constitution and Bylaws.
- 4.2 Nothing in this Constitution shall contravene the OSSTF Constitution or Bylaws, while the Memorandum of Understanding between OSSTF and PSAT dated the 7th of November 1989 is in force.

ARTICLE 5 – ETHICS

- 5.1 The District recognizes and subscribes to the principles delineated in OSSTF's Code of Ethics, as stated in OSSTF Policy 1, Ethics.

ARTICLE 6 - ANTI-HARASSMENT POLICY

- 6.1 Anti - Harassment Policy and Procedure
- 6.1.1 There shall be an Anti - Harassment Policy and Procedure in effect for all functions of the Bargaining Unit, including but not limited to, all General, Council, Executive, and Committee Meetings.
- 6.1.1.1 The Anti-Harassment Policy statement shall be read at all Bargaining Unit meetings and recorded in the minutes of any meeting
- 6.1.1.2 Prior to any meeting an Anti-Harassment officer shall be named to all in attendance
- 6.1.2 The Anti - Harassment Policy for this Bargaining Unit shall mirror the Anti - Harassment Policy and its Procedures as outlined in Procedure 13 of the Provincial OSSTF Policies and Procedures.
- 6.2 Anti - Harassment Policy Appeals Procedure
- 6.2.1 There shall be an Anti - Harassment Appeals Procedure in effect allowing members to challenge findings arising from the aforementioned Policy.
- 6.2.2 The Anti - Harassment Appeals Procedure for this Bargaining Unit shall mirror the Anti-Harassment Appeals Procedure as outlined in Procedure 13 of the Provincial OSSTF Policies and Procedures.

ARTICLE 7 – MEMBERSHIP

- 7.1 Statutory Membership
- 7.1.1 Membership in OSSTF District 30/PSAT shall consist of all teachers in schools and centres operated by the Ministry of Community Safety and Correctional Services and all teachers employed by the Provincial Schools Authority of the Ministry of Education.
- 7.1.2 Membership in the District shall obligate the member to abide by the provisions of the Constitution and Bylaws of the District.
- 7.2 Voluntary Membership
- 7.2.1 Voluntary Membership in the District must be approved by the District Executive and accepted by the General Secretary of OSSTF, provided the applicant:
 - 7.2.1.1 holds a Certificate to teach (or its equivalent);
 - 7.2.1.2 is engaged in an educational capacity; and
 - 7.2.1.3 subscribes his/her initial fee with the application, and such fee will be refunded if the

- application is rejected.
- 7.2.2 Voluntary Members in the District shall have the same rights and responsibilities as Statutory Members except that Voluntary Membership shall not include the right to vote or hold office.
- 7.2.3 Failure on the part of the Voluntary Member to pay the annual fee or to fulfill the requirements of 7.2.1 shall have his/her voluntary membership in the District cancelled. A Voluntary Member shall subscribe his/her annual fee by November 30 of each succeeding year to continue his/her voluntary membership in the District.
- 7.3 Honorary Life Membership
- 7.3.1 An Honorary Life Membership in the District may be awarded to a teacher who:
 - 7.3.1.1 has retired or resigned, and
 - 7.3.1.2 has, in the opinion of the District Executive, contributed to the progress of Special Education, and the well-being of the District and its goals.
 - 7.3.1.3 Nominations for this award must be submitted to the District Executive before April 30th.
 - 7.3.1.4 The District Executive shall review the nominations and make recommendations to the Provincial Executive for approval.

ARTICLE 8 – DISTRICT LEVY

- 8.1 The District Executive shall have the power to recommend to the Membership, once a year. any changes in the levy.
- 8.2 After at least thirty (30) days advance notice to the Membership, a referendum shall be conducted among the Statutory Membership, and a simple majority of the votes cast shall be sufficient authority for any change.
- 8.3 Members shall, if necessary, authorize the employer to deduct the levy from their wages or salary and pay the amount thereof to the Treasurer of the District.

ARTICLE 9 - DISTRICT STRUCTURE

- 9.1 District Executive
- 9.1.1 The Executive shall be comprised of five (5) Officers consisting of:
 - 9.1.1.1 Voting Members, when possible:
 - 9.1.1.1.1 at least one (1) Executive Officer representing Provincial Schools for the Deaf,
 - 9.1.1.1.2 at least one (1) Executive Officer representing Provincial Schools for the Blind/Deafblind, and,
 - 9.1.1.1.3 at least one (1) Executive Officer representing Centres operated by the Ministry of Community Safety and Correctional Services.
 - 9.1.1.1.4 Offices within the Executive:
 - 9.1.1.1.4.1 President
 - 9.1.1.1.4.2 Vice President
 - 9.1.1.1.4.3 Secretary
 - 9.1.1.1.4.4 Treasurer
 - 9.1.1.1.4.5 Executive Officer
 - 9.1.1.2 Non-Voting Members:
 - 9.1.1.2.1 District Officer
 - 9.1.1.2.2 President Elect (when applicable)
- 9.1.2 The voting members of the District Executive shall be elected or appointed by

- the membership in accordance with the Constitution and Bylaws.
- 9.2 District Representatives Council
- 9.2.1 The Representatives Council shall be comprised of;
- 9.2.1.1 one (1) representative for every thirty-five (35) District members or major fraction thereof from each centre, with a minimum of one (1) representative from each centre.
- 9.2.2.1 For the purpose of 9.2.1.1, Resource and Home Visiting Teachers will be represented as a separate group from the classroom teachers who work in the same site.
- 9.2.2.2 This calculation shall take place annually on April 30th.
- 9.2.2 Notwithstanding 9.2.1.1, in a centre with only one teacher, the teacher shall be deemed to be the Representative.
- 9.2.3 Where there is no Representative the Executive liaison to the site will collect and relay information.

ARTICLE 10 – QUORUM

- 10.1 Quorum for Executive meetings shall be 40% of voting members of the Executive.
- 10.2 Quorum for District Representatives' Council shall be 40% of all representatives
- 10.3 Quorum for the Annual General Meeting shall be 40% of delegates.

ARTICLE 11 - BUSINESS YEAR

- 11.1 The business year shall extend from July 1st of one year to June 30th of the following year and the books shall be closed on June 30th of each year.

ARTICLE 12 - AMENDMENTS

- 12.1 Amendments to this Constitution may be made at the District Annual General Meeting, either:
- 12.1.1 by a two-thirds vote of the members present and voting, provided that:
- 12.1.1.1 written notice of a proposed amendment shall be given in writing to the District Executive on or before the first Monday following the March Break; and;
- 12.1.1.2 written notice of all on-time amendments shall be forwarded on or before April 1st by the District Executive to the membership; or
- 12.1.2 by a nine-tenths vote of the delegates present and voting, previous notice not having been given as in 12.1.1.1 and 12.1.1.2 above.

BYLAWS:

BYLAW 1 - DISTRICT EXECUTIVE

1.1 Duties

1.1.1 Duties of the District Executive

1.1.1.1 The Executive shall:

1.1.1.2 serve as liaison members to all committees;.

1.1.1.3 appoint, if necessary, a recording secretary who shall not be a voting member of the Executive;

1.1.1.4 appoint Members to District committees;

1.1.1.5 appoint members to act as delegates to the Annual Meeting of the Provincial Assembly;

1.1.1.6 review the Constitution and Bylaws annually, and initiate appropriate procedures to update it where necessary;

1.1.1.7 make the Constitution and Bylaws available to all members through the District website;

1.1.1.7.1 recommend a candidate for hiring as District Officer to the Representatives' Council for ratification;

1.1.1.7.2 participate in the review process for the District Officer as outlined in Bylaw 6.4;

1.1.1.7.3 be empowered to engage other resource persons as deemed necessary

1.1.1.8 The Executive shall ensure the appointment or election of the following officers (provided the Memorandum of Understanding between OSSTF and PSAT, dated the 7th of November 1989, is in force):

1.1.1.8.1 Grievance Officer;

1.1.1.8.2 Communications/Excellence in Education Officer;

1.1.1.8.3 Health and Safety Officer;

1.1.1.8.4 Educational Services Officer;

1.1.1.8.5 Human Rights Officer;

1.1.1.8.6 Status of Women Officer;

1.1.1.8.7 Constitution Officer;

1.1.1.8.8 Political Action Officer; and,

1.1.1.8.9 Labour Council Liaison.

1.1.1.8.10 These appointments are subject to ratification by the Representatives' Council at their next meeting. A simple majority shall be required for ratification.

1.1.2 Duties of the President

1.1.2.1 The President shall:

1.1.2.1.1 chair all meetings of the Members and Officers or request that the District Executive appoint a Chair;

1.1.2.1.2 sign all instruments which require his/her signature;

1.1.2.1.3 perform all duties incident to his/her office;

1.1.2.1.4 have such other powers and duties as may be assigned by the Executive;

1.1.2.1.5 act as the official spokesperson of the District;

1.1.2.1.6 act as the official representative of the District at any conference or event at which the District is represented officially;

1.1.2.1.7 call Executive or Special Meetings at the request of the majority of the Executive;

1.1.2.1.8 act as one of the signing officers;

1.1.2.1.9 initiate an annual review of the Constitution and make available an up-to-date copy

- of the Constitution;
- 1.1.2.1.10 represent the District at the Teacher/Occasional Teachers Sector Caucus; and,
- 1.1.2.1.11 be the Provincial Councilor.
- 1.1.3 Duties of the Vice-President
- 1.1.3.1 The Vice President shall:
 - 1.1.3.1.1 assume the duties of the President, should the President be absent, and,
 - 1.1.3.1.2 perform such other duties as may, from time to time, be assigned by the Executive.
- 1.1.4 Duties of the Secretary
- 1.1.4.1 The Secretary shall:
 - 1.1.4.1.1 attend all meetings called by the Executive and enter in the books for that purpose, minutes of all proceedings thereat;
 - 1.1.4.1.2 give all notices required to be given to members, the Executive, and members of the committees;
 - 1.1.4.1.3 act as an alternate signing officer; and,
 - 1.1.4.1.4 perform such other duties as may, from time to time, be assigned by the Executive
- 1.1.5 Duties of the Treasurer
- 1.1.5.1 The Treasurer shall:
 - 1.1.5.2 attend all meetings called by the Executive;
 - 1.1.5.3 keep full and accurate books and accounts;
 - 1.1.5.4 be responsible for the deposit of money and disbursement of funds of the District;
 - 1.1.5.5 present audited or non-audited financial reports at the Annual General Meeting;
 - 1.1.5.6 present non-audited financial reports at Executive Meetings and at other times as deemed appropriate by the Executive;
 - 1.1.5.7 act as one of the signing officers;
 - 1.1.5.8 present the proposed budget at the Annual General Meeting for ratification;
 - 1.1.5.9 be responsible for payroll deductions and submission of contributions to the appropriate authorities;
 - 1.1.5.10 perform such other duties as may, from time to time, be assigned by the Executive.
- 1.1.5.11 Reserve Funds
 - 1.1.5.11.1 The Bargaining Unit Reserves Account shall be used for:
 - 1.1.5.11.2 unforeseen or unbudgeted expenditures approved by the Bargaining Unit Executive by motion;
 - 1.1.5.11.3 protection of members associated with costs incurred to process grievances, arbitrations, collective bargaining or legal advice beyond monies provided by Provincial OSSTF; or,
 - 1.1.5.11.4 release time for Bargaining Unit Officers'.
- 1.2 Executive Meetings
- 1.2.1 The Executive shall meet at least twice annually and as often as is required to successfully expedite those duties outlined in this constitution.
- 1.2.2 Incoming Executive shall be invited to the May Executive meeting.
- 1.2.3 All meetings shall be face - to - face.
- 1.2.4 Notwithstanding 1.2.3, in the event a member cannot attend a meeting in person, attendance by conference call or video conference may be permitted.
- 1.2.5 All meetings must allow for simultaneous aural communication as per the most recent edition of *Robert's Rules of Order*.
- 1.2.6 Executive Session
- 1.2.6.1 The Executive shall move into Executive Session whenever it must consider either

- matters relating to personnel or matters of serious importance to the body.
- 1.2.6.2 The standard resolution to move into Executive Session should be worded as follows: "Be it resolved that this House move into Executive Session, with the Chairperson in the Chair, minimal staff present, and the doors tyled."
 - 1.2.6.3 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. The Minutes of an Executive Session shall be read and acted upon only in an Executive Session.
 - 1.2.6.4 The Minutes of an Executive Session shall be kept in a secure location for a period of seven years, whereafter they shall become part of the Unit's public record unless the Executive specifically directs otherwise.
 - 1.2.6.5 Within Executive Session, the standard rules of order shall be followed unless the Executive specifically directs otherwise.
 - 1.2.6.6 A resolution to rise from Executive Session shall be moved at the end of the Session.
 - 1.2.6.7 The resolutions directing the Executive to move into and rise from Executive Session are the only public record of the Executive Session.
 - 1.2.6.8 Any resolution arising from Executive Session which requires public action shall be reported in the resolution to rise from Executive Session.
- 1.3 Elections
- 1.3.1 Elections shall be conducted under the supervision of the Election Committee in accordance with the guidelines provided by the Executive.
 - 1.3.2 Election of President
 - 1.3.2.1 Nominations for President shall open on the first Monday in December, and close twenty (20) working days prior to the election.
 - 1.3.2.2 The President will be elected for a two (2) year term.
 - 1.3.2.3 The election will take place by secret ballot at all schools on the last Monday in February.
 - 1.3.2.4 All Members are eligible to vote.
 - 1.3.2.5 The successful candidate must receive a majority of the votes cast.
 - 1.3.2.6 If no candidate achieves a majority, then the candidate with the least number of votes shall be dropped from the ballot and a second ballot will take place at the Annual General Meeting.
 - 1.3.2.7 All delegates in attendance at the AGM will be eligible to vote.
 - 1.3.2.8 In the event that the number of delegates at the AGM is insufficient to constitute quorum, the second ballot shall take place by secret ballot among the current Executive members.
 - 1.3.2. The President Elect shall assume the position of President following adjournment of the Annual General Meeting.
 - 1.3.3 Election of Executive Officers
 - 1.3.3.1 Nominations for the Executive Officers shall open on the first Monday in March, and close twenty (20) working days prior to the election.
 - 1.3.3.2 The Executive Officers will be elected for a two (2) year term.
 - 1.3.3.3 Five (5) working days prior to the election date for Executive Officers, all Members

- shall have received written information regarding the candidates.
- 1.3.3.4 The election will take place by secret ballot on the last Monday in April.
- 1.3.3.5 All Members are eligible to vote.
- 1.3.3.6 If there are more than four candidates running for the Executive positions, then there will be an election, and the results of the election will be tabulated as follows:
 - 1.3.3.6.1 the candidate from each branch with the highest vote count shall be deemed elected, and
 - 1.3.3.6.2 the fourth Executive Officer shall be the candidate of all those remaining with the highest vote count.
- 1.3.3.7 Notwithstanding Bylaw 1.3.3.6.1, if no nominations are received from a particular branch, the position shall be filled by the candidate of all those remaining, regardless of branch, with the highest vote count.
- 1.3.4 Offices within the Executive (other than President)
- 1.3.4.1 Members of the incoming Executive shall be eligible for and determine the positions of:
 - 1.3.4.1.1 Vice-President;
 - 1.3.4.1.2 Secretary; and
 - 1.3.4.1.3 Treasurer.
- 1.3.4.2 All appointments/elections for the positions in Bylaw 1.3.4.1 must be ratified by the Representatives' Council at their next meeting.
- 1.3.4.3 The ratification vote shall be done by secret ballot.
- 1.3.4.4 All members of Representatives' Council in attendance at the meeting shall be eligible to vote.
- 1.3.4.5 A simple majority is required for ratification.
- 1.3.4.6 The Vice-President Elect, the Secretary Elect and the Treasurer Elect shall assume their positions following adjournment of the Annual General Meeting.
- 1.4 Vacancies on Executive
- 1.4.1 If the President's term is temporarily interrupted through illness or unforeseen circumstances, the Vice President shall assume the duties of President during the absence of the President.
- 1.4.2 If the term of an Executive Officer (other than the President) is temporarily interrupted through illness or unforeseen circumstances, the Executive shall appoint another member in good standing from the same Branch to replace that Executive Officer during the time of his/her absence.
- 1.4.3 If an Executive Officer (including the President) resigns from his/her position more than six months prior to the completion of his/her term, then the vacancy shall be filled in the following manner:
 - 1.4.3.1 by the candidate who was second place in the immediate past election, if the Executive Officer was not acclaimed; but,
 - 1.4.3.2 if this candidate does not wish to fill the position, then the vacancy will be filled by the candidate who was third; this pattern will be followed until a willing candidate is found.
- 1.4.4 If Bylaw 1.4.3.1 Or Bylaw 1.4.3.2 are not possible, then the Executive shall call a bi-election at the earliest opportunity to fill the vacancy.
- 1.4.4.1 When the bi-election is for the position of President, the Vice-President shall assume the duties of the President during the interim period, until the new President is in place.

- 1.4.5 If the President resigns from his/her position less than six months prior to the completion of his/her term, then the Vice President shall carry out the duties of the President for the duration of the term.
- 1.4.6 If an Executive Officer (other than the President) resigns from his/her position less than six months prior to the completion of his/her term, then the vacancy shall be filled according to 1.4.3.1 above, if possible, and, if that is not possible, then the Executive shall appoint a member in good standing from the same Branch to fill the vacancy.
- 1.4.7 Any appointment resulting from application of rules in this Bylaw must be ratified by the Representatives' Council.
 - 1.4.7.1 The ratification vote shall be done by secret ballot.
 - 1.4.7.2 A simple majority shall be required for ratification.
 - 1.4.7.3 Ratification votes are to be carried out at the next scheduled Representatives' Council meeting.
 - 1.4.7.4 Procedures for Selecting a Provincial Councilor Alternate
 - 1.4.7.4.1 Should the Bargaining Unit's Provincial Councilor be unable to attend a meeting of Provincial Council, the President shall select an alternate from members of the Executive.
- 1.5 Statutory Leave for Time Release Officers
 - 1.5.1 In the event that the Time Release Officer requires a statutory/sick leave, the Council shall appoint an Acting Time Release Officer from among the members of the Collective Bargaining Committee or the Executive, subject to the term of office.
 - 1.5.2 In the event that the Chief Negotiator requires a statutory/sick leave, the Council shall appoint an Acting Chief Negotiator from among the members of the Collective Bargaining Committee or the Executive, subject to the term of office.
 - 1.5.3 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 Council shall appoint an acting replacement from among the members of the Council for the duration of the leave, subject to the term of office.
- 1.6 Bargaining Unit Officers Duties
 - 1.6 Duties of the Chief Negotiator
 - 1.6.1 It shall be the duty of the Chief Negotiator to:
 - 1.6.1.1 assume responsibility for the negotiation of a Collective Agreement and the renewal of the Collective Agreement for the Unit; and,
 - 1.6.1.2 act as Chair of the Unit's Collective Bargaining Committee.
 - 1.6.2 Duties of the Health and Safety Officer:
 - 1.6.2.1 It shall be the duty of the Health and Safety Officer to:
 - 1.6.2.1.1 act as chair of the Health and Safety Committee;
 - 1.6.2.1.2 carry out the duties as outlined in the OSSTF Bylaws;
 - 1.6.2.1.3 report on a timely and regular basis to the Executive and Members;
 - 1.6.2.1.4 investigate Health and Safety complaints from members;
 - 1.6.2.1.5 provide assistance to members during "refusal to work" situations;
 - 1.6.2.1.6 carry out inspections of work sites as a member of the Joint Health and Safety Committee; and,
 - 1.6.2.1.7 attend Provincial, Regional and/or District Health and Safety meetings and workshops.

- 1.6.3 Duties of the Communications/Political Action Officer:
 - 1.6.3.1 It shall be the duty of the Communications/Political Action Officer to:
 - 1.6.3.1.1 act as chair of the Communications/Political Action Committee;
 - 1.6.3.1.2 carry out the duties as outlined in the OSSTF/FEESO Bylaws;
 - 1.6.3.1.3 report on a timely and regular basis to the Executive and Members; and,
 - 1.6.3.1.4 attend Provincial, Regional and/or District Communications/Political Action meetings and workshops.
- 1.6.4 Duties of the Constitution Officer:
 - 1.6.4. It shall be the duty of the Constitution Officer to:
 - 1.6.4.1 be the Chair of the Constitution Committee;
 - 1.6.4.2 facilitate, with the contributions of the Committee, revisions of the Bargaining Unit Constitution, Bylaws and Procedures;
 - 1.6.4.3 report to the TBU Council; and,
 - 1.6.4.4 represent the Committee at Bargaining Unit General Meetings.
- 1.6.5 Duties of the Educational Services Officer:
 - 1.6.5.1 It shall be the duty of the Educational Services Officer to:
 - 1.6.5.1.1 act as chair of the Educational Services Committee;
 - 1.6.5.1.2 carry out the duties as outlined in the OSSTF Bylaws;
 - 1.6.5.1.3 report on a timely and regular basis to the Executive and Members; and,
 - 1.6.5.1.4 attend Provincial, Regional and/or District Educational Services meetings and workshops.

BYLAW 2 REPRESENTATIVES COUNCIL

- 2.1 Duties
 - 2.1.1 Duties of Representative Council
 - 2.1.1.1 The Representatives' Council shall:
 - 2.1.1.1.1 consider any issues referred by the members or the Executive;
 - 2.1.1.1.2 recommend approval of the District Budget;
 - 2.1.1.1.3 approve the Auditor's Report;
 - 2.1.1.1.4 recommend approval of negotiation priorities;
 - 2.1.1.1.5 ratify the candidate selected for District Officer; and,
 - 2.1.1.1.6 ratify the selection of Vice-President, Secretary and Treasurer, as specified under Bylaw 1.3.4.2.
 - 2.1.2 Duties of District Representatives
 - 2.1.2.1 Members having grievances, questions or information relevant to the District may consult initially with their representatives.
 - 2.1.2.2 The Representative shall:
 - 2.1.2.2.1 attend Representatives' Meetings;
 - 2.1.2.2.2 distribute information to the membership as received from the District;
 - 2.1.2.2.3 advise, inform, and assist members on questions or information relevant to the District;
 - 2.1.2.2.4 act as a Returning Officer when needed and as such shall:
 - 2.1.2.2.4.1 administer and monitor voting procedures at the local level in accordance with the Constitution, for the nomination/election of Representatives and Executive Officers; and for ratification of the collective agreement;
 - 2.1.2.2.4.2 maintain and make available to the District Office by October 31st, an up-to-date-

- voter list;
- 2.1.2.2.4.3 post/distribute election/voting materials as received from the District Office;
- 2.1.2.2.4.4 select polling stations, polling clerks and assistants;
- 2.1.2.2.4.5 inform membership at least ten (10) working days in advance as to the date(s), time(s) and location for nominations to be received; for voting to take place for the purpose stated; and.
- 2.1.2.2.4.6 ensure that the marking of ballots is a private matter.
- 2.1.2.2.5 When the current Representative is a candidate for election, the Executive shall appoint another member in good standing to act as the Returning Officer in matters related to the election.
- 2.2 Election of District Representatives
- 2.2.1 Nominations for district representatives shall be opened on the first Monday in May and shall be open for a minimum of fifteen days.
- 2.2.2 Election of District Representatives shall take place at each school on or before June 1st
- 2.2.3 The name of the elected representative(s) shall be communicated to the PSAT Office Manager no later than 5 days after the election.
- 2.2.4 Representatives shall serve as District representatives at the school level for a term of one year. Representatives-elect assume authority on the first work day in September of the school year following their election.
- 2.2.5 In the event that a representative resigns or leaves a position at a school or centre, a new election shall take place as soon as possible at the affected centre.
- 2.3 Representatives' Council Meetings
- 2.3.1 Representatives shall meet as a Representatives' Council on the same weekend as the Annual General Meeting.
- 2.3.2 At that time, they shall ratify the position of Vice President, Secretary, Treasurer and District Officer.
- 2.3.3 They shall meet at other times as authorized by the Executive and deemed necessary to advise the Executive regarding negotiations and other matters relevant to the District.
- 2.3.4 All meetings shall be face - to - face.
- 2.3.5 Notwithstanding 2.4, in the event a member cannot attend a meeting in person, attendance by conference call or video conference may be permitted.
- 2.3.6 All meetings must allow for simultaneous aural communication as per the most recent edition of *Robert's Rules of Order*.
- 2.3.7 Executive Session
- 2.3.7.1 The Bargaining Unit Council shall move into Executive Session whenever it must consider either matters relating to personnel or matters of serious importance to the body.
- 2.3.7.2 The standard resolution to move into Executive Session should be worded as follows: "Be it resolved that this House move into Executive Session, with the Chairperson in the Chair, minimal staff present, and the doors tyled."
- 2.3.7.3 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. The Minutes of an Executive Session shall be read and acted upon only in an Executive

- Session.
- 2.3.7.4 The Minutes of an Executive Session shall be kept in a secure location for a period of seven years, whereafter they shall become part of the Unit's public record unless the Council specifically directs otherwise.
 - 2.3.7.5 Within Executive Session, the standard rules of order shall be followed unless the Council specifically directs otherwise.
 - 2.3.7.6 A resolution to rise from Executive Session shall be moved at the end of the Session.
 - 2.3.7.7 The resolutions directing the Council to move into and rise from Executive Session are the only public record of the Executive Session.
 - 2.3.7.8 Any resolution arising from Executive Session which requires public action shall be reported in the resolution to rise from Executive Session.

BYLAW 3 GENERAL MEMBERSHIP MEETINGS

3.1 Annual General Meeting

- 3.1.2 The Annual General Meeting shall be held on a Saturday in May, at such a time and place as the Executive may appoint.
 - 3.1.1 To prepare for the AGM, the PSAT Office Manager shall, by the second Thursday in January, advise the membership of:
 - 3.1.1.1 the date of the meeting;
 - 3.1.1.2 the number of voting delegates for each group;
 - 3.1.1.3 that a member in good standing may dispute the number in his/her group by advising the office in writing by the second Thursday in February; and
 - 3.1.1.4 the deadline date for on-time motions which is the first Monday after March Break.
 - 3.1.3 Delegates
 - 3.1.3.1 Attendance at the AGM shall be by delegation. Delegates shall represent the following groups:
 - 3.1.3.1.2 Robarts;
 - 3.1.3.1.3 Sir James Whitney;
 - 3.1.3.1.4 EC Drury; and,
 - 3.1.3.1.5 Centre Jules-Léger; and,
 - 3.1.3.1.5 W Ross Macdonald; and
 - 3.1.3.1.7 Correctional Program
 - 3.1.3.2 The number of delegates from each group shall be determined by the total number of members in the group divided by fifteen (15) rounded to the nearest whole number.
 - 3.1.3.3 Each site shall have a minimum of one (1) delegate.
 - 3.1.3.4 If there are one or more groups which do not have enough members to elect at least one delegate under the formula above, these groups could join together to enable them to elect one delegate "at large" to represent all members in the respective groups.
 - 3.1.3.5 If after all such groups have joined together, they still do not have at least 8 members, they will nonetheless be entitled to one delegate at large.
 - 3.1.3.6 The PSAT Office Manager shall make a suggestion of how groups may unite to obtain a delegate at large.

- 3.1.3.7 If the PSAT Office Manager does not receive an alternative suggestion(s) by the third Thursday in February from a member(s) in good standing of one of the respective groups, that suggestion identified by the PSAT Office Manager shall stand.
- 3.1.3.8 Each Executive member shall be considered a delegate and voting member from his/her group, but shall not be counted towards the complement of his/her group.
- 3.1.3.9 The District Officer shall attend the AGM as a non-voting member.
- 3.1.3.10 Each District Representative shall be considered a delegate from his/her group, and shall be counted towards the complement of his/her group.
- 3.1.3.11 If the District Representative cannot attend the AGM, he/she may designate a Member in good standing to replace him/her.
- 3.1.3.12 If a designate is not determined by April 1, the position will be up for election.
- 3.1.3.13 Election of Delegates
 - 3.1.3.13.1 Notwithstanding Bylaws 3.1.3.7 and 3.1.3.9 delegates shall be chosen by election.
 - 3.1.3.13.2 Nominations must be received by the Friday closest to April 8,
 - 3.1.3.13.3 The election shall take place by April 20th.
- 3.1.4 The President shall Chair the meeting or shall request that the District Executive appoint a chair.
- 3.1.5 If the President is unable to attend the meeting, the Executive shall appoint someone else to Chair the meeting.
- 3.1.6 Reimbursement of Expenses
 - 3.1.6.1 Each delegate at the AGM shall be reimbursed for all expenses according to current PSAT guidelines.
 - 3.1.6.2 All life members who attend the AGM shall be reimbursed for travel and meal expenses only according to current expense guidelines. Life members shall attend as observers.
 - 3.1.6.3 Members who are invited to present reports to the AGM but who are not delegates may attend the AGM as non-voting members. They shall be reimbursed according to PSAT guidelines
 - 3.1.6.4 Any other Member may attend the AGM as an observer at his/her own expense.
- 3.1.7 All voting shall occur under the Rules of Orders determined under the Bylaws of the OSSTF.
- 3.1.8 All meetings must allow for simultaneous aural communication as per the most recent edition of *Robert's Rules of Order*. Accessibility as required will be provided.
- 3.1.9 Executive Session
 - 3.1.9.1 The General Membership shall move into Executive Session whenever it must consider either matters relating to personnel or matters of serious importance to the body.
 - 3.1.9.2 The standard resolution to move into Executive Session should be worded as follows: "Be it resolved that this House move into Executive Session, with the Chairperson in the Chair, minimal staff present, and the doors tyled."
 - 3.1.9.3 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. The Minutes of an Executive Session shall be read and acted upon only in an Executive Session.

- 3.1.9.4 The Minutes of an Executive Session shall be kept in a secure location for a period of seven years, whereafter they shall become part of the Unit's public record unless the Membership specifically directs otherwise.
- 3.1.9.5 Within Executive Session, the standard rules of order shall be followed unless the Membership specifically directs otherwise.
- 3.1.9.6 A resolution to rise from Executive Session shall be moved at the end of the Session.
- 3.1.9.7 The resolutions directing the Membership to move into and rise from Executive Session are the only public record of the Executive Session.
- 3.1.9.8 Any resolution arising from Executive Session which requires public action shall be reported in the resolution to rise from Executive Session.
- 3.2 Special Meetings
- 3.2.1 The Executive may, at any time, convene a Special Meeting of the District.
- 3.2.2 A Special Meeting shall be called by the Executive upon written application signed by not less than twenty percent (20%) of the membership in good standing.
- 3.2.3 Such application shall specify the nature of the business to be brought before the Special Meeting and no other business shall be transacted at such Special Meeting other than that specified in the application.
- 3.2.4 Upon receipt of such application, the Executive shall forthwith convene a Special Meeting and if the Executive does not convene the same within ten (10) working days of the receipt of the application, the applicants or twenty percent (20%) of the members may themselves convene a meeting for the transaction of the business mentioned in the application and such meeting shall be capable of transacting business and of acting on behalf of the District as if called by the Executive.
- 3.2.5 Notice of any Special Meeting of the District shall state the general nature of the business which is to be transacted at such meeting, the place, day, and hour of the meeting and such written notice shall be given to members at least ten (10) working days previous to the meeting but the non-receipt of said notice by any member shall not invalidate the proceedings of any Special Meeting.
- 3.3 Miscellaneous Action Motions
- 3.3.1 Miscellaneous Action Motions may be approved by:
 - 3.3.1.1 a majority vote of the delegates voting and in attendance at the District Annual General Meeting; or
 - 3.3.1.2 by a majority vote of the members in good standing and in attendance at a Special Meeting called for the purpose,
- 3.3.2 Provided a Notice of Motion has been published to the general membership by the District Executive at least one month prior to the Annual General Meeting or a Special Meeting called for that purpose.
 - 3.3.2.1 Notwithstanding Bylaws 3.3.1.1. and 3.3.1.2, should a notice of motion be published less than one month prior to the AGM or Special Meeting, the motion shall require a three-quarters vote to pass.
- 3.3.3 All motions shall include associated costs to the District.
- 3.3.4 In the event that there are not enough delegates at the AGM to establish quorum, approval of the next year's budget shall require a unanimous vote of the District Executive.

BYLAW 4 – COMMITTEES

4.1 Representation

- 4.1.1 All committees shall consist of Members appointed by the Executive. Where possible there shall be a representative from each branch.
- 4.1.2 Wherever possible, committees shall have equal representation from each of the school branches referred to in the definition provision of this Constitution.

4.2 List of Committees

- 4.2.1 There shall be the following Standing Committees:

- 4.2.1.1 Constitution Committee;
- 4.2.1.2 Election Committee;
- 4.2.1.3 Finance Committee;
- 4.2.1.4 Negotiations Committee;
- 4.2.1.5 Political Action Committee;
- 4.2.1.6 Professional Development Central Committee; and,
- 4.2.1.7 Grievance Committee.

4.3 Terms of Reference

- 4.3.1 District Standing Committees shall operate under the following terms of reference:
- 4.3.2 Each committee shall elect a Chairperson.
- 4.3.3 Minutes of all committee meetings shall be forwarded to the Executive of the District.
- 4.3.4 Expenses shall be within an annual budget, as determined by the Executive.

4.4 Constitution Committee

- 4.4.1 The Constitution Committee shall be composed of one (1) Executive Officer as liaison and up to three (3) members appointed by the Executive.
- 4.4.2 Notwithstanding 4.3.2, the Constitution Officer shall act as the Chair of the committee.
- 4.4.3 This committee will be responsible for:
 - 4.4.3.1 reviewing the Constitution annually;
 - 4.4.3.2 proposing amendments;
 - 4.4.3.3 updating the Constitution as and when required; and,
 - 4.4.3.4 forwarding ratified amendments to the President for publication and distribution to the membership.
- 4.4.4 The Constitution Officer shall be responsible for submitting the District Constitution to Provincial Office each year.

4.5 Election Committee

- 4.5.1 The Election Committee shall conduct and supervise all votes specified in this Constitution and shall perform other duties assigned to it by the Executive.
- 4.5.2 The committee shall respond to the members by publishing the results of the vote in each school within ten (10) working days of counting of the ballots. They shall also indicate the number of disallowed votes and the reason for same.
- 4.5.3 The committee shall follow the guidelines provided by the Executive.

4.6 Finance Committee

- 4.6.1 The Finance Committee shall be composed of the Treasurer as liaison and three (3) appointed members, one (1) from each branch.
- 4.6.2 This committee will review the annual budget and the expenditures of all committees.
- 4.6.3 The committee will be responsible for reviewing the annual expenditures including expense statements, office equipment purchases/rentals, office staff salary, office

- rental fee, expense appeals, etc. and report back to the Executive.
- 4.6.4 It is the duty of the Finance committee to:
- 4.6.4.1 solicit budget requests and consider input from all committee chairs and workplace representatives equitably by May 1st for the upcoming year's budget proposal;
- 4.6.4.2 consider/review the levy for the bargaining unit;
- 4.6.4.3 set a budget in time for consideration by the Executive for the next fiscal year; and,
- 4.6.4.4 recommend to the AGM Delegates for approval, a compensation rate for mileage.
- 4.7 Negotiations Committee
- 4.7.1 The Negotiations Committee shall be composed of the District Officer and the Executive of the District and/or its appointees.
- 4.7.2 When negotiations are necessary, the Negotiations Committee shall have the full mandate to negotiate a collective agreement for the district, or as necessary to approach the Provincial Office regarding making arrangements to enter resumption of bargaining.
- 4.8 Professional Development (PD) Central Committee
- 4.8.1 The PD Central Committee will be composed of the District Educational Services Officer and up to four appointed members.
- 4.8.2 Notwithstanding Bylaw 4.3.2 the District Educational Services Officer shall Chair the committee.
- 4.8.3 The District Educational Services Officer shall be elected by the membership in accordance with Bylaw 4.
- 4.8.4 The role of the committee is to:
- 4.8.4.1 advise the executive of the structure of the committee;
- 4.8.4.2 establish and recommend guidelines for PD funding;
- 4.8.4.3 review annually the funding process and make recommendations when required; and,
- 4.8.4.4 act as the approval body for funding requests.
- 4.8.5 Appeals:
- 4.8.5.1 There shall be an appeals process defined in the PD Guidelines.
- 4.8.5.2 The Executive shall act as the Appeals Committee.
- 4.8.5.3 The decision of the Appeals Committee is final.
- 4.9 Election of Educational Services Officer
- 4.9.1 Nominations for the District Educational Services Officer shall be opened by April 15th of every even year.
- 4.9.2 The District Educational Services Officer shall be elected on or before May 1st, each even year.
- 4.9.3 The name of the District Educational Services Officer shall be announced by the Election Committee as soon as possible following the election.
- 4.10 Ad-Hoc Committees
- 4.10.1 The Executive may constitute Ad-Hoc Committees as required.
- 4.10.2 The Executive shall provide guidelines for the development of "Terms of Reference" for Ad Hoc Committees.
- 4.10.2.3 Ad Hoc Committees shall provide copies of their reports to the Representatives' Council.

- 4.11 Special Ad-Hoc Committees
- 4.11.1 Special or ad-hoc committees shall be established from time to time to:
 - 4.11.1.1 meet the needs of the Membership, or
 - 4.11.1.2 meet the requirements of the Collective Agreement with the Employer.

BYLAW 5 EXPENSES

- 5.1 Executive Expenses
- 5.1.1 The District shall pay such expenses as the Executive incur in carrying out their duties as outlined in this Constitution.
- 5.2 Members Expenses
- 5.2.1 The District may reimburse members' expenses which are incurred on behalf of the District.
- 5.2.2 The District members shall not receive payment, salary or any other remuneration, except for agreed upon expenses incurred on behalf of the District, for any personal or professional services rendered on behalf of, or for, the District.
- 5.2.3 Dependent Care
- 5.2.3.1 If a unit officer 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 the Provincial Expenditures Guidelines for childcare, payable by the Unit.
- 5.3 Expense Appeals
- 5.3.1 Any issue arising out of the reimbursements or expenses shall be forwarded to the Finance Committee for settlement.

BYLAW 6 - DISTRICT OFFICER

- 6.1 Duties of District Officer
- 6.1.1 The District Officer shall perform those duties necessary for effective operation of the District as directed by the Executive, including:
 - 6.1.2 visit and be available at every site at least once per school year;
 - 6.1.3 be available to make a weekly trip to the office as required (except when geographically or meteorologically impossible);
 - 6.1.4 maintain a weekly log of activities;
 - 6.1.5 maintain a log of all expenditures and expenses;
 - 6.1.6 prepare and deliver a monthly report to the Executive at each Executive meeting;
 - 6.1.7 assist with the preparation of communiqués;
 - 6.1.8 attend OSSTF workshops;
 - 6.1.9 be available to attend Executive Meetings, Representatives' Meetings, Annual General Meetings and the OSSTF Annual Meeting Provincial Assembly, as a voting delegate;
 - 6.1.10 be involved in grievance procedures as an investigator and/or advisor;
 - 6.1.11 prepare and co-ordinate the distribution of agendas for meetings as directed by the Executive;
 - 6.1.12 monitor and co-ordinate the updating of membership lists;
 - 6.1.13 be available to all committees as a resource and Executive liaison;
 - 6.1.14 oversee the activities of the office manager;

- 6.1.15 act as the District's Chief Negotiator; and,
- 6.1.16 document strategies and best practices used by the District Officer to assist with the mentorship of successor District Officers.
- 6.2 Qualifications
- 6.2.1 The District Officer shall be:
 - 6.2.1.1 a statutory member in good standing;
 - 6.2.1.2 familiar with and experienced in the workings of the District; and,
 - 6.2.1.3 familiar with and able to perform the duties of the District Officer.
- 6.3 Process for Hiring the District Officer
- 6.3.1 The District Executive will post the position of District Officer between March 1st and May 1st.
- 6.3.2 Applications for this position will close 15 working days after initial posting.
- 6.3.3 From the applicants, the District Executive and/or their appointees will select and recommend a candidate to the Representatives at the Spring Representatives' Council Meeting.
- 6.3.4 In the event that none of the candidates are suitably qualified, the District Executive shall post the position again with an application deadline of June 15.
- 6.3.5 The Representatives' Council is responsible for ratification of the successful candidate prior to the commencement of the employment term. A simple majority vote shall be required for ratification.
- 6.3.6 Ratification of the candidate shall take place at the next District Representatives Council meeting.
- 6.3.7 The ratification vote shall be done by secret ballot.
- 6.4 Term of Office
- 6.4.1 The term of office normally starts on the first Monday after August 15 and shall be for three (3) years.
- 6.4.2 The District Executive reserves the right to terminate the employment of the District Officer before the completion of the three year term, for just cause.
- 6.4.3 The District Officer's specific schedule will be negotiated with the Executive.
- 6.4.4 Should the District Officer be a member of the Executive, he/she must resign from the Executive prior to the beginning of his/her term as District Officer. This resignation will be offered upon his/her ratification as District Officer to facilitate the election of his/her replacement to the Executive.
- 6.5 Salary, Allowances, Benefits
- 6.5.1 The teacher in the position of District Officer shall receive 100% of the grid salary, allowances and benefits to which they would be entitled as specified in the Collective Agreement.

BYLAW 7 NEGOTIATIONS

- 7.1 Procedures for Ratification of Tentative Collective Agreements
- 7.1.1 The Collective Bargaining Committee shall make a recommendation regarding the ratification of a Tentative Collective Agreement to the membership at (a) General Meeting(s) convened by the President at the request of the Collective Bargaining Committee.
- 7.1.2. A summary of the terms of the Tentative Collective Agreement shall be provided to

- the membership prior to the General Meeting(s) when time provides.
- 7.1.3. The Chief Negotiator shall present the recommendation of the Collective Bargaining Committee to the membership at the General Meeting(s), shall explain the terms of the Tentative Collective Agreement, and shall answer questions from the membership.
- 7.1.4. Following the General Meeting(s) at which the terms of the Tentative Collective Agreement are presented, the Electoral Officer shall conduct a secret ballot, tabulate the results and announce the results of the vote.

BYLAW 8 GRIEVANCES

- 8.1 It shall be the duty of the Grievance Officer to:
 - 8.1.1 report on a timely and regular basis to the Executive, Council and the Members and in so doing to respect the confidentiality of all Members in connection to said report;
 - 8.1.2 attend approved provincial and/or District workshops pertaining to the grievance process;
 - 8.1.3 confer with the President and/or the Grievance Committee, as required, in the evaluation of alleged grievances, analysis of relevant contract terms and the development of arguments and policies in pursuing the grievance procedure;
 - 8.1.4 develop detailed knowledge of arguments and position of the Bargaining Unit on each grievance;
 - 8.1.5 determine to what extent and in what areas legal counsel is required and seek advice from appropriate sources (i.e. Provincial/District); and,
 - 8.1.6 consult with any Member who feels he/she has a grievance, collect relevant information and advise the Member of:
 - 8.1.6.1 the ramifications if the Bargaining Unit assumes and pursues the grievance, and
 - 8.1.6.2 the possible alternatives to a grievance and potential remedies for a grievance.
- 8.2 The Grievance process shall be as follows:
 - 8.2.1 A grievance shall be defined as any matter arising from the interpretation, application, or alleged violation of the Collective Agreement.
 - 8.2.2 The Grievance Officer, in accordance with Article 8 of this Constitution, and after consultation if needed with Provincial Office Secretariat and/or legal counsel, shall make the decision whether the Bargaining Unit will file a grievance or grievances in accordance with the time lines established in Article 9 of the Collective Agreement.
 - 8.2.3 The Grievance Officer shall keep the Member informed of the status of the grievance including the decision, any denial of the grievance, and the rationale for the decision.
 - 8.2.4 The Grievance Officer shall inform the Member of the right to appeal the decision, including a copy of this Bylaw, and a list of the Members of the Grievance Appeals Committee, which shall include the Chair of the Bargaining Unit Council, one Executive Officer and three other Council Members not on the Grievance Committee.
- 8.3 The Grievance Appeals Process
 - 8.3.1 If the Member disagrees with the decision of the Grievance Officer, the Member shall send a written letter of appeal to the Chair of the Bargaining Unit Council within seven

- days of the Grievance Officer's decision. The member will include with his/her letter of appeal a written rationale for the appeal and all documents relating to the matter.
- 8.3.2 The Chair of the Bargaining Unit Council, as Chair of the Appeals committee, shall convene an Appeals Committee. A member of the Appeals Committee who has had any involvement with the case shall inform the other members of the Appeals Committee of his/her involvement. The Appeals Committee may, by majority vote, replace the committee member with a person chosen from the Bargaining Unit Council.
 - 8.3.3 The Chair of the Appeals Committee shall file with the Grievance Officer within five days copies of the letter of appeal, the statement of rationale for the appeal and the documents submitted by the Appellant.
 - 8.3.4 The Grievance Officer shall submit to the Chairperson of the Appeals Committee within two school days of the receipt of the documentation, the statement of his/her decision, the rationale for the decision, and all relevant and related documents.

BYLAW 9 AMENDMENTS

9.1 Amendments to these Bylaws may be made by:

- 9.1.1 a majority vote of the delegates voting and in attendance at the District Annual

General Meeting or

- 9.1.2 by a majority vote of the members in good standing and in attendance at a Special Meeting called for the purpose,
- 9.1.2 provided a Notice of Motion has been published to the general membership by the Election Committee at least one month prior to the Annual General Meeting or a Special Meeting called for that purpose.
- 9.1.2.1 Notwithstanding Bylaws 9.1.1 and 9.1.2, should a notice of motion be published less than one month prior to the AGM or Special Meeting, the motion shall require a three-quarters vote to pass.
- 9.2 External Policies
- 9.2.1 The Unit may, from time to time, approve external policies for the purpose of setting out publicly the Unit's official view and stance on any issue when it is considered to be in the interest of the members of the Unit to do so.
- 9.2.2 New policies may be approved and existing policies may be amended:
- 9.2.2.1 at a meeting of the TBU Council by a simple majority of the members qualified to vote, present and voting, provided that at least 4 days prior to the meeting:
 - 9.2.2.1.1 notice of the proposed policy(ies) or amendment(s) has (have) been duly circulated to the members of Council and
 - 9.2.2.1.2 the proposed policy(ies) or amendment(s) has (have) been duly circulated to the members of Council.
 - 9.2.2.1.3 by a two-thirds vote of the members qualified to vote, present and voting, if previous notice as set out in 9.2.1.1 and 9.2.1.2 has not having been given.
- 9.2.2.2 at a General Meeting of the Unit by a simple majority of the members qualified to vote, present and voting, provided that at least 9 days prior to the meeting:
 - 9.2.2.2.1 notice of the proposed policy(ies) or amendment(s) has (have) been given and
 - 9.2.2.2.2 the proposed policy(ies) or amendment(s) has (have) been duly circulated to or

- posted for the examination of the members of each Branch.
- 9.2.2.2.3 by a two-thirds vote of the members qualified to vote, present and voting, if previous notice as set out in 9.2.2.1 and 9.2.2.2 has not having been given.
- 9.3 Internal Procedures
- 9.3.1 The Unit may, from time to time, approve internal procedures for the purpose of setting out publicly the Unit's official process for completing as specific task when it is considered to be in the interest of the members of the Unit to do so.
- 9.3.2 New procedures may be approved and existing procedures may be amended:
- 9.3.2.1 at a meeting of the TBU Council by a simple majority of the members qualified to vote, present and voting, provided that at least 4 days prior to the meeting:
- 9.3.2.1.1 notice of the proposed procedure(s) or amendment(s) has (have) been duly circulated to the members of Council and
- 9.3.2.1.2 the proposed procedure(s) or amendment(s) has (have) been duly circulated to the members of Council.
- 9.3.2.1.3 by a two-thirds vote of the members qualified to vote, present and voting, if previous notice as set out in 9.2.1.1 and 9.2.1.2 has not having been given.
- 9.3.2.2 a General Meeting of the District by a simple majority of the members qualified to vote, present and voting, provided that at least 9 days prior to the meeting:
- 9.3.2.2.1 notice of the proposed procedure(s) or amendment(s) has (have) been given and
- 9.3.2.2.2 the proposed procedure(s) or amendment(s) has (have) been duly circulated to or posted for the examination of the members of each Branch.
- 9.3.2.2.3 by a two-thirds vote of the members qualified to vote, present and voting, if previous notice as set out in 9.2.2.1 and 9.2.2.2 has not having been given.
- 9.4 Interim Bylaws
- 9.4.1 The Executive may pass bylaws not inconsistent with this Constitution to regulate the affairs of the District. Such a bylaw is effective from the date of its passing until ratified at the next Annual General Meeting.

BYLAW 10 - RULES OF PROCEDURE

- 10.1 The procedural guide in all matters at every meeting in order of priority and precedence shall be:
- 10.1.1 the OSSTF Rules of Order; and
- 10.1.2 the most recent edition of Roberts Rules of Order, Newly Revised.

PSAT/D30 Constitution
As amended

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