



**CONSTITUTION: ARTICLES, BYLAWS, AND POLICIES**  
**Ontario Secondary School Teachers' Federation**  
**District 17 (Simcoe)**  
**Teachers' Bargaining Unit**



Adopted: July 1, 2023

## TABLE OF CONTENTS

<b>Article</b>	<b>Title</b>	<b>Page #</b>
Article 1	Interpretations & Definitions	2
Article 2	Name & Membership	3
Article 3	Objects	3
Article 4	Local Federation Finances	3
Article 5	Teachers' Bargaining Unit Organization	5
Article 6	Branch Organization	6
Article 7	TBU Committees Organization	7
Article 8	Formation of the Constitution: Articles, Bylaws, and Policies	8
Article 9	Amendments to the Constitution: Articles, Bylaws and Policies	8
<b>Bylaw</b>	<b>Title</b>	<b>Page #</b>
Bylaw 1	Elections	9
Bylaw 2	Meetings	13
Bylaw 3	Honoraria	17
Bylaw 4	Duties of the TBU Annual Meeting	17
Bylaw 5	Duties of the TBU Council	18
Bylaw 6	Duties of Bargaining Unit Officers	19
Bylaw 7	Duties, Responsibilities and Organization of Standing Committees	27
Bylaw 8	Duties, Responsibilities and Organization of Special Committees	30
Bylaw 9	Policy	35
Bylaw 10	Miscellaneous Action Motions	35
Bylaw 11	Rules of Order and Procedure	35
Bylaw 12	Negotiations	36
Bylaw 13	Anti-Harassment	37
Bylaw 14	Votes of the General Membership	37
Bylaw 15	Dependent Care	37
<b>Policy</b>	<b>Title</b>	<b>Page #</b>
Policy 1	Policies	38
<b>APPENDICE</b>	<b>Title</b>	<b>Page #</b>
A1	Anti-Harassment Principles and Complaint Resolution Procedures	39

## **ARTICLE 1 - INTERPRETATIONS AND DEFINITIONS**

### 1.1 Interpretations:

- 1.1.1 References to words such as "members," "Executive," "Council" and "General Meeting" shall refer to those for the Teachers' Bargaining Unit (TBU) unless specifically modified by the use of "District," "Provincial" or like words.

### 1.2 Definitions:

#### 1.2.1 In the Constitution, Bylaws, Policies and Administrative Procedures,

- 1.2.1.1 "Annual Meeting" shall mean that meeting of the membership at which communications and reports are received, at which Constitutional changes are considered, and such other business as determined by the Bylaws. The Annual Meeting shall also be considered to be a "General Meeting" in that any function ascribed to a "General Meeting" can be performed at the Annual Meeting.
- 1.2.1.2 "Bargaining Unit" shall mean the OSSTF District 17 (Simcoe) organization of those members for whom OSSTF District 17 (Simcoe) holds bargaining rights under the appropriate legislation.
- 1.2.1.3 "Bargaining Unit President" (or "TBU President") shall mean the member elected by a Bargaining Unit to represent its membership and to sit on the OSSTF District 17 Executive Council as a spokesperson for the total membership of that Bargaining Unit.
- 1.2.1.4 "Board" shall mean the Simcoe County District School Board.
- 1.2.1.5 "Branch" shall mean a branch organization within the OSSTF District 17 (Simcoe) in which TBU OSSTF members are employed.
- 1.2.1.6 "Branch President" shall mean the member elected by a Branch to sit on the OSSTF District 17 TBU Council as the spokesperson for the total staff of a Branch.
- 1.2.1.7 "Bylaws" shall mean standing rules governing the membership of the TBU made under this Constitution on matters of internal regulation and matters, which are entirely within the control of the TBU.
- 1.2.1.8 "Constitution" shall mean this Constitution, being a system of Fundamental principles according to which the TBU is organized and governed.
- 1.2.1.9 "District" shall mean the District Organization of the OSSTF District 17 (Simcoe) of which the TBU is a Unit.
- 1.2.1.10 "General Meeting" shall mean meetings of the membership of the TBU to conduct business other than changes in the Constitution.
- 1.2.1.11 "Members" shall be in accordance with Article 6 of the Ontario Secondary School Teachers' Federation, shall include those types of members as outlined in Bylaw 2 of the Provincial Constitution and Bylaws and shall be employed by the Simcoe County District School Board to be eligible for membership within the TBU.
- 1.2.1.12 "Miscellaneous Action" refers to any motion carried at the Annual Meeting or General Meeting that directs the Teachers' Bargaining Unit Councils, Committees, or Members, to carry out an action
- 1.2.1.13 "OSSTF" shall mean the Ontario Secondary School Teachers' Federation.
- 1.2.1.14 "Policy" shall mean a stand or position taken by TBU in accordance with its Bylaws on matters whose resolution is beyond the internal legislative power of the TBU.
- 1.2.1.15 "Provincial Councillor" shall mean a member designated to represent the Bargaining Unit on Provincial Council.

## **ARTICLE 2 - NAME AND MEMBERSHIP**

- 2.1 This organization shall be known as the Teachers' Bargaining Unit (TBU) of OSSTF District 17 (Simcoe).
- 2.2 Membership shall be as specified in the Provincial Constitution and Bylaws
- 2.3 All TBU Executive, TBU Council, and Branch Executive members must be active members of the TBU.

## **ARTICLE 3 - OBJECTS**

- 3.1 The objects of the TBU shall be:
  - 3.1.1 as specified in the Provincial Constitution and Bylaws; and
  - 3.1.2 to increase individual participation and awareness of OSSTF policies at the Branch level;
  - 3.1.3 to achieve Provincial priorities as approved by the Provincial Council or Provincial Assembly;
  - 3.1.4 to assist in the achievement of the Annual Action Plan as presented to and approved by Provincial Assembly;
  - 3.1.5 to provide fair representation of its members;
  - 3.1.6 to carry out any business on behalf of members;
  - 3.1.7 to support and promote any local and provincial policies of OSSTF;
  - 3.1.8 to ensure that the TBU Constitution complies with the Provincial Constitution and Bylaws and its Policies and Procedures.

## **ARTICLE 4 - LOCAL FEDERATION FINANCES**

- 4.1 Local Federation Dues
  - 4.1.1 The TBU has the right to assess Local Federation Dues (TBU Levy) on its members
  - 4.1.2 Increases and decreases shall be approved at the TBU Annual Meeting
  - 4.1.3 Any EI Rebate generated from the member's enrolment in a Sick Leave plan is directed back to the Bargaining Unit.
- 4.2 Local Federation Reserves
  - 4.2.1 Any year-end surplus in the general operating account of the bargaining unit may be placed into any of the following funds/accounts:
    - 4.2.1.1 TBU Reserve
      - 4.2.1.1.1 The TBU Reserve may be used to finance Bargaining Unit expenses not anticipated or not budgeted for in the TBU Budget.
      - 4.2.1.1.2 Funds may be transferred at year-end from the TBU Budget to the TBU Reserve or from the TBU Reserve to the TBU Budget when approved at an Annual Meeting.
      - 4.2.1.1.3 The TBU Reserve shall not exceed \$50,000.
      - 4.2.1.1.4 Expenditures from the TBU Reserve shall be approved by a motion of TBU Council, at an Annual Meeting, or at a General Membership meeting.
      - 4.2.1.1.5 The Annual Meeting of the Bargaining Unit shall be informed of all expenditures from the TBU Reserve.

#### 4.2.1.2 TBU Levy Reserves

- 4.2.1.2.1 The TBU Levy Reserve may only be used to finance the Salary & Benefits expenses for Time-Release Officers.
- 4.2.1.2.2 Funds may be transferred at year-end from the TBU Budget to the TBU Levy Reserve or from the TBU Levy Reserve to the TBU Budget when approved
- 4.2.1.2.3 The TBU Levy Reserve shall not exceed \$500,000.
- 4.2.1.2.4 Expenditures from the TBU Levy Reserve shall be approved by a motion at an Annual Meeting.
- 4.2.1.2.5 The Annual Meeting of the Bargaining Unit shall be informed of all expenditures from the TBU Levy Reserve.

#### 4.2.1.3 TBU County PD Reserves

- 4.2.1.3.1 The TBU County PD Reserve may only be used for the exclusive use of Professional Development of OSSTF D17 TBU members.
- 4.2.1.3.2 Unused Funds from the County PD Revenues shall be transferred at year-end to the TBU County PD Reserves.
- 4.2.1.3.3 The TBU County PD Reserves shall not exceed \$250,000.
- 4.2.1.3.4 Expenditures from the TBU County PD Reserves shall be approved by a motion of TBU Council.
- 4.2.1.3.5 The Annual Meeting of the Bargaining Unit shall be informed of total expenditures from the TBU County PD Reserves.

#### 4.2.1.4 Member Engagement Reserve

- 4.2.1.4.1 The Member Engagement Reserve may only be used to finance Member Engagement Activities;
- 4.2.1.4.2 At year-end if less than 50% of the Endorsement Account has been utilized, then the amount needed to reach 50%, shall be placed into the Member Engagement Reserve
- 4.2.1.4.3 The Member Engagement Reserve shall not exceed \$20,000. Any additional amounts shall be moved into the TBU Levy Reserve.
- 4.2.1.4.4 Expenditures from the Member Engagement Reserve shall be approved by a motion of TBU Council, at an Annual Meeting, or at a General Membership meeting;
- 4.2.1.4.5 The Annual Meeting of the Bargaining Unit shall be informed of all expenditures from the Member Engagement Reserve.

## **ARTICLE 5 - TEACHERS' BARGAINING UNIT ORGANIZATION**

- 5.1 The TBU shall have an Executive, a Council, Standing Committees and Special Committees as designated in the Bylaws and ad hoc committees as the TBU Council may, from time to time, deem necessary.
- 5.2 The members of the TBU Executive shall be the:
  - 5.2.1 TBU President, which shall be a full-time release position;
  - 5.2.2 TBU Officer – Negotiations; which shall be a full-time release position;
  - 5.2.3 TBU Officer – Grievance; which shall be a full-time release position;
  - 5.2.4 TBU Treasurer;
  - 5.2.5 Vice-President (Internal);
  - 5.2.6 Vice-President (External);
  - 5.2.7 Executive Officer – Equity and Anti-Racism;
  - 5.2.8 Executive Officer – Council Secretary;
  - 5.2.9 Executive Officer – Member Engagement;
  - 5.2.10 Health and Safety Officer.
- 5.3 The voting members of TBU Council shall be the:
  - 5.3.1 Branch Presidents;
  - 5.3.2 TBU President
  - 5.3.3 TBU Officer – Negotiations;
  - 5.3.4 TBU Officer - Grievance;
  - 5.3.5 TBU Treasurer;
  - 5.3.6 Vice-President (Internal);
  - 5.3.7 Vice-President (External);
  - 5.3.8 Executive Officer – Equity and Anti-Racism;
  - 5.3.9 Executive Officer – Member Engagement;
  - 5.3.10 Executive Officer – Council Secretary;
  - 5.3.11 Health & Safety Officer;
- 5.4 The non-voting members of TBU Council shall be the:
  - 5.4.1 Chairs of each TBU Standing Committee;
  - 5.4.2 Working Conditions Chair;
  - 5.4.3 Additional Member of the Teacher-Trustee Relations Committee;
  - 5.4.4 Health and Safety Officer Alternate.
  - 5.4.4 Liaisons to each District Standing Committee;
  - 5.4.5 Faculty of Education Liaison
  - 5.4.6 Electoral Officer.
- 5.5 No member of TBU Executive, TBU Council or any TBU Committee shall have more than one vote.

## **ARTICLE 6 - BRANCH ORGANIZATION**

- 6.1 The TBU shall be divided into the following Branches:
  - 6.1.1 Banting Memorial High School
  - 6.1.2 Barrie North Collegiate Institute
  - 6.1.3 Bear Creek Secondary School
  - 6.1.4 Bradford District High School
  - 6.1.5 Collingwood Collegiate Institute
  - 6.1.6 Eastview Secondary School
  - 6.1.7 Elmvale District High School
  - 6.1.8 Georgian Bay District Secondary School
  - 6.1.9 Innisdale Secondary School
  - 6.1.10 Maple Ridge Secondary School
  - 6.1.11 Nantyr Shores Secondary School
  - 6.1.12 Nottawasaga Pines Secondary School
  - 6.1.13 Orillia Secondary School
  - 6.1.14 Stayner Collegiate Institute
  - 6.1.15 Twin Lakes Secondary School
  - 6.1.16 Simcoe Shores Secondary School
  - 6.1.17 the teachers associated with Continuing Education
  - 6.1.18 the teachers assigned to the Simcoe County District School Board Education Centre.
  
- 6.2 Members assigned to any other location shall be considered to be part of the Branch in which such classes/programs are located or to which such classes/programs are assigned for administrative purposes.
  
- 6.3 The Branch Executive shall be composed of:
  - 6.3.1 the Branch President;
  - 6.3.2 the Collective Bargaining Committee representative;
  - 6.3.3 Educational Services representative,
  - 6.3.4 Excellence in Education representative,
  - 6.3.4 the Health and Safety Committee representative;
  - 6.3.5 the Member Engagement Committee representative;
  - 6.3.6 the Member-At-Large on the In-School Staffing Committee;
  - 6.3.7 School Council representative;
  - 6.3.8 other officers as directed by Council.

## **ARTICLE 7-TBU COMMITTEES ORGANIZATION**

### 7.1 TBU Standing Committees

7.1.1 There shall be the following TBU Standing Committees:

7.1.1.1 TBU Collective Bargaining Committee;

7.1.1.2 Educational Services Committee;

7.1.1.3 Equity, Anti-Racism and Anti-Oppression Committee;

7.1.1.3 Excellence in Education Committee;

7.1.1.3 TBU Health & Safety Committee;

7.1.1.4 TBU Member Engagement Committee;

7.1.2 Each TBU Standing Committee shall be directly responsible to the TBU Council.

7.1.3 Terms of reference for TBU Standing Committees are as specified in the Bylaws.

7.1.4 Each TBU Standing Committee shall have the power to co-opt members.

### 7.2 TBU Special Committees

7.2.1 There shall be the following TBU Special Committees:

7.2.1.1 TBU Constitution Committee

7.2.1.2 TBU Resolutions Committee

7.2.1.3 TBU Grievance Committee

7.2.1.4 Simcoe County District School Board Teacher-Trustee Relations Committee

7.2.1.5 Working Conditions Committee

7.2.1.7 TBU Nominations and Elections Committee

7.2.1.8 TBU Finance Committee

7.2.1.9 TBU Appeals Committee

7.2.2 Each Special Committee is responsible to the TBU Council.

7.2.3 Terms of reference for all Special Committees are as specified in the Bylaws.



## **ARTICLE 8 - FORMATION OF THE CONSTITUTION: ARTICLES, BYLAWS, AND POLICIES**

- 8.1 The TBU at the Annual Meeting may pass articles and/or bylaws consistent with the Constitution and existing Bylaws, the District 17 Constitution: Articles, Bylaws and Policies, and the Provincial Constitution and Bylaws concerning:
  - 8.1.1 the procedure for the election or appointment of TBU Officers;
  - 8.1.2 the formation of Branch Organizations;
  - 8.1.3 the management of its property and its own internal organization and administration;
  - 8.1.4 all other matters as are deemed necessary or convenient for the conduct of the business of the TBU.
- 8.2 Formation of Policies may be made under the procedures outlined in the Bylaws

## **ARTICLE 9 - AMENDMENTS TO THE CONSTITUTION, BYLAWS AND POLICIES**

- 9.1 Amendments to the Articles may be made at the Annual Meeting:
  - 9.1.1 By a two-thirds (2/3) vote of the members qualified to vote, present and voting, provided that
    - 9.1.1.1 notice of the proposed amendments shall have been given to the Vice President - Internal on or before March 31, and
    - 9.1.1.2 notice of the proposed amendments shall have been forwarded by the Vice President - Internal to all Branches on or before May 1st.
  - 9.1.2 By a nine-tenths (9/10) vote of the members qualified to vote, present and voting if previous notice has not been given.
- 9.2 Amendments to Bylaws may be made at the Annual Meeting
  - 9.2.1 By a majority (1/2) of the members qualified to vote, present and voting, provided that
    - 9.2.1.1 notice of the proposed amendments shall have been given to the Vice President - Internal on or before March 31st, and
    - 9.2.1.2 notice of the proposed amendments shall have been forwarded by the Vice President - Internal to all Branches electronically on or before May 1st.
  - 9.2.2 By a three-quarters (3/4) vote of the members qualified to vote, present and voting if previous notice has not been given.
- 9.3 Amendments to the Constitution and/or Bylaws shall be effective the subsequent July 1, unless stated otherwise.
- 9.4 Amendments to Policies may be made under the procedure outlined in the Bylaws

## **BYLAW 1 – ELECTIONS**

### 1.1 Officers

- 1.1.1 The TBU President shall be elected by a vote in each individual work site by the membership in even calendar years.
  - 1.1.1.1 The TBU President shall be elected for a two-year term;
  - 1.1.1.2 Nominations are to be received at the District Office by 3:30 p.m. on the Thursday following March Break;
  - 1.1.1.3 The election shall be organized by the Nominations and Elections Committee and shall occur on the date of the April TBU Council meeting.
    - 1.1.1.3.1 if no candidate receives over 50% of the vote, then a run-off election will occur between the top two candidates at either: the Annual Meeting, in Branches, or electronically.
- 1.1.2 The following officers shall be elected at the Annual Meeting:
  - 1.1.2.1 a TBU Officer - Negotiations
    - 1.1.2.1.1 shall be elected in odd calendar years for a two-year term;
  - 1.1.2.2 a TBU Officer - Grievance
    - 1.1.2.2.1 shall be elected in odd calendar years for a two-year term;
  - 1.1.2.3 a Vice-President (External);
    - 1.1.2.3.1 shall be elected in even calendar years for a two-year term;
  - 1.1.2.4 a Vice-President (Internal);
    - 1.1.2.4.1 shall be elected in even calendar years for a two-year term;
  - 1.1.2.5 a TBU Treasurer;
    - 1.1.2.5.1 shall be elected in even calendar years for a two-year term;
  - 1.1.2.6 a Health and Safety Officer;
    - 1.1.2.6.1 shall be elected in even calendar years for a two-year term;
  - 1.1.2.7 one of two members of the Grievance Committee for a staggered two year term;
- 1.1.3 Nominations for Annual Meeting:
  - 1.1.3.1 nominations are to be received by 3:30 p.m., twenty-eight (28) days prior to the Annual Meeting to be considered on time;
  - 1.1.3.2 a defeated candidate for TBU President shall automatically be considered for Vice-President (External);
  - 1.1.3.3 a defeated candidate for Vice-President (External) shall automatically be considered for Vice-President (Internal);
  - 1.1.3.4 a defeated candidate for TBU Officer - Negotiations shall automatically be considered for TBU Officer - Grievance;
  - 1.1.3.5 if there are no on time nominations, candidates may be nominated and run from the floor at the Annual Meeting.

- 1.1.4 The TBU Council shall, at a June meeting:
  - 1.1.4.1 elect an Executive Officer – Equity and Anti-Racism from nominations received from the membership;
  - 1.1.4.1 elect an Executive Officer – Council Secretary from nominations received from the membership;
  - 1.1.4.2 elect a Executive Officer – Member Engagement from nominations received from the membership;
  - 1.1.4.3 elect one TBU member to the Teacher-Trustee Relations Committee from nominations received from the membership;
  - 1.1.4.4 elect a liaison to each District Standing Committee
  - 1.1.4.5 elect a Faculty of Education Liaison;
  - 1.1.4.6 Notice of elections shall be given, in writing, at the TBU Council meeting prior to its June meeting.
  - 1.1.4.7 Nominations are to be received at the District Officer by 3:30 p.m. one week prior to the June TBU Council meeting.
  - 1.1.4.8 If there are no on time nominations, candidates may be nominated and run from the floor at the June Council Meeting.
- 1.1.5 The TBU Council shall at the September meeting elect an Electoral Officer from nominations received from the membership.
- 1.1.6 The TBU Council shall elect, prior to the end of the calendar year, from nominations received from the membership, delegates and alternates for the March Annual Meeting of the Provincial Assembly.
  - 1.1.6.1 Notwithstanding, the TBU President and the TBU Vice-President (External) shall be delegates.
  - 1.1.6.2 Notice of elections shall be given, in writing, at the TBU Council meeting prior to the meeting at which the elections will occur.
  - 1.1.6.3 Nominations are to be received at the District Officer by 3:30 p.m. one week prior to the date of election.
  - 1.1.6.4 If there are insufficient on-time nominations, candidates may be nominated and run from the floor at the TBU Council meeting.
  - 1.1.6.5 A defeated candidate for AMPA delegate shall automatically be considered for election of AMPA alternate.
  - 1.1.6.6 Provided the Bargaining Unit has at least ten (10) AMPA delegate position and at least one (1) applicable on-time nomination has been received, one AMPA delegate position shall be elected from members who have submitted on-time nominations and have not previously attended AMPA as a representative of District 17.

- 1.1.7 The Standing Committees shall elect all Officers prior to the June District Calendar Meeting.
  - 1.1.7.1 Every voting member of each Standing Committee shall be given at least one month's prior notice of the Committee elections
  - 1.1.7.2 Vacancies which arise in the Executive positions of Standing Committees shall be filled by members elected from the Committees so as to complete the term of the person on the Committee who created the vacancy.
- 1.1.8 The Branches shall elect, at a meeting held in May or June:
  - 1.1.8.1 in odd calendar years, for a two (2) year term of office:
    - 1.1.8.1.1 Branch President;
    - 1.1.8.1.2 Representative to the Collective Bargaining Committee ;
    - 1.1.8.1.3 Representative to the Member Engagement Committee;
  - 1.1.8.2 in even calendar years, for a two (2) year term of office:
    - 1.1.8.2.2 Representative to the Health and Safety Committee
    - 1.1.8.2.3 Member-at-Large to In-School Staffing Committee;
  - 1.1.8.3 the OSSTF representative on the School Council;
  - 1.1.8.4 A voting representative to the Educational Services Committee;
  - 1.1.8.5 A voting representative to the Excellence in Education Committee;
- 1.1.9 a Branch Officer(s) who resigns shall be replaced for the duration of the term by an election by the members of the Branch.
  - 1.1.9.1 in the event of a resignation of the Branch representative to the Collective Bargaining Committee, the remainder of the term shall be offered to the Member-at-Large. If accepted, the Member-at-Large position shall be replaced by an election for the duration of the term.
- 1.1.10 Notice of elections shall be given, in writing, by the Branch President one month prior to the date on which the election will occur.
- 1.1.11 All terms of office, except where otherwise stated, are for one year and shall commence on July 1.
- 1.1.12 In the event that a worksite has no Health & Safety representative, the Bargaining Unit President, in consultation with the Branch President, shall appoint a member to be the worksite Health & Safety representative.

## 1.2 Nominations

- 1.2.1 Nominations for all elections shall
  - 1.2.1.1 be received in writing
  - 1.2.1.2 include the name and branch of the mover and seconder.
- 1.2.2 As soon as nominations are duly received at the District Office, the District Office shall notify Branch Presidents of the nomination and post the nomination on the Bargaining Unit website.

- 1.3 Acclamations
  - 1.3.1 Where only a single nomination has been received for office(s), according to the Bylaws, the Electoral Officer shall declare the nominee acclaimed without the requirement of an election.
  
- 1.4 Successful Candidate for Election at the Annual Meeting, TBU Council, or the TBU Branches.
  - 1.4.1 For all TBU elections, the candidate receiving the majority vote of the members present and qualified to vote, shall be considered the successful candidate.
    - 1.4.1.1 Spoiled votes shall not be used in the calculation of the total votes cast.
  - 1.4.2 Where none of the candidates receive a majority vote, the following procedure shall be followed:
    - 1.4.2.1 The candidate receiving the fewest number of votes shall be dropped from succeeding ballots until a majority is reached by one of the candidates.
    - 1.4.2.2 In the event that two candidates receiving the fewest votes received the same number of votes, the candidates would be dropped from succeeding ballots only if there were two remaining candidates on the succeeding ballots. The candidates would remain on the succeeding ballot if only one candidate were to remain if they were dropped from the ballot.
    - 1.4.2.3 In the event that there are three remaining candidates and the two candidates receiving the fewest number of votes remain tied after two successive ballots, the Electoral Officer will break the tie by lot.
  - 1.4.3 During the balloting process at the Annual Meeting:
    - 1.4.3.1 the Electoral Officer shall inform the membership of the election procedure.
    - 1.4.3.2 only eligible voters and those designated to assist in the election procedure shall be present on the floor during balloting
    - 1.4.3.3 the doors shall be tiled according to the procedures outlined at the beginning of the Annual Meeting.
    - 1.4.3.4 results for each contested election shall be announced by candidate name in alphabetical order to the Annual Meeting
    - 1.4.3.5 the eligible voters will be asked if there is any question of the results or election procedure.
    - 1.4.3.6 Immediately following the resolution of any questioning of the results or election procedure, a motion to destroy ballots shall take place.
  
- 1.5 Procedures
  - 1.5.1 There shall be an elections manual reviewed annually by the Electoral Officer and the Elections Committee.
  - 1.5.2 The elections manual shall be approved by council no later than the November meeting.

## **BYLAW 2 - MEETINGS**

- 2.1 The TBU Executive shall meet:
  - 2.1.1 in September, as early as proper notice can be issued, and prior to each regularly scheduled Council meeting;
  - 2.1.2 at the call of the President;
  - 2.1.3 at the written request of two (2) members of the Executive.
- 2.2 The TBU Council shall meet:
  - 2.2.1 no fewer than eight (8) times over the duration of the school year;
  - 2.2.2 at the call of the President;
  - 2.2.3 at the written request of five (5) voting members of Council.
- 2.3 The Standing Committees shall meet:
  - 2.3.1 in September, as early as proper notice can be issued, for the purpose of organization;
  - 2.3.2 at such times as the Chair shall direct.
- 2.4 The Branches shall meet:
  - 2.4.1 prior to the Annual Meeting and/or the District Annual Meeting for formulation and discussion of resolutions;
  - 2.4.2 in May or June for the purpose of electing officers;
  - 2.4.3 at such times as the Branch President shall direct.
- 2.5 The membership shall meet:
  - 2.5.1 at the Annual Meeting, held no earlier than May 15th;
  - 2.5.2 at General Meetings;
    - 2.5.2.1 which may be called by the TBU Council or the President;
    - 2.5.2.2 within two weeks of the receipt of a petition for a General Meeting, signed by at least 15% of the membership, is presented to the TBU Council.
- 2.6 A quorum shall be:
  - 2.6.1 for any meeting of the Council, or the Executive, 50% of the members qualified to vote;
  - 2.6.2 for any TBU Annual or General Meeting, 50% of the members registered when the meeting is called to order;
  - 2.6.3 for any Standing Committee, at least one representative from 50% of the Branches.
  - 2.6.4 for any meeting of a Special Committee, at least 50% of the members unless specified in the Bylaws;
- 2.7 Acceptable voting practices:
  - 2.7.1 all those present and eligible to vote at any meeting of a Branch, Council, or Committee or any Annual or General Meeting, according to the Bylaws;
  - 2.7.2 via a teleconference at which all members are on-line, at the same time, can hear each other, and have an opportunity to participate in the discussion.
- 2.8 Unacceptable voting practices:
  - 2.8.1 proxy votes;
  - 2.8.2 email votes.

- 2.9 Alternates may be recognized if notice has been given to the Chair of the Standing Committee or President of Council.
  - 2.9.1 Notice of alternates must be given to members of Council and/or Standing Committees prior to the alternate casting a vote.
- 2.10 Meeting Start and End Times:
  - 2.10.1 If a quorum of members is present, all Meetings commence at 4:30 p.m. and end no later than 8:00 p.m. unless a majority of the committee or council agrees to fifteen minute extensions until 8:30 p.m.
  - 2.10.2 If a meeting does not adjourn prior to 6:00 p.m. a twenty (20) minute break shall be provided.
- 2.11 Executive Meetings
  - 2.11.1 All meetings shall be face-to-face.
  - 2.11.2 Notwithstanding 2.11.1, in the event that a member cannot attend a meeting in person, attendance by conference call may be permitted.
  - 2.11.3 All meetings must allow for simultaneous aural communication.
- 2.12 Executive Session
  - 2.12.1 The Executive shall move into Executive Session whenever it must consider either matters relating to personnel or matters of serious importance to the body.
  - 2.12.2 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.'
  - 2.12.3 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.
  - 2.12.4 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.
  - 2.12.5 Within Executive Session, the standard rules of order shall be followed unless the Executive specifically directs otherwise.
  - 2.12.6 A resolution to rise from Executive Session shall be moved at the end of the Session.
  - 2.12.7 The resolutions directing the Executive to move into and rise from Executive Session are the only public record of the Executive Session.
  - 2.12.8 Any resolution arising from Executive Session which requires public action shall be reported in the resolution to rise from Executive Session.
- 2.13 General Meeting(s)
  - 2.13.1 All voting shall occur under the Rules of Orders determined under the Bylaws of the OSSTF
  - 2.13.2 All meetings must allow for simultaneous aural communication.

## 2.14 Executive Session

- 2.14.1 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.
- 2.14.2 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.'
- 2.14.3 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.
- 2.14.4 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.
- 2.14.5 Within Executive Session, the standard rules of order shall be followed unless the Membership specifically directs otherwise.
- 2.14.6 A resolution to rise from Executive Session shall be moved at the end of the Session.
- 2.14.7 The resolutions directing the Membership to move into and rise from Executive Session are the only public record of the Executive Session.
- 2.14.8 Any resolution arising from Executive Session which requires public action shall be reported in the resolution to rise from Executive Session.

## 2.15 Annual General Meeting

- 2.15.1 All voting shall occur under the Rules of Orders determined under the Bylaws of the OSSTF.
- 2.15.2 All meetings must allow for simultaneous aural communication.

## 2.16 Executive Session

- 2.16.1 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.
- 2.16.2 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.'
- 2.16.3 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.
- 2.16.4 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.
- 2.16.5 Within Executive Session, the standard rules of order shall be followed unless the Membership specifically directs otherwise.
- 2.16.6 A resolution to rise from Executive Session shall be moved at the end of the Session.
- 2.16.7 The resolutions directing the Membership to move into and rise from Executive Session are the only public record of the Executive Session.
- 2.16.8 Any resolution arising from Executive Session which requires public action shall be reported in the resolution to rise from Executive Session.



## 2.17 Electronic Meetings

### 2.17.1 Platform

- 2.17.1.1 The platform in which electronic meetings can be held is designated by the TBU President.
- 2.17.1.2 The designated platform must support anonymous voting and support visible displays identifying those participating. Identifying those seeking recognition to speak, showing the text of pending motions, and showing results of votes.
- 2.17.1.3 The designated platform must require members, participating in the electronic meeting, to log in to satisfy the process of verification of membership of meeting participants.
- 2.17.1.4 Electronic meetings shall be subject to all rules adopted by the Bargaining Unit membership, executive, or committees, or by OSSTF Rules of Order.

### 2.17.2 Voting

- 2.17.2.1 An anonymous vote conducted through the designated platform shall be deemed a ballot vote, fulfilling any requirement in the bylaws or rules that a vote be conducted by ballot.
- 2.17.2.2 Voting on the designated platform can only occur for motions pertaining to the business of the Bargaining Unit membership, executive, or committees. At the discretion of TBU Council, Election voting shall be set up through Provincial OSSTF in the "My Vote" centre.

### 2.17.3 Platform features

- 2.17.3.1 At the discretion of the meeting Chair the Public Chat function will be turned off. Private Chat function can be turned on if it is being used as a mechanism for members to be recognized in debate.
- 2.17.3.2 The Voting or Polling system can be used as long as it displays the results of the vote.
- 2.17.3.3 The mute-all function should be turned on so that the chair can control who has assignment of the floor.

### 2.17.4 Rules

- 2.17.4.1 Proper Notice of Meeting and Meeting Information (link, login, agenda, minutes, time and date) shall be sent out to members as per the constitution bylaw.
- 2.17.4.2 The meeting link shall open at least 15 minutes prior to the start of the meeting
- 2.17.4.3 Members shall login, identify themselves, and maintain internet and audio connection throughout the meeting when present but shall sign out upon any departure prior to adjournment
- 2.17.4.4 Quorum shall be as designated as per the constitution bylaw.
- 2.17.4.5 The chair can mute or force a disconnection of a member if the member is causing interference with the meeting.
- 2.17.4.6 Members seeking recognition of the floor shall notify the chair by raising their digital hand. For larger online meetings, it is advised that someone be assigned to assist the chair by creating a Spotter's List.
- 2.17.4.7 Motions must be displayed to the membership until it is disposed of.

2.17.4.8 Votes shall be anonymous and shall be conducted via the platform designated for the electronic meeting. When ordered or required, other methods of voting can be used as per the constitution bylaw.

### **BYLAW 3 - HONORARIA**

3.1 In the event that the following are not provided with time release, the President, the TBU Officer - Negotiations, the TBU Treasurer, the TBU Officer - Grievance and/or any other person deemed by Council to have done extraordinary work for the TBU may receive an honorarium, the amount of which shall be determined each year by the TBU Council and to be included in the following year's budget presented at the Annual Meeting.

### **BYLAW 4 - DUTIES OF THE TBU ANNUAL MEETING**

4.1 It shall be the duty of the Annual Meeting:

4.1.1 to elect officers of the TBU as outlined in the Bylaws;

4.1.2 to receive and consider;

4.1.2.1 communications and reports of the Officers, auditors and committees;

4.1.2.2 resolutions from members, and/or;

4.1.2.3 resolutions from the TBU Council and/or Executive;

4.1.3 to consider matters of general interest to education as they affect OSSTF and the TBU;

4.1.4 through the passage of appropriate resolutions:

4.1.4.1 to approve the following year's budget;

4.1.4.2 to determine any changes to deductions of Local Federation Dues (TBU Levy);

4.1.4.3 to adopt or amend Articles, Bylaws and Policies of the Constitution;

4.1.4.4 to consider and vote on interim policy passed by Council;

4.1.4.5 to determine any action to be taken in regard to reports received and to direct the Council, Executive and Committees to undertake such actions.

## **BYLAW 5 – DUTIES OF THE TBU COUNCIL**

- 5.1 It shall be the duty of TBU Council:
- 5.1.1 each September, to review, update and approve ongoing Administrative Procedures for the current school year;
  - 5.1.2 in June to elect a Chair for meetings of Council for the following school year;
  - 5.1.3 to transact any business delegated by the Annual Meeting;
  - 5.1.4 to approve any extraordinary expenditures or over-expenditures by all committees and individual spending authorities prior to the spending of such monies
  - 5.1.5 to appoint and elect Officers as directed by the Constitution: Articles, Bylaws and Policies;
  - 5.1.6 to advise the TBU Executive on any matter requiring attention before the next Annual Meeting;
  - 5.1.7 to direct the TBU President and the Executive on any matter requiring attention on behalf of the TBU;
  - 5.1.8 to act in the name of the TBU between Annual Meetings;
  - 5.1.9 to provide for such ad hoc committees as from time to time may be deemed necessary;
  - 5.1.10 to consider for approval any request for the formation of a new Branch;
  - 5.1.11 to determine interim policy;
  - 5.1.12 to elect Annual Meeting of the Provincial Assembly delegates and alternates;
  - 5.1.13 to appoint a Committee in January to review the current Constitution: Articles, Bylaws and Policies and to recommend amendments if necessary;
  - 5.1.14 to appoint a Resolutions Committee in February to receive resolutions from the membership for presentation at the TBU Annual Meeting;
  - 5.1.15 to review the draft annual budget to be presented to the TBU Annual Meeting.
  - 5.1.16 to determine a means to fill a vacancy, temporary or permanent, which may occur in elected office(s).
  - 5.1.17 to appoint in September, from nominations received from the membership, an Electoral Officer;
  - 5.1.18 to appoint in January, from nominations received from the membership, three members to act as a Nominations and Elections Committee for the election of:
    - 5.1.18.1 the TBU President;
    - 5.1.18.2 officers at the Annual Meeting;
    - 5.1.18.3 officers at the June TBU Council meeting.
  - 5.1.19 to approve and amend, if necessary, the report of the Nominations and Elections Committee
  - 5.1.20 to appoint members to the Finance Committee;
  - 5.1.21 to ensure that an Anti-Harassment Officer is appointed for each meeting of the TBU Council;
  - 5.1.22 to approve any changes to the Anti-Harassment Principles and Complaint Resolution Procedures document;
  - 5.1.23 to approve or alter the logo for the use of the Bargaining Unit.

## **BYLAW 6 - DUTIES OF BARGAINING UNIT OFFICERS**

- 6.1 It shall be the duty of the TBU Executive:
  - 6.1.1 to promote the objects of OSSTF as defined in the Provincial Constitution and Bylaws;
  - 6.1.2 to make arrangements for the meetings of Council, the Annual Meeting and any other General Meeting of the membership called by TBU Council or the TBU President;
  - 6.1.3 to report to the members at the Annual Meeting;
  - 6.1.4 to carry out the instructions of the Annual Meeting and of the TBU Council;
  - 6.1.5 to deal with all matters which, in its opinion, require action between meetings of the TBU Council, and to assist the TBU President and other Officers in the carrying out of these actions;
  - 6.1.6 to report to TBU Council on actions carried out between meetings of Council;
  - 6.1.7 to keep the membership informed of the activities of the TBU Executive;
  - 6.1.8 to ensure that an Anti-Harassment Officer is appointed for each meeting of the TBU Executive;
  - 6.1.9 to ensure the D17 TBU Anti-Harassment Principles and Complaint Resolution Procedures are reviewed at least annually with the results of the review presented to TBU Council.
- 6.2 It shall be the duty of the TBU President:
  - 6.2.1 to be the official representative of the Bargaining Unit in a full-time release position;
  - 6.2.2 to carry out, on a daily basis, all business necessary to serve the membership both individually and collectively;
  - 6.2.3 to work effectively with other TBU Officers in ensuring effective representation for all members, whether as individuals or as a group;
  - 6.2.4 to call and preside at all meetings of the TBU Executive, the Annual Meeting and any other required General Meeting of the TBU;
  - 6.2.5 to represent the TBU at District Executive Council meetings;
  - 6.2.6 to be aware of all OSSTF matters;
  - 6.2.7 to be ex-officio member of all TBU Standing and ad hoc Committees;
  - 6.2.8 if deemed necessary, to appoint members of the TBU Executive as liaison members to each of the Standing Committees of the TBU and the District;
  - 6.2.9 to inform the TBU Council of any temporary or permanent vacancy(ies) in elected positions during the term office immediately upon receipt of the vacancy;
  - 6.2.10 to ensure the budget from previous year has been duly audited;
  - 6.2.11 to appoint the Chair at the Annual Meeting;
  - 6.2.12 to be a member of the Working Conditions Committee;
  - 6.2.13 to act as a signing authority of the TBU;
  - 6.2.14 to act as a representative in harassment, bullying, and human rights complaints;
  - 6.2.15 to present to each TBU Council meeting, prior to a list of non-confidential incoming and outgoing correspondence, which affects the running of the TBU;
  - 6.2.16 to serve as the Bargaining Unit's Provincial Councillor;

- 6.2.17 to visit each worksite once per year, where reasonable, to review working conditions with members. If a visit is not reasonable, the Bargaining Unit President must make alternative contact with members at the worksite;
- 6.2.18 to arrange meetings of the Appeals committee as needed;
- 6.2.19 to organise, promote, and participate in political action to advance the cause of public education or raise awareness of other local issues;
- 6.2.20 to communicate on behalf of the membership to the public about local and provincial priorities;
- 6.2.21 to update the District 17 TBU social media accounts to promote local and provincial priorities and opportunities;
- 6.2.22 to liaise with the school board and to bring forth question and concerns on behalf of the membership;
- 6.2.23 to actively participate in the Director's Advisory Committee and other Union Affiliate Leadership meetings;
- 6.2.24 to work with other local Union Affiliates to advance the cause of public education;
- 6.2.25 to work with the TBU Officer - Negotiations to advocate for the membership through bargaining and negotiations.

6.3 It shall be the duty of the Vice-President (External):

- 6.3.1 to substitute for the TBU President when necessary.
- 6.3.2 to carry-out such reasonable duties as may from time-to-time be delegated by the TBU President
- 6.3.3 to serve as liaison with Standing and Ad hoc Committees as directed by the President;
- 6.3.6 to attend local Labour Council meetings or arrange TBU representative(s) to attend local Labour Council meetings.
- 6.3.7 to report to TBU Council regarding local Labour Council meetings and activities;
- 6.3.8 to ensure that TBU remain in good standing with affiliated Labour Councils;
- 6.3.9 to serve as the second representative from TBU to the District Executive Council;
- 6.3.10 to Chair of the Teacher-Trustee Relations Committee;
- 6.3.11 to serve as the TBU additional Provincial Councilor where applicable, and to report back to the Executive Council;
- 6.3.12 to act as a representative in harassment, bullying, and human rights complaints;
- 6.3.13 to fulfill the other terms of reference for the Vice-President (External) as outlined in the Constitution: Articles, Bylaws and Policies.

6.4 It shall be the duty of the Vice-President (Internal):

- 6.4.1 to substitute for the TBU President or Vice-President (External) when necessary;
- 6.4.2 to carry-out such reasonable duties as may from time-to-time be delegated by the TBU President;
- 6.4.3 to serve as liaison with Standing and ad hoc Committees as directed by the President;
- 6.4.4 to ensure that each member of Council shall receive, in September, an updated copy of the TBU Constitution: Articles, Bylaws and Policies;

- 6.4.5 to ensure that all Constitutional amendments, articles, bylaws, and policies passed in the previous year's Annual Meeting are implemented;
  - 6.4.6 to ensure that all interim policy passed by TBU Council is brought forward to the Annual Meeting;
  - 6.4.7 to provide advice and assistance to the TBU on matters related to the Constitution: Articles, Bylaws and Policies;
  - 6.4.8 to plan for and organize the Annual Meeting;
    - 6.4.8.1 to be the Chair of the Constitution Committee;
    - 6.4.8.2 to ensure that resolution forms are distributed to Branches no later than March 1st;
  - 6.4.9 to act as a representative in harassment, bullying, and human rights complaints;
  - 6.4.10 to fulfill the other terms of reference for the Vice-President – Internal as outlined in the Constitution: Articles, Bylaws and Policies.
- 6.5 It shall be the duty of the TBU Treasurer:
- 6.5.1 to be responsible for all TBU funds whether allocated by the Provincial Office, raised by levy or received from other sources. The disposition of these funds is to be reflected in the required annual financial statements;
  - 6.5.2 to keep account of all monies received and disbursed by the TBU;
  - 6.5.3 to notify all committees or individual spending authorities in September of the amount of their line account;
  - 6.5.4 to explain to all committees or individual spending authorities how additional funding may be accessed;
  - 6.5.5 to notify all committees or individual spending authorities when seventy-five percent (75%) of the allocated funds have been spent;
  - 6.5.6 to deposit all monies received in a chartered bank in the name of District 17 OSSTF (TBU account);
  - 6.5.7 to issue receipts for all monies received;
  - 6.5.8 to arrange for the payment of all authorized accounts by cheque;
  - 6.5.9 to submit an interim budget update at each Executive and Council meeting;
  - 6.5.10 to establish, in consultation with the District Treasurer and the District Budget Committee, the percentage of District funds to be allocated to the TBU;
  - 6.5.11 to act as Chair of the Finance Committee;
  - 6.5.12 to prepare a budget for approval at the TBU Annual Meeting in consultation with the Finance Committee;
  - 6.5.13 to present to the TBU Annual Meeting a detailed financial report for the preceding fiscal year, using the standard form provided by the Provincial OSSTF;
  - 6.5.14 to represent the TBU on the District Budget Committee and to participate in the preparation and presentation, for approval by the District Annual Meeting, of the District Annual budget along with a detailed financial report of the District Budget for the preceding fiscal year;
  - 6.5.15 to present to the District Budget Committee a copy of the TBU financial report within ninety days of the fiscal year end;
  - 6.5.16 to report to Executive and Council the decisions and directions of the District Budget Committee following its meetings;
  - 6.5.17 to be the signing authority of the TBU;

- 6.5.18 to act as a representative in harassment, bullying, and human rights complaints;
  - 6.5.19 to ensure that the budget from the previous year has been duly audited, and a report made to Council and the Annual Meeting;
  - 6.5.20 to request a monthly report from the Educational Services committee including the number of claims, the total amount reimbursed per claim, and the amount remaining in the account;
    - 6.5.20.1 to provide a report to the Annual Meeting outlining Educational Services expenditures;
  - 6.5.21 to inform branch presidents of the amount of the branch rebate at the September TBU Council meeting;
  - 6.5.22 to fulfill the other terms of reference for the Treasurer as outlined in the Constitution: Articles, Bylaws and Policies.
- 6.6 It shall be the duty of the TBU Officer - Negotiations:
- 6.6.1 to act as Chief Negotiator for the TBU in a full-time release positions;
  - 6.6.2 to work effectively with other TBU Officers to represent members of the TBU, both individually and collectively, and to carry out TBU business in an efficient manner;
  - 6.6.3 to represent all TBU members of OSSTF District 17 (Simcoe) in the attainment of a Collective Agreement between the Bargaining Unit and the Simcoe County District School Board;
  - 6.6.4 to be a member of the Working Conditions Committee;
  - 6.6.5 to fulfill the other terms of reference for the TBU Officer – Negotiations as outlined in the Bylaws;
  - 6.6.6 to act as the Bargaining Unit’s Benefits Officer;
  - 6.6.7 to act as TBU LTD Coordinator;
  - 6.6.8 to act as the Alternate Health and Safety officer;
  - 6.6.9 to act as a signing authority of the TBU;
  - 6.6.10 to act as a representative in harassment, bullying, and human rights complaints.
- 6.7 It shall be the duty of the TBU Officer - Grievance:
- 6.7.1 to ensure that the integrity of the current Collective Agreement is maintained in a full-time release position;
  - 6.7.2 to work effectively with other TBU Officers to represent members of the TBU, both individually and collectively, and to carry out TBU business in an efficient manner;
  - 6.7.3 to report to CBC, Council and Executive on the status of matters of potential dispute, grievances and arbitrations;
  - 6.7.4 to fulfill the other terms of reference for the TBU Officer - Grievance as outlined in the Bylaws;
  - 6.7.5 to act as a representative in harassment, bullying, and human rights complaints;
  - 6.7.6 to receive individual or group concerns on matters of potential dispute and alleged violations of the Collective Agreement;
  - 6.7.7 to work collectively with the President and TBU Officer – Negotiations to investigate any individual or group potential matters of dispute;
  - 6.7.8 to report, in detail, identified potential matters of dispute, and any recommendations from the Grievance Committee, to the Executive and Council;

- 6.7.9 to act as Chair of the Grievance Committee;
  - 6.7.10 to coordinate representation at meetings with members and their administration, ensuring the member has union support;
  - 6.7.11 to research, create, present, and file grievances with the board, which are defined as matters arising from the interpretation, application, or alleged violation of the Collective Agreement, and submit arbitration requests to OSSTF provincial office
  - 6.7.12 to consult with the Grievance Committee, Provincial Office Secretariat and/or legal counsel, and make the decision whether the Bargaining Unit will file a grievance or grievances in accordance with timelines established in Article L6.00 of the Collective Agreement;
  - 6.7.13 to keep the Member informed of the status of the grievance including the decision, any denial of the grievance, and the rationale for the decision;
  - 6.7.14 to inform the Member of the right to appeal the decision including a copy of Bylaw 8.7.5, and list the Members of the Appeals Committee, as outlined in Bylaw 7.2.12.1.
- 6.8 It shall be the duty of the Health and Safety Officer:
- 6.8.1 to act as OSSTF D17 TBU's representative to the Board's Multi-Site Joint Health and Safety Committee (MJHSC);
  - 6.8.2 to work effectively with other TBU Officers to represent the members of the TBU, both individually and collectively, and to carry out TBU business in an efficient manner;
  - 6.8.3 to report to the TBU Executive, TBU Council, and Collective Bargaining Committee on matters discussed at the MJHSC;
  - 6.8.4 to participate and promote training conducted by the Workers' Health and Safety Centre;
  - 6.8.5 to fulfill any other duties required by the Health and Safety Officer as outlined in the Bylaws or the SCDSB's Multi-Site Joint Health and Safety Committee's Terms of Reference;
  - 6.8.6 to act as a representative in harassment, bullying, and human rights complaints.
- 6.9 It shall be the duty of the Executive Officer - Equity and Anti-Racism ;
- 6.9.1 to be the D17 TBU representative for Provincial Equity and Anti-Racism conferences and workshops;
  - 6.9.2 to collaborate with the other Executive Officers in developing training opportunities on Equity, Anti-Racism, and/or Anti-Oppression;
  - 6.9.3 to liaise with local Anti-Racism community groups and the Simcoe County District School Board on Equity, Anti-Racism, and Anti-Oppression activities;
  - 6.9.4 to act as a representative in harassment, bullying and human rights complaints.



- 6.10 It shall be the duty of the Executive Officer – Member Engagement :
  - 6.10.1 to carry out the duties as outlined in the OSSTF/FEESO Bylaws;
  - 6.10.2 to act as the Bargaining Unit’s Communications Officer;
  - 6.10.3 to report on a timely and regular basis to the Executive and Members;
  - 6.10.4 to attend Provincial, Regional, and/or District Communication/Political Action meetings and workshops;
  - 6.10.5 to maintain TBU District 17 communication with the membership;
  - 6.10.6 to assist the President in keeping the membership informed of OSSTF programs and activities;
  - 6.10.7 to maintain the District 17 TBU website;
  - 6.10.8 to organize activities for new Members.
  
- 6.11 It shall be the duty of the Executive Officer – Council Secretary:
  - 6.11.1 to coordinate the organization of workshops as directed by Council;
  - 6.11.2 to take accurate minutes of the Executive, Council, Annual and General Meetings or to ensure the accuracy of minutes taken by someone else;
  - 6.11.3 to forward—as directed by the Executive, Council, an Annual or a General Meeting—representations, recommendations and resolutions to the appropriate bodies of Provincial OSSTF;
  - 6.11.4 to ensure, wherever possible, the distribution of the appropriate minutes from the Executive, the Council, the Annual Meeting and a General Meeting at least one week prior to the next regular meeting of that body;
  - 6.11.5 to receive and keep the records of all TBU Committees at the District Office;
  - 6.11.6 to keep a record of the names of the membership as well as members of the Executive, the Council, and all Committees;
  
  - 6.11.7 to assist in the planning and organization the Annual Meeting;
    - 6.4.7.1 to be the Chair of the Resolutions Committee;
    - 6.4.7.3 to receive all resolutions for the Annual Meeting;
    - 6.4.7.4 to ensure that on-time resolutions are distributed to Branches no later than May 1st; 6.11.8 to organize local Leader training.

- 6.12 It shall be the duty of the Electoral Officer:
  - 6.12.1 to act as the Chair of the Nominations and Elections Committee;
  - 6.12.2 to distribute to all worksites nomination forms, a list of on-time nominations, and to supervise the elections of:
    - 6.12.2.1 the TBU President;
    - 6.12.2.2 officers at the Annual Meeting;
    - 6.12.2.3 officers at the June TBU Council Meeting;
    - 6.12.2.4 any other office or position at the TBU Council;
    - 6.12.2.5 the AMPA (Annual Meeting of the Provincial Assembly) delegates and alternates.
  
- 6.13 It shall be the duty of each Branch President:
  - 6.13.1 to formally represent the Branch in all matters involving the administration and;
    - 6.13.1.1 an individual member;
    - 6.13.1.2 members within the Branch;
  - 6.13.2 to act as liaison between Branch members and;
    - 6.13.2.1 the TBU Council;
    - 6.13.2.2 the TBU Executive;
    - 6.13.2.3 the Provincial Executive;
    - 6.13.2.4 the Secretariat;
  - 6.13.3 to act as a member of TBU Council and to carry out the directions of Council;
  - 6.13.4 to promote the objects of the OSSTF as defined in the Provincial Constitution and Bylaws;
  - 6.13.5 to ensure that an Anti-Harassment Officer is appointed for each meeting of the Branch;
  - 6.13.6 consult with the members at other locations considered to be part of the Branch at least once per year to review working conditions.

- 6.14 It shall be the duty of the Chair of a Standing Committee:
- 6.14.1 to convene and direct the work of the committee in accordance with the instructions of the TBU Executive and TBU Council;
  - 6.14.2 to represent the Committee at Council and to report to Council the directions and actions of the Committee;
  - 6.14.3 to work with the Treasurer to ensure that proper accounting procedures are followed in the expenditure of all funds allocated to the Committee;
  - 6.14.4 to obtain and read a copy of the Constitution;
  - 6.14.5 to work in cooperation with the corresponding OSSTF Provincial Committee;
  - 6.14.6 to report in writing to the members at the TBU Annual Meeting;
  - 6.14.7 to represent their respective committee at Provincial conferences;
  - 6.14.8 to submit a budget request to the Treasurer prior to the first meeting of the Finance Committee;
  - 6.14.9 to ensure that a Secretary is elected to be responsible for the minutes of meetings in addition to other correspondence when required;
  - 6.14.10 to ensure that all minutes and reports are forwarded to the Executive Officer – Council, once approved;
  - 6.14.11 to ensure that an Anti-Harassment Officer is appointed for each meeting of the Standing Committee.
- 6.15 It shall be the duty of the Teacher Trustee Relations Committee Members:
- 6.15.1 to attend Simcoe County District School Board meetings or to arrange TBU representatives to attend the meeting;
  - 6.15.2 to report to TBU Council regarding the Simcoe County District School Board meeting;”
  - 6.15.3 to seek input from TBU Council for upcoming Teacher Trustee Relations Committee meetings.
- 6.16 It shall be the duty of the Faculty of Education Teacher Liaison:
- 6.16.1 to be the OSSTF D17 TBU representative to Lakehead Orillia’s Teacher Education Liaison Committee (TELC);
  - 6.16.2 to serve as Chair of TELC during the years OSSTF is responsible for that position;
  - 6.16.3 to be the Bargaining Unit’s recommended representative to the Faculty of Education Advisory Work Group (FEAWG).

## **BYLAW 7 - DUTIES, RESPONSIBILITIES AND ORGANIZATION OF STANDING COMMITTEES**

- 7.1 The TBU Collective Bargaining Committee (CBC):
  - 7.1.1 TBU CBC shall consist of:
    - 7.1.1.1 a voting representative from each Branch;
    - 7.1.1.2 a voting TBU President;
    - 7.1.1.3 a voting TBU Officer – Negotiations;
    - 7.1.1.4 a voting Health and Safety Officer;
    - 7.1.1.5 a non-voting TBU Officer – Grievance;
    - 7.1.1.6 a non-voting representative from the OTBU;
    - 7.1.1.7 as non-voting members, any members from the Table Team who do not currently hold a position on CBC.
  - 7.1.2 The objectives of CBC shall be:
    - 7.1.2.1 to make members aware of the Collective Agreement and its provisions;
    - 7.1.2.2 to make members aware of the Collective Bargaining process and to promote member involvement in that process.
    - 7.1.2.3 to assist the Executive and Council in ensuring that the terms of the Collective Agreement are protected;
  - 7.1.3 The TBU CBC, at its last meeting of the school year, shall elect from among its active Members:
    - 7.1.3.1 a Chair (annually);
    - 7.1.3.2 a Secretary (annually);
    - 7.1.3.3 a Working Conditions chair (annually);
    - 7.1.3.4 one of two CBC representatives to the Grievance Committee, for a staggered two-year term;
    - 7.1.3.5 elections shall be in accordance with the Bylaws;
  - 7.1.4 TBU CBC may form other subcommittees to deal with areas selected by CBC.
  - 7.1.5 TBU CBC shall be responsible for preparing the Local Brief in accordance with Bylaw 12.
  - 7.1.6 The Negotiating Team shall consist of
    - 7.1.6.1 the TBU Officer – Negotiations;
    - 7.1.6.2 the TBU President,
    - 7.1.6.3 the Working Conditions Chair,
    - 7.1.6.4 the Secretary of the Committee;
    - 7.1.6.5 up to five additional members elected by CBC from the general membership no later than ninety (90) calendar days before the Collective Agreement expires.
      - 7.1.6.5.1 The term of the appointment for additional members shall expire with the ratification of the Local and Central Agreements;
      - 7.1.6.5.2 Any vacancies that arise from additional members shall be filled by an election by the committee;
  - 7.1.7 In the event of Provincial Resumption of Bargaining, the local Bargaining Unit's representatives shall consist of the TBU President, the TBU Officer - Negotiations and at least one member elected by and from the Table Team.

- 7.2 The TBU Educational Services Committee (ESC):
  - 7.2.1 TBU ESC shall consist of:
    - 7.2.1.1 a voting representative from each Branch;
    - 7.2.1.2 a voting TBU Vice-President as assigned by the TBU President;
    - 7.2.1.3 a non-voting representative from the OTBU.
  - 7.2.2 The objectives of TBU ESC shall be:
    - 7.2.2.1 to promote at least one county-wide professional development activity day for OSSTF District 17 (Simcoe) teachers each school year;
    - 7.2.2.2 to be responsible for the allocation of TBU Professional Development funds;
    - 7.2.2.3 to distribute materials including resource books and research publications;
    - 7.2.2.4 to assist members in areas of research, professional development, curriculum and issues of educational concern;
    - 7.2.2.5 to assist, wherever possible, in the development of in-service programs;
    - 7.2.2.6 to inform members on the ability to apply for TBU Professional Development funds, and where the TBU ESC denies a PD claim, to inform the member of the right to appeal to the Appeals Committee and the appeals procedure.
  - 7.2.3 The TBU ESC, at its last meeting of the school year, shall elect from its active members an Executive consisting of:
    - 7.2.3.1 a Chair (annually);
    - 7.2.3.2 an Assistant Chair (annually);
    - 7.2.3.3 a Secretary (annually);
    - 7.2.3.4 the designated Vice-President.
  - 7.2.4 Subcommittees may be formed to deal with:
    - 7.2.4.1 planning;
    - 7.2.4.2 disbursement of funds;
    - 7.2.4.3 publicity;
    - 7.2.4.4 other needs as determined by the Committee.
  - 7.2.5 TBU ESC shall provide a monthly report to TBU Council on the status of the Professional Development funds;
- 7.3 The Equity, Anti-Racism, and Anti-Oppression Committee
  - 7.3.1 The TBU Equity, Anti-Racism, and Anti-Oppression Committee shall consist of:
    - 7.3.1.1 the voting Executive Officer – Equity and Anti-Racism;
    - 7.3.1.2 one voting representative from each Branch;
    - 7.3.1.3 a non-voting representative from the OTBU;
    - 7.3.1.4 as non-voting representatives, any additional interested members.

7.4 The TBU Excellence in Education Committee

7.4.1 TBU Excellence in Education Committee shall consist of:

- 7.4.1.1 a voting representative from each Branch;
- 7.4.1.2 a voting TBU Vice-President as assigned by the TBU President;
- 7.4.1.3 a non-voting representative from the OTBU.

7.4.2 The objectives of the Excellence in Education Committee:

- 7.4.2.1 to promote the excellence of public secondary education within the Simcoe County District School Board;
- 7.4.2.2 to promote the pride that OSSTF District 17 teachers feel in their own skills and contributions to their profession, to their students and to their communities;
- 7.4.2.3 to liaise with the Simcoe County District School Board and assist the Board in promoting public secondary education.

7.4.3 The Excellence in Education Committee, at its last meeting of the school year, shall elect from its active members, an Executive consisting of

- 7.4.3.1 a Chair (annually);
- 7.4.3.2 an Assistant Chair (annually);
- 7.4.3.3 a Secretary (annually);
- 7.4.3.4 the designated Vice-President.

7.5 The TBU Health & Safety Committee

7.5.1 The TBU Health & Safety Committee shall consist of:

- 7.5.1.1 a voting representative from each Branch;
- 7.5.1.2 a voting Health and Safety Officer
- 7.5.1.3 a non-voting Health and Safety Officer – Alternate;
- 7.5.1.4 a non-voting representative from the OTBU;
- 7.5.1.5 as non-voting members, any Worksite Designated Workers (WDWs) who do not currently hold a position on TBU Health & Safety Committee.

7.5.2 The objectives of the TBU Health & Safety Committee shall be:

- 7.5.2.1 to promote member awareness of their rights and responsibilities under the *Occupational Health & Safety Act*;
- 7.5.2.2 to inform members of reporting tools available through the Board;
- 7.5.2.3 to promote and advocate for practices that ensure safety at work.

7.5.3 The TBU Health & Safety Committee, at its last meeting of the school year, shall elect from among its active Members:

- 7.5.3.1 a Chair (annually);
- 7.5.3.2 an Assistant Chair (annually);
- 7.5.3.3 a Secretary (annually).

- 7.6 The TBU Member Engagement Committee
  - 7.6.1 The TBU Member Engagement Committee shall consist of:
    - 7.6.1.1 a voting representative from each Branch;
    - 7.6.1.2 a voting Executive Officer – Member Engagement;
    - 7.6.1.3 a non-voting representative from the OTBU.
  - 7.6.2 The objectives of the TBU Member Engagement Committee shall be:
    - 7.6.2.1 to promote member engagement in union activities
    - 7.6.2.2 to promote two-way communication through the Bargaining Unit
    - 7.6.2.3 to promote membership involvement in political action that supports the Federation and the Bargaining Unit.
  - 7.6.3 The TBU Member Engagement Committee, at its last meeting of the school year, shall elect from among its active Members:
    - 7.6.3.1 a Chair (annually);
    - 7.6.3.2 an Assistant Chair (annually);
    - 7.6.3.3 a Secretary (annually).

**BYLAW 8 - DUTIES, RESPONSIBILITIES, AND ORGANIZATION OF SPECIAL COMMITTEES**

- 8.1 TBU Constitution Committee
  - 8.1.1 The TBU Constitution Committee shall consist of the following members:
    - 8.1.1.1 Vice-President (Internal) and
    - 8.1.1.2 at least two members appointed by TBU Council.
  - 8.1.2 The objectives of the TBU Constitution Committee shall be:
    - 8.1.2.1 to assist the Executive and Council in maintaining the integrity and function of the D17 TBU Constitution;
    - 8.1.1.2 to assist the Executive and Council in promoting an awareness of the OSSTF Provincial, District and D17 TBU Constitution among TBU members.
  - 8.1.3 The responsibilities of the TBU Constitution Committee are:
    - 8.1.1.1 to meet prior to March 1;
    - 8.1.1.2 to review the Constitution and submit recommendations to the Resolutions Committee.
    - 8.1.1.3 to review the District Constitution and submit recommendations to the TBU President and Vice-President (External) for consideration.
- 8.2 TBU Resolutions Committee
  - 8.2.1 The TBU Resolutions Committee shall consist of:
    - 8.2.1.1 the Executive Officer – Council and
    - 8.2.1.2 at least two (2) other members appointed by TBU Council.
  - 8.2.2 The TBU Resolutions Committee shall have the following objectives:
    - 8.2.2.1 to assist the Executive and Council in maintaining the integrity and function of the D17 TBU Constitution;
    - 8.2.1.2 to assist the Executive and Council in promoting an awareness of the OSSTF Provincial, District and D17 TBU Constitution among TBU members.

- 8.2.3 The TBU Resolutions Committee shall have the following responsibilities:
  - 8.2.3.1 to review all resolutions for the Annual Meeting;
  - 8.2.3.2 to advise and assist members in the drafting or phrasing of resolutions;
  - 8.2.3.3 to order all resolutions so that they can be dealt with effectively by the Annual Meeting;
  - 8.2.3.4 to ensure that all on-time resolutions are printed and distributed to all Branches within the time-lines specified by the Bylaws;
  - 8.2.3.5 to provide advice to the Presiding Officer(s) of the Annual Meeting and to the members of the Council on:
    - 8.2.3.5.1 matters of parliamentary procedures, the ordering of an agenda, the sequencing of resolutions and procedures followed;
    - 8.2.3.5.2 the drafting or phrasing of resolutions;
    - 8.2.3.5.3 the possible effect of resolutions on procedures and/or on other resolutions;
    - 8.2.3.5.4 any other matters referred to it by one of these bodies;
  - 8.2.3.6 to provide two or three of its members to act as Steering Committee at the TBU Annual Meeting;
  - 8.2.3.7 to assist the Vice-President (Internal) in recording the progress of any amendments or additions to the Articles, Bylaws or Policies of this Constitution during the Annual Meeting;
  - 8.2.3.8 to assist the Vice-President (Internal), where required, in the updating of the TBU Constitution after each Annual Meeting.

8.3 The TBU Grievance Committee

- 8.3.1 The TBU Grievance Committee shall consist of the following four members:
  - 8.3.1.1 the TBU Officer - Grievance;
  - 8.3.1.2 two (2) members of the Collective Bargaining Committee as elected by the Collective Bargaining Committee in two-year staggered terms;
  - 8.3.1.3 two (2) members elected from the membership at large at the Annual Meeting in two-year staggered terms;
  - 8.3.1.4 TBU President (non-voting);
  - 8.3.1.5 TBU Officer – Negotiations (non-voting);
- 8.3.2 The objectives of the TBU Grievance Committee:
  - 8.3.2.1 to ensure that the grievance procedure, as outlined in the current Collective Agreement, is correctly followed;
  - 8.3.2.2 to assist the Executive and Council in ensuring that the members of OSSTF District 17 (Simcoe) receive fair representation in accordance with the terms of the current Collective Agreement, the Ontario Labour Relations Act and other relevant Ontario legislation;
  - 8.3.2.3 to assist the Executive and Council in maintaining the integrity of the Collective Agreement;
  - 8.3.2.4 to assist the Executive, Council and CBC in promoting an awareness and understanding of the Collective Agreement and the grievance procedure among TBU members.



- 8.3.3 The Grievance Committee shall have the following responsibilities:
  - 8.3.3.1 to review and provide input into all matters of potential dispute brought forward by the TBU Officer – Grievance;
  - 8.3.3.2 to determine whether matters of potential dispute are a viable grievance;
    - 8.3.3.2.1 when matters are deemed grievable, to provide advice and direction regarding applicable clauses from the Collective Agreement;
    - 8.3.3.2.2 when matters are not deemed to be a viable grievance, to inform potential griever(s) of the right to appeal the Grievance Committee’s decision to the Appeals Committee and to inform them of the appeals procedure;
  - 8.3.3.3 to be kept advised of the progress of grievances through the grievance process;
  - 8.3.3.4 to determine whether matters of dispute should be referred to Provincial Officer for arbitration;
  - 8.3.3.5 to determine whether matters referred to arbitration that have been denied at Provincial Office should be appealed by the Bargaining Unit.

8.5 The Simcoe County District School Board Teacher-Trustee Relations Committee (TTRC)

- 8.5.1 The TTRC shall be determined by the Collective Agreement;

8.6 Working Conditions Committee

- 8.6.1 The Working Conditions Committee shall be determined by the Collective Agreement

8.7 TBU Nominations and Elections Committee

- 8.7.1. The TBU Nominations and Elections Committee shall consist of:

- 8.7.1.1 the Electoral Officer, and
- 8.7.1.2 at least two (2) other members appointed by TBU Council.

- 8.7.2 The TBU Nominations and Elections Committee shall have the following objectives:

- 8.7.2.1 to promote fair elections for all Bargaining Unit positions.

- 8.7.3 The TBU Nominations and Elections Committee shall have the following responsibilities:

- 8.7.3.1 to report to TBU Council by the end of February, guidelines for the election of:

- 8.7.3.1.1 TBU President;
- 8.7.3.1.2 officers at the Annual Meeting;
- 8.7.3.1.3 officers elected at TBU Council;
- 8.7.3.1.4 Branch representatives;

- 8.7.3.2 to assist in the election of TBU President, election of officers at the Annual Meeting, and election of officers at TBU Council.

## 8.8 TBU Finance Committee

### 8.8.1 The TBU Finance Committee shall consist of:

8.8.1 the TBU Treasurer, and

8.8.2 at least two (2) other members appointed b

### 8.8.2 The TBU Finance Committee shall have the following objectives:

8.8.2.1 to assist the Annual Meeting on Bargaining Unit financial matters;

### 8.8.3 The TBU Finance Committee shall have the following responsibilities:

8.8.3.1 to assist the Treasurer on the preparation of a Budget for the Annual Meeting;

8.8.3.2 to annually review the purposes and practices of all reserve accounts.

## 8.9 TBU Appeals Committee

### 8.9.1 In the event of an appeal, an TBU Appeals Committee shall be formed, on an as needed basis, of the following members:

8.9.1 As selected by the TBU President, a Vice-President, or in their absence, another voting member of the Executive, who will act as Chair;

8.9.2 at least two (2) Branch President, as selected by the TBU Chair.

### 8.9.2 The objective of the TBU Appeals Committee

8.9.2.1 to ensure that the members of OSSTF District 17 (Simcoe) receive fair representation in accordance with the terms of the current Collective Agreement, the Ontario Labour Relations Act, and other relevant Ontario legislation;

8.9.2.2 to ensure the members have equitable access to available Professional Development funds as per the guidelines approved by TBU Council.

### 8.9.3 The TBU Appeals Committee shall have the following responsibilities to hear an appeal brought forward by a member:

8.9.3.1 regarding a decision of the Grievance Committee;

8.9.3.2 denied a PD claim by the Educational Services Committee;

8.9.3.3 to hear an appeal brought forward as the result of a Bargaining Unit Anti-Harassment investigation;

8.9.3.4 to report the result of Appeals to TBU Executive and TBU Council.

### 8.9.4 Quorum for the Appeals Committee shall consist of the Vice-President (or designate) and at least two (2) other members of the Appeals Committee.

### 8.9.5 No member shall be named to the Appeals Committee if they:

8.9.5.1 are a member of the committee whose decision is being appealed, or

8.9.5.2 are a member of the same branch as the member initiating the appeal.

8.9.6 Appeals of the Grievance Committee's decisions

8.9.6.1 A member wishing to appeal a decision of the Grievance Committee has ten (10) days from notification of the decision to notify the TBU President of their desire to initiate an appeal.

8.9.6.2 The TBU President shall arrange a meeting of the Appeals Committee within twenty (20) days of the notification of the appeal.

8.9.6.3 the potential griever(s) may submit their appeal to the Appeals Committee in writing, in person, or by another member presenting an appeal on their behalf.

8.9.6.4 the TBU Officer – Grievance, or designate, must explain to the Appeals Committee, in Executive Session, the reason for the Grievance Committee's Decision.

8.9.6.5 deliberations of the Appeals Committee shall only be conducted between members of the Appeals Committee.

8.9.6.6 within five (5) days of the Appeals Committee meeting, the Appeals Committee shall provide the potential griever(s), the TBU President, and the TBU Officer – Grievance a written decision on whether the appeal was upheld or denied.

8.9.6.7 The decision made by the Appeals Committee shall be final.

8.9.7 Appeals of the Educational Services Committee's decisions

8.9.7.1 A member wishing to appeal a decision of the Educational Services Committee has twenty (20) days from notification of the decision to notify the TBU President of their desire to initiate an appeal.

8.9.7.2 The TBU President shall arrange a meeting of the Appeals Committee within twenty (20) days of the notification of the appeal.

8.9.7.3 the member appealing the decision of the Educational Services Committee may submit their appeal in writing, in person, or by another member presenting an appeal on their Behalf.

8.9.7.4 the Chair of the Educational Services Committee, or designate, must explain to The Appeals Committee, in Executive Session, the reason for the decision;

8.9.7.5 deliberations of the Appeals Committee shall only be conducted between members of the Appeals Committee.

8.9.7.6 within five (5) days of the Appeals Committee meeting, the Appeals Committee shall provide the member, the TBU President, and the Chair of the Educational Services Committee a written decision on whether the appeal was upheld or denied.

8.9.7.7 The decision made by the Appeals Committee shall be final.

8.9.8 Appeals of a Bargaining Unit Anti-Harassment investigation:

8.9.8.1 the Appeals procedures shall be in accordance with the D17 TBU Anti-Harassment Principles and Complaint Resolution Procedures document;

8.9.8.2 the decision made the Appeals Committee shall be final.

## **BYLAW 9 - POLICY**

- 9.1 No policy shall contravene established OSSTF policy or practice.
- 9.2 Policy, and the amendment or rescission of policy, may be made at the Annual Meeting or General Meeting:
  - 9.2.1 by a majority vote of the members qualified to vote, present and voting, provided that proper notice of a policy resolution was given to the Vice- President (Internal) by March 31;
  - 9.2.2 in the case of a General Meeting, at least three weeks before the Meeting—and shall have been distributed to the Branches at least two weeks prior to the Meeting;
  - 9.2.3 by a three-quarters vote of the members qualified to vote, present and voting, previous notice not having been given.
- 9.3 Interim policy, amendment or rescission of interim policy and interim amendment or interim rescission of existing policy may be made at any meeting of Council:
  - 9.3.1 by a majority vote (1/2) of the members qualified to vote, present and voting, provided that proper notice of a policy resolution was given to Council on or before the date of the previous meeting of Council;
  - 9.3.2 by a three-quarters (3/4) vote of the members qualified to vote, present and voting, previous notice not having been given.
- 9.4 Any interim policy or interim amendment of policy or interim rescission of policy made by the Council since the previous Annual Meeting or General Meeting shall be ratified or rescinded by a majority vote of the members qualified to vote, present and voting at the next Annual or General Meeting.
- 9.5 The year of approval, revision or renewal of each policy shall be recorded. Policies, if not renewed, shall expire at the end of a ten (10) year period.

## **BYLAW 10 – MISCELLANEOUS ACTION MOTIONS**

- 10.1 No Miscellaneous Action shall contravene established OSSTF policy or practice.
- 10.2 Miscellaneous Action may be made at the Annual Meeting or General Meeting:
  - 10.2.1 By a majority (1/2) vote of the members qualified to vote, present and voting.

## **BYLAW 11 - RULES OF ORDER & PROCEDURE**

- 11.1 Meetings of the Bargaining Unit or Branches shall be conducted in accordance with the Rules of Order as outlined in the current OSSTF Handbook: Constitution and Bylaws.

## **BYLAW 12 - NEGOTIATIONS**

### 12.1 Brief

#### 12.1.1 The Local Brief:

- 12.1.1.1 In preparation for local bargaining, the Collective Bargaining Committee (CBC) shall develop and distribute a membership survey to determine priorities for local bargaining;
- 12.1.1.2 The CBC shall develop and present a list of local bargaining priorities to TBU Council to share with the general membership;
- 12.1.1.3 The CBC shall develop and present the brief to TBU Council for approval;
- 12.1.1.4 The brief shall not be distributed outside of the Table Team, CBC, TBU Council, or TBU Executive.

#### 12.1.2 The Central Brief:

- 12.1.2.1 The President, or designate, shall exercise the Bargaining Unit's vote on a central brief.

### 12.2 Ratification of Agreements

#### 12.2.1 Ratification of Local Agreement:

- 12.2.1.1 CBC and TBU Council shall meet jointly for the purpose of reviewing a tentative agreement prior to its distribution to the general membership;
- 12.2.1.2 If the tentative agreement is reached during the school year;
  - 12.2.1.2.1 The President will call a General Meeting for the purpose of discussing the new tentative agreement;
  - 12.2.1.2.2 The members shall have access to the tentative agreement at least twenty-four (24) hours prior to a General Meeting;
  - 12.2.1.2.3 The members will vote on the tentative agreement by secret ballot, within three (3) to five (5) days, following the General Meeting. Voting shall be done according to Bylaw 14.
- 12.2.1.3 If the tentative agreement is reached during the summer;
  - 12.2.1.3.1 The President will call a general meeting for the purpose of discussing and ratifying the new tentative agreement;
  - 12.2.1.3.2 The members shall have access to the tentative agreement at least three (3) days prior to the general meeting;
  - 12.2.1.3.3 The members will have the opportunity to vote on the tentative agreement by secret ballot at the ratification meeting or on the following business day according to Bylaw 14;
- 12.2.1.4 Timelines for the ratification process can be altered by Provincial OSSTF under the Resumption of Bargaining guidelines.

#### 12.2.2 Ratification of Central Agreement:

- 12.2.2.1 The ratification process for a Central Agreement shall be the same as the ratification process for a Local Agreement unless altered by Provincial OSSTF.

### **BYLAW 13 - ANTI-HARASSMENT**

- 13.1 The definitions and policies relating to Harassment shall follow the Provincial OSSTF Anti-Harassment Policy.
- 13.2 There shall be an approved D17 TBU Anti-Harassment Principles and Complaint Resolution Procedures document that shall be appended to the Constitution as Appendix A
- 13.3 The D17 TBU Anti-Harassment Principles and Complaint Resolution Procedures document shall be reviewed at least annually by the TBU Executive and reported to TBU Council. Any changes require approval by TBU Council or Annual Meeting.
- 13.4 Bargaining Unit Meetings or Events
  - 13.4.1 An Anti-Harassment Officer shall be designated, by the chair or organizer, for each meeting or event organized by the TBU, its standing committees, or ad hoc committees.
  - 13.4.2 The designated Anti-Harassment Officer for a TBU meeting or event shall follow the District 17 Anti-Harassment Principles and Complaint Resolution Procedures document for any issues or concerns that occur at the meeting or event.
- 13.5 Formal Complaints
  - 13.5.1 In the event of receiving a formal complaint occurring as a result of concern arising from a Bargaining Unit activity, the TBU President (or designate), shall appoint a member with Anti-Harassment training to conduct an investigation.
  - 13.5.2 The designated Anti-Harassment Officer for a TBU meeting shall conduct an investigation following the District 17 Anti-Harassment Principles and Complaint Resolution Procedures document.
  - 13.5.3 Members of D17 TBU affected by a decision resulting from the Complaint Resolution Procedures shall have a right to file an appeal in accordance with the appeal procedure outlined in the document.

### **BYLAW 14 – VOTES OF THE GENERAL MEMBERSHIP**

- 14.1 When conducting a general member vote, members are to vote at their worksites, where reasonable.
- 14.2 members unable to vote at worksites shall have the opportunity to vote:
  - 14.2.1 at the district office;
  - 14.2.2 by telephone (through a system that confirms a member's eligibility to vote and does not allow a member to be identified based on their vote)
  - 14.2.3 and when possible, by a secure electronic platform.
- 14.3 the Vice-President (**Internal**) and the Executive Officer - Council Secretary shall assist in the voting process where deemed necessary by the released officers.
  - 14.3.1 The Vice-President (**Internal**) and the Executive Officer - Council Secretary shall prepare member lists for branches and confirm member status one week prior to any vote.

### **BYLAW 15 – DEPENDENT CARE**

- 15.1 If a unit officer attends an OSSTF meeting or workshop after school or on the weekend and incurs dependent care costs in order to attend the meeting or workshop, the rate of remuneration shall be \$15.00 per hour of dependent care, payable by the Unit.

## **POLICY**

- 1.1 It is the policy of OSSTF District 17 (Simcoe) Teachers' Bargaining Unit that the use of plastic and Styrofoam utensils, plates, and cups be banned from all OSSTF District 17 TBU activities and events. (R. 2023)
- 1.2 It is the policy of OSSTF District 17 (Simcoe) Teachers' Bargaining Unit that, in the awarding of contracts, the TBU weigh environmental concerns before making any final decision. (R. 2023)
- 1.3 It is the policy of OSSTF District 17 (Simcoe) Teachers' Bargaining Unit that each event or meeting organized by the TBU Council, its Standing Committees, or Ad Hoc Committees be smoke and scent free. (R. 2023)
- 1.4 It is the policy of OSSTF District 17 (Simcoe) Teachers' Bargaining Unit that where joint bargaining occurs with another Bargaining Unit, at least one representative from D17 TBU be included on the bargaining team. (R. 2023)



**OSSTF D17 TBU  
Anti-Harassment Principles  
And Complaint Resolution Procedures Document**



**APPROVED: TBU ANNUAL MEETING MAY 2023**



# District 17 – Simcoe TBU Anti-Harassment Principles and Complaint Resolution Procedures

## A. Principles of Respectful Workplace and Federation Environments

A member of OSSTF District 17 – Simcoe Teachers’ Bargaining Unit (TBU) has the right to a workplace and union environment free from harassment and bullying.

Harassment and/or discrimination are not joking matters. They have a destructive effect on the workplace environment, individual wellbeing, and union solidarity. Such actions are not only destructive, they can be illegal.

Inadvertent, hidden and systemic harassment and/or discrimination must be identified and addressed. The roots of systemic harassment and discrimination include but are not limited to racism, sexism, homophobia and transphobia. OSSTF D17 – Simcoe TBU does not condone harassment and/or discrimination on the basis of age, national or ethnic origin, colour, religion, sex, gender identity, sexual orientation, race, socio-economic status or mental or physical disability.

Harassment and/or discrimination can take many forms and may be verbal, physical or psychological. They can involve a wide range of actions including comments, gestures or looks, pictures, messages, touching, or more aggressive actions. These acts may be indirect or overt; they may be isolated or repeated.

Acts of harassment and/or discrimination are always degrading, unwelcome and coercive. They are always unacceptable.

As members of OSSTF D17 – Simcoe TBU, our goal must be to protect human rights, to promote mutual respect and trust, and to foster inclusion.

We cannot condone or tolerate intimidating, demeaning, hostile and aggressive behaviour against another member. We cannot condone these behaviours when we witness them.

As OSSTF D17 – Simcoe TBU members, we must speak out against this conduct and stand together to protect human rights. We must take action.

OSSTF D17 – Simcoe TBU is committed to strengthening member solidarity, and in addition to representing members’ interests in the workplace, takes seriously its own responsibility to ensure that members are treated with respect and dignity at all locally sponsored OSSTF D17 – Simcoe TBU events and meetings.

Any member who feels targeted by harassment and/or discrimination must be able to speak up and know their concerns will be responded to immediately in accordance with OSSTF D17 – Simcoe TBU Bylaws and the Resolution and Complaint Process as found in the OSSTF D17 – Simcoe TBU Policies and Procedures.

### What is Harassment?

Harassment and discrimination can take many forms and may be verbal or psychological. They can involve a wide range of actions including comments, gestures or looks, pictures, messages, touching, or more aggressive actions. These acts may be indirect or overt, they may be isolated or repeated. These actions may relate to, but are not restricted to, an individual's race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, age, record of offences, religion, marital status, socio-economic status, family status, or mental or physical disability.

### What is not Harassment?

Vigorous professional debate or disagreement during federation discussions or during meetings, in and of itself, does not constitute harassment. Similarly, firm advice given by federation officers/representatives does not constitute harassment nor do innate personal attributes in and of themselves, such as a naturally loud voice, physical appearance, or substantial physical size.

## **B. Complaint Resolution Procedures**

### **Step 1**

The member, or an advocate acting on behalf of the member, verbally or in writing, should make known to the individual that their conduct/behaviour constitutes harassment or discrimination and is unwelcome. The member, or advocate, should request that the offensive behaviour(s) cease.

### **Step 2**

If the member (or advocate) is not comfortable approaching the individual or if there is a recurrence of such behaviour(s) following a resolution at Step 1, the member should approach a designated Anti-Harassment Officer at the activity and ask the officer to act on their behalf. If no Anti-Harassment Officer has been designated, the member should approach the OSSTF representative in charge of the event or activity (i.e., the presiding officer), and request the complaint be addressed.

### **Step 3**

The designated Anti-Harassment Officer (or appropriate designate), upon request of the complainant, will investigate the complaint promptly and confidentially, including separately interviewing the parties and any witnesses, with a view to resolving the problem informally and having any offensive behaviour(s) stop.

Resolutions at this stage may include (but are not limited to): dismissal of the complaint as vexatious, frivolous, or not meeting the definition of harassment, a verbal apology, a warning from the presiding federation officer, or relocation of the respondent within the venue. If, in the judgment of the designated Anti-Harassment Officer and/or presiding federation officer, the offending member should leave the activity or event, such a request will be made, and appropriate steps taken to ensure compliance.

### **Step 4**

If the complaint cannot be resolved informally, the designated Anti-Harassment Officer will ensure that the federation event or activity can proceed without further harassment. The complainant will be asked to put the complaint and all relevant information in writing on the Anti-Harassment Complaint Form (FORM A). If the complainant chooses to provide such a written complaint, it will be submitted to the TBU President for action. In the event that the Bargaining Unit President is involved in the complaint, the complaint may be submitted to either Vice-President or a TBU Officer for action.

The TBU President, or designate, will appoint a member with Anti-Harassment training to conduct an investigation. The appointed Anti-Harassment Officer will interview the complainant (FORM B), interview the respondent (FORM C), and any appropriate witnesses (FORM D). The investigation will determine if the behaviour falls under the definition of harassment, and decide on appropriate remedial action consistent with the OSSTF/FEESO Constitution (FORM E). The parties involved will receive a written report stating the findings and any action taken.

The complainant may request a local Bargaining Unit Executive member to assist in filing the written complaint, during the interview, or appeal. The respondent may request a separate local Bargaining Unit Executive member to assist in preparing a rebuttal, responding to complaint, or appeal.

Decisions made by the investigating appointed Anti-Harassment Officer shall be consistent with the Bargaining Unit's Anti-Harassment Principles and Complaint Resolution Procedures document and may be reviewed by the Bargaining Unit Executive at the request of the member.

The Bargaining Unit shall keep a confidential file of all records and reports related to the investigation of written complaints for a period of five years.

None of the above restricts a member's right to file a complaint with the Ontario Human Rights Commission or to make a complaint to police.

## **C. Anti-Harassment Appeals Procedure**

Members of D17 – Simcoe TBU affected by a decision resulting from a complaint under the Bargaining Unit Anti-Harassment Policy and Procedures may appeal this decision using the following procedure:

### **Step 1**

Within 20 days of the decision, the affected member (herein called the Appellant) may submit a request in writing to the Bargaining Unit President for an Appeal Hearing. In the event that the Bargaining Unit President is involved in the complaint, the appeal may be submitted to either Vice-President or a TBU Officer for action.

### **Step 2**

Within 20 days of receiving the request, the Bargaining Unit President, or designate, shall call a meeting of an Appeals Committee as per TBU Constitution to consider the appeal.

### **Step 3**

The Appeals Committee shall review the complaint, the investigation process and findings, and the decision.

### **Step 4**

Following the review, the Appeals Committee shall either confirm or modify the decision. The decision of the Appeals Committee shall be consistent with the Bargaining Unit's Anti-Harassment Principles and Complaint Resolution Procedures document.

### **Step 5**

Within five (5) days of the meeting of the Appeals Committee, the committee shall report the decision on the Appeal to the Appellant and Bargaining Unit Executive in writing.

### **Step 6**

The decision of the Appeals Committee shall be considered final and not subject to any appeal within the Bargaining Unit.

**FORM A: OSSTF D17 TBU – Simcoe Anti-Harassment Formal Complaint**

**Details for member who has allegedly experienced harassment:**

Your Name: \_\_\_\_\_

Branch: \_\_\_\_\_

Personal email: \_\_\_\_\_

Phone number: \_\_\_\_\_

Permission to leave voice mail on phone (please circle): YES NO

**Names and branches of alleged harasser(s), if available**

\_\_\_\_\_

**Details of the complaint of harassment.**

Please describe in as much detail as possible the bullying and harassment incident(s), including: (a) the names of the parties involved; (b) any witnesses to the incident(s); (c) the location, date and time of the incident(s); (d) details about the incident(s) (behaviour and/or words used); (e) any additional details. (Attach additional pages if required)

\_\_\_\_\_

**List of relevant documents/evidence:**

Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted. If you are not able to attach documents and they are relevant to your complaint, please list the documents below. If someone else has relevant documents, please note that below. (Attach additional pages if required)

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FORM B: OSSTF D17 TBU – Simcoe Anti-Harassment Investigation - COMPLAINANT**

**Anti-Harassment Officer:**  
\_\_\_\_\_

**Complainant Details**

**Name:**  
\_\_\_\_\_

**Branch:**  
\_\_\_\_\_

**Contact Info:**  
\_\_\_\_\_

**Interview with Complainant**

**Date:** \_\_\_\_\_

**Method:**  Phone  
 In-person  
 Other: \_\_\_\_\_

**Location:** \_\_\_\_\_

**Summary of Complaint (attach more if necessary):**

**List of Documents/Evidence Provided or Potential Witnesses:**

**Initial Investigation Outcome:**

**If the situation(s) as alleged was/were true does this qualify as harassment:**

**YES**

**NO**

**Rationale:**

**Date the Complainant Been Informed:**

**By Phone:**  
\_\_\_\_\_

**By Email:**  
\_\_\_\_\_

**Anti-Harassment Officer  
Signature:**  
\_\_\_\_\_

**Date:**  
\_\_\_\_\_





**FORM E: OSSTF D17 TBU – Simcoe Anti-Harassment Investigation - FINDINGS**

**Anti-Harassment Officer:**  
\_\_\_\_\_

**Complainant:**  
\_\_\_\_\_

**Date(s) of Alleged Incident(s)**  
\_\_\_\_\_

**Respondent # \_\_\_\_ of \_\_\_\_:**  
\_\_\_\_\_

**On a Balance of Probabilities do any of the involved Incident(s) qualify as harassment:**                      **YES**                      **NO**

**Rationale:**

**Recommended Next Steps:**

**Date the Complainant Been Informed:**

**By Phone:**  
\_\_\_\_\_

**By Email:**  
\_\_\_\_\_

**Date the Respondent Been Informed:**

**By Phone:**  
\_\_\_\_\_

**By Email:**  
\_\_\_\_\_

**Anti-Harassment Officer  
Signature:**  
\_\_\_\_\_

**Date:** \_\_\_\_\_