



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

Effective: July 1, 2017

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## **ARTICLES**

### **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.
- 1.1.2 Definitions will be listed in alphabetical order.
- 1.1.3 Cross-references needing changes because of the adoption of amendments will be changed automatically.

#### 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" 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 (Simcoe) 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 5 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 the TBU in accordance with its Bylaws on matters whose resolution is beyond the internal legislative power of the TBU.

1.2.1.15 "Provincial Councilor" 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  
2.2.1 Each member must be a teacher

2.3 All Executive, 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 goals as approved by the Provincial Council;

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 and Bylaws, and Policies and Procedures complies with the Provincial Constitution: Bylaws, and Policies.

## **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

## 4.2 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 AGM.

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 AGM, or at a General Membership meeting.

4.2.1.1.5 The Annual General 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 AGM.

4.2.1.2.5 The Annual General 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 General Meeting of the Bargaining Unit shall be informed of total expenditures from the TBU County PD Reserves.

## **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 Executive shall be the:
  - 5.2.1 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 (non-voting); which shall be a full-time release position;
  - 5.2.4 Treasurer;
  - 5.2.5 Vice-President (Internal);
  - 5.2.6 Vice-President (External).
  - 5.2.7 Executive Officer – Council;
  - 5.2.8 Executive Officer - Communications (non-voting).
- 5.3 The voting members of TBU Council shall be the:
  - 5.3.1 Branch Presidents;
  - 5.3.2 President
  - 5.3.3 TBU Officer - Grievance;
  - 5.3.4 Treasurer;
  - 5.3.5 Vice-President (Internal);
  - 5.3.6 Vice-President (External).

- 5.3.7 Executive Officer – Council;
- 5.3.8 Collective Bargaining Committee representatives:
  - 5.3.8.1 TBU Officer - Negotiations;
  - 5.3.8.2 Working Conditions Chair;
- 5.4 The non-voting members of TBU Council shall be the:
  - 5.4.1 Executive Officer - Communications;
  - 5.4.2 Chair of the Educational Services Committee;
  - 5.4.3 Chair of the Excellence in Education Committee;
  - 5.4.4 Chair of the Collective Bargaining Committee;
  - 5.4.5 Additional Member of the Teacher-Trustee Relations Committee;
  - 5.4.6 Teacher Health and Safety Officer for the Simcoe County District School Board;
  - 5.4.7 Health and Safety Officer Alternate.
  - 5.4.8 Teacher liaison on the District Political Action Committee;
  - 5.4.9 Teacher liaison on the District Status of Women Committee;
  - 5.4.10 Teacher liaison on the District Human Rights Committee;
  - 5.4.11 Electoral Officer.
- 5.5 No member of the Executive, the Council or any 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 the teachers at
    - 6.1.1.1 Banting Memorial High School
    - 6.1.1.2 Barrie Central Collegiate Institute
    - 6.1.1.3 Barrie North Collegiate Institute
    - 6.1.1.4 Bear Creek Secondary School
    - 6.1.1.5 Bradford District High School
    - 6.1.1.6 Collingwood Collegiate Institute
    - 6.1.1.7 Eastview Secondary School
    - 6.1.1.8 Elmvale District High School



- 6.1.1.9 Georgian Bay District Secondary School
- 6.1.1.10 Innisdale Secondary School
- 6.1.1.11 Nantyr Shores Secondary School
- 6.1.1.12 Nottawasaga Pines Secondary School
- 6.1.1.13 Orillia Secondary School
- 6.1.1.14 Stayner Collegiate Institute
- 6.1.1.15 Twin Lakes Secondary School
- 6.1.1.16 Simcoe Alternative Secondary School
- 6.1.1.17 the teachers associated with Continuing Education
- 6.1.1.18 the seconded teachers assigned through 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 two Collective Bargaining representatives;
  - 6.3.2.1 an in-school staffing representative
  - 6.3.2.2 a health and benefits representative
- 6.3.3 representatives on TBU Standing Committees;
- 6.3.4 an in-school staffing representative at large
- 6.3.5 other officers as directed by Council.

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

7.1 Standing Committees

7.1.1 There shall be the following TBU Standing Committees.

- 7.1.1.1 the Collective Bargaining Committee;
- 7.1.1.2 the Educational Services Committee;
- 7.1.1.3 the Excellence in Education 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 The TBU Collective Bargaining Committee
  - 7.1.4.1 The Collective Bargaining Committee shall be made up of;
    - 7.1.4.1.1 a voting CBC Health and Benefits Representative and a voting CBC Staffing Representative from each Branch.
    - 7.1.4.1.2 a voting TBU President.
    - 7.1.4.1.3 a voting TBU Officer - Negotiations.
    - 7.1.4.1.4 a non-voting TBU Officer - Grievance.
    - 7.1.4.1.5 a non-voting representative from the OTBU.
    - 7.1.4.1.6 as non-voting members, any members from the Table Team
      - who do not currently hold positions on OTBU
- 7.1.5 The TBU Educational Services Committee
  - 7.1.5.1 The TBU Educational Services Committee shall consist of one voting representative from each Branch.
- 7.1.6 The TBU Excellence in Education Committee
  - 7.1.6.1 The TBU Excellence in Education Committee shall consist of one voting representative from each Branch.
- 7.1.7 Each 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 Constitution Committee
  - 7.2.1.2 Resolutions Committee
  - 7.2.1.3 Grievance Committee
  - 7.2.1.4 Simcoe County District School Board Teacher-Trustee Relations Committee
  - 7.2.1.5 Working Conditions Committee
  - 7.2.1.6 Communications 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.
- 7.2.4 Constitution Committee
  - 7.2.4.1 The Constitution Committee shall consist of at least three members
- 7.2.5 Resolutions Committee
  - 7.2.5.1 The Resolutions Committee shall consist of at least three

members

7.2.6 The TBU Grievance Committee

7.2.6.1 The TBU Grievance Committee shall consist of the following four members: 7.2.6.1.1 the elected TBU Officer - Grievance;

7.2.6.1.2 one member elected by the Collective Bargaining Committee for a two-year term in even calendar years;

7.2.6.1.3 two members elected from the membership at large at an Annual Meeting with one member being elected in even years and one member being elected in odd years.

7.2.7 The Simcoe County District School Board Teacher-Trustee Relations Committee

7.2.7.1 The Simcoe County District School Board Teacher-Trustee Relations Committee shall be determined by the Collective Agreement

7.2.8 Working Conditions Committee

7.2.8.1 The Working Conditions Committee shall be determined by the Collective Agreement

7.2.9 The Communications Committee;

7.2.9.1 The Communications Committee shall consist of at least three

(3) members.

**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 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

## **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 12:00

- p.m. on the Thursday following March Break;
- 1.1.1.3 The election shall occur in the individual work sites on the day of the April TBU Council meeting;
- 1.1.1.4 An advanced poll shall occur in the individual work sites one week prior to the date of the election.
- 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 the TBU Officer - Negotiations shall be elected in odd years for a two-year term;
  - 1.1.2.2 a TBU Officer - Grievance
    - 1.1.2.2.1 the TBU Officer - Grievance shall be elected in odd years for a two-year term;
  - 1.1.2.3 a Vice-President (External);
  - 1.1.2.4 a Vice-President (Internal);
  - 1.1.2.5 a Treasurer;
  - 1.1.2.6 one of two members of the Grievance Committee for a staggered two year term;
  - 1.1.2.7 a defeated candidate for TBU Officer - Negotiations shall automatically be considered for TBU Officer - Grievance;
  - 1.1.2.8 a defeated candidate for Vice-President (External) shall automatically be considered for Vice-President – Internal;
  - 1.1.2.9 nominations are to be received by 12 p.m., twenty-eight (28) days prior to the Annual Meeting to be considered on time;
  - 1.1.2.10 if there are no on time nominations, candidates may be nominated and run from the floor at the Annual Meeting;
- 1.1.3 The TBU Council shall, at the last TBU Council meeting in April:
  - 1.1.3.1 elect a TBU Health and Safety Officer, in even years, for a two-year term, from nominations received from the membership.
  - 1.1.3.2 elect a TBU Health and Safety Officer Alternate, in odd years, for a two-year term, from nominations received from the membership.
  - 1.1.3.3 notice of election for the TBU Health and Safety Officer and TBU Health and Safety Officer Alternate shall be given, in writing at the TBU Council meeting prior to the April TBU Council meeting.
  - 1.1.3.4 nomination for the position of TBU Health and Safety Officer and the TBU Health and Safety Officer Alternate are to be received by the District Office by 12:00 p.m. one week prior to the April TBU Council meeting.
  - 1.1.3.5 if there are no on time nominations, candidates may be

- nominated and run from the floor at the April Council Meeting.
- 1.1.4 The TBU Council shall, at a June meeting:
    - 1.1.4.1 elect an Executive Officer - Council from nominations received from the membership;
    - 1.1.4.2 elect a Executive Officer - Communications 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 the District Human Rights Committee from nominations received from the membership;
    - 1.1.4.5 elect a liaison to the District Status of Women Committee from nominations received from the membership;
    - 1.1.4.6 elect a liaison to the District Political Action Committee from nominations received from the membership;
    - 1.1.4.7 Notice of elections shall be given, in writing, at the TBU Council meeting prior to its June meeting.
    - 1.1.4.8 Nominations are to be received at the District Officer by 12:00 p.m. one week prior to the June TBU Council meeting.
    - 1.1.4.9 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 in November, from nominations received from the membership, delegates 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.
  - 1.1.7 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 the OSSTF representative on the School Council;

- 1.1.8.2 the CBC In-School Staffing representative in odd calendar years for a two year term of office;
- 1.1.8.3 the CBC Health and Benefits representative in even calendar years for a two year term of office;
- 1.1.8.4 In-School Staffing representative at large in even calendar years for a two year term of office;
- 1.1.8.5 Branch President in odd calendar years for a two year term of office;
- 1.1.8.6 A voting representative to each of the TBU Standing Committees;
- 1.1.8.7 Representatives to District Standing Committees;
- 1.1.8.8 a Branch Officer(s) who resigns shall be replaced for the duration of the term by an election by the members of the Branch.
- 1.1.8.9 Notice of elections shall be given, in writing, by the Branch President one month prior to the date on which the election will occur.
- 1.1.9 All terms of office, except where otherwise stated, are for one year and shall commence on July 1.

## 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 eligible voters shall be delivered their ballots from the Electoral Officer or designate(s) and balloting shall take place at the tables and ballots shall be returned to (a) designated ballot box(es)

1.4.3.5 results for each contested election shall be announced by candidate name in alphabetical order to the Annual Meeting

1.4.3.6 the eligible voters will be asked if there is any question of the results or election procedure.

1.4.3.7 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 February 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.
- 2.7 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.

### **BYLAW 3 - HONORARIA**

- 3.1 In the event that the following are not provided with time release, the President, the TBU Officer - Negotiations, the 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 BARGAINING UNIT OFFICERS**

- 4.1 It shall be the duty of the Executive:
- 4.1.1 to promote the objects of OSSTF as defined in the Provincial Constitution and Bylaws; 4.1.2 to make arrangements for the meetings of Council, the Annual Meeting and any other General Meeting of the membership called by Council or the TBU President;
  - 4.1.3 to report to the members at the Annual Meeting;
  - 4.1.4 to carry out the instructions of the Annual Meeting and of the Council;
  - 4.1.5 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;
  - 4.1.6 to report to TBU Council on actions carried out between meetings of Council; 4.1.7 to keep the membership informed of the activities of the Executive;
  - 4.1.8 to ensure that an Anti-harassment Officer is appointed for each meeting of the Executive;
  - 4.1.9 to receive Appeals and reconsider matters of dispute from Grievors that have been denied by the Grievance Committee.
- 4.2 It shall be the duty of the President:
- 4.2.1 to be the official representative of the Bargaining Unit;
  - 4.2.2 to carry out, on a daily basis, all business necessary to serve the membership both individually and collectively;
  - 4.2.3 to work effectively with other TBU Officers in ensuring effective representation for all members, whether as individuals or as a group;
  - 4.2.4 to call and preside at all meetings of the Executive, the Annual Meeting and any other required General Meeting of the TBU;
  - 4.2.5 to represent the TBU at District Executive Council meetings and to serve as District President when stipulated by the District Constitution;
  - 4.2.6 to be aware of all OSSTF matters;
  - 4.2.7 to be ex-officio member of all Standing and ad hoc Committees;
  - 4.2.8 if deemed necessary, to appoint members of the Executive as liaison members to each of the Standing Committees of the TBU and the District;
  - 4.2.9 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

- 4.2.10 to ensure the budget from previous year has been duly audited
  - 4.2.11 to appoint the Chair at the Annual Meeting;
  - 4.2.12 to assist in the supervision of the Office Manager;
  - 4.2.13 to be a member of the Working Conditions Committee;
  - 4.2.14 to act as a signing authority of the TBU;
  - 4.2.15 to act as a representative in harassment and bullying cases.
  - 4.2.16 to present to each Council meeting, prior to a list of non-confidential incoming and outgoing correspondence, which affects the running of the TBU.
  - 4.2.17 to serve as the Bargaining Unit's Provincial Councillor.
  - 4.2.18 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.
- 4.3 It shall be the duty of the Vice-President (External):
- 4.3.1 to substitute for the TBU President when necessary.
  - 4.3.2 to carry-out such reasonable duties as may from time-to-time be delegated by the TBU President
  - 4.3.3 to serve as liaison with Standing and Ad hoc Committees as directed by the President;
  - 4.3.4 to ensure that all interim policy passed by Council is brought forward to the Annual Meeting;
  - 4.3.5 to provide advice and assistance to the TBU on matters related to the Constitution: Articles, Bylaws and Policies;
  - 4.3.6 to attend local Labour Council meetings or arrange TBU representative(s) to attend local Labour Council meetings.
  - 4.3.7 to report to TBU Council regarding local Labour Council meetings and activities;
  - 4.3.8 to ensure that TBU remain in good standing with affiliated Labour Councils;
  - 4.3.9 to serve as the second representative from TBU to the District Executive Council;
  - 4.3.10 to the Chair of the Teacher-Trustee Relations Committee;
  - 4.3.11 to serve as the TBU additional Provincial Councilor where applicable, and to report back to the Executive Council;
  - 4.3.12 to act as a representative in harassment and bullying cases;
  - 4.3.13 to fulfill the other terms of reference for the Vice-President – External as

outlined in the Constitution: Articles, Bylaws and Policies.

- 4.4 It shall be the duty of the Vice-President (Internal):
  - 4.4.1 to substitute for the TBU President or Vice-President (External) when necessary;
  - 4.4.2 to carry-out such reasonable duties as may from time-to-time be delegated by the TBU President;
  - 4.4.3 to ensure that each member of Council shall receive, in September, an updated copy of the TBU Constitution: Articles, Bylaws and Policies;
  - 4.4.4 to file, following the Annual Meeting, an updated copy of the TBU Constitution with Provincial OSSTF;
  - 4.4.5 to ensure that all Constitutional amendments, articles, bylaws, and policies passed in the previous year's Annual Meeting are implemented;
  - 4.4.6 to coordinate the organization of workshops as directed by Council;
  - 4.4.7 to serve as liaison with Standing and ad hoc Committees as directed by the President;
  - 4.4.8 to plan for and organize the Annual Meeting;
    - 4.4.8.1 to be the Chair of the Constitution Committee;
    - 4.4.8.2 to ensure that resolution forms are distributed to Branches no later than March 1st;
    - 4.4.8.3 to receive all resolutions for the Annual Meeting;
    - 4.4.8.4 to ensure that on-time resolutions are distributed to Branches no later than May 1st;
  - 4.4.9 to organize New Teachers' Activities;
  - 4.4.10 to act as a representative in harassment and bullying cases;
  - 4.4.11 to fulfill the other terms of reference for the Vice-President – Internal as outlined in the Constitution: Articles, Bylaws and Policies.
  
- 4.5 It shall be the duty of the TBU Officer - Negotiations:
  - 4.5.1 to act as Chief Negotiator for the TBU;
  - 4.5.2 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;
  - 4.5.3 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;
  - 4.5.4 to be a member of the Working Conditions Committee;
  - 4.5.5 to fulfill the other terms of reference for the TBU Officer – Negotiations

- as outlined in the Bylaws;
  - 4.5.6 to act as TBU LTD Coordinator;
  - 4.5.7 to act as TBU benefits officer;
  - 4.5.8 to act as a signing authority of the TBU;
  - 4.5.9 to act as a representative in harassment and bullying complaints.
- 4.6 It shall be the duty of the Executive Officer - Council:
- 4.6.1 to coordinate the organization of workshops as directed by Council;
  - 4.6.2 to take accurate minutes of the Executive, Council, Annual and General Meetings or to ensure the accuracy of minutes taken by someone else;
  - 4.6.3 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;
  - 4.6.4 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;
  - 4.6.5 to receive and keep the records of all TBU Committees at the District Office;
  - 4.6.6 to keep a record of the names of the membership as well as members of the Executive, the Council, and all Committees;
  - 4.6.7 to act as a representative in harassment and bullying complaints;
  - 4.6.8 to be the Chair of the Resolutions Committee at the Annual General Meeting;
  - 4.6.9 to organize local Leader training.
- 4.7 It shall be the duty of the Treasurer:
- 4.7.1 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;
  - 4.7.2 to keep account of all monies received and disbursed by the TBU;
  - 4.7.3 to notify all committees or individual spending authorities in September of the amount of their line account;
  - 4.7.4 to explain to all committees or individual spending authorities how additional funding may be accessed;
  - 4.7.5 to notify all committees or individual spending authorities when seventy-five percent (75%) of the allocated funds have been spent;
  - 4.7.6 to deposit all monies received in a chartered bank in the name of District 17 OSSTF (TBU account);

- 4.7.7 to issue receipts for all monies received;
  - 4.7.8 to arrange for the payment of all authorized accounts by cheque;
  - 4.7.9 to submit an interim budget update at each Executive and Council meeting;
  - 4.7.10 to establish, in consultation with the District Treasurer and the District Budget Committee, the percentage of District funds to be allocated to the TBU;
  - 4.7.11 to act as Chair of the Budget Committee;
  - 4.7.12 to prepare a budget for approval at the TBU Annual Meeting in consultation with the Budget Committee;
  - 4.7.13 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;
  - 4.7.14 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;
  - 4.7.15 to present to the District Budget Committee a copy of the TBU financial report within ninety days of the fiscal year end;
  - 4.7.16 to report to Executive and Council the decisions and directions of the District Budget Committee following its meetings;
  - 4.7.17 to be the signing authority of the TBU;
  - 4.7.18 to act as a representative in harassment and bullying complaints;
  - 4.7.19 to keep, in a confidential filing cabinet, the minutes of the "Executive Session";
  - 4.7.20 to ensure that the budget from the previous year has been duly audited, and a report made to Council and the Annual Meeting;
  - 4.7.21 to request a report from each Branch's Educational Services Representative including the number of claims, the total amount reimbursed per claim, and the amount remaining in the account.
    - 4.7.21.1 to provide a report to the June TBU council meeting outlining Educational Services expenditures from individual branches;
  - 4.7.22 to fulfill the other terms of reference for the Treasurer as outlined in the Constitution: Articles, Bylaws and Policies.
- 4.8 It shall be the duty of the Branch President:
- 4.8.1 to formally represent the Branch in all matters involving the administration and;

- 4.8.1.1 an individual member;
- 4.8.1.2 members within the Branch;
- 4.8.2 to act as liaison between Branch members and;
  - 4.8.2.1 the Council;
  - 4.8.2.2 the Executive;
  - 4.8.2.3 the Provincial Executive;
  - 4.8.2.4 the Secretariat;
- 4.8.3 to act as a member of Council and to carry out the directions of Council;
- 4.8.4 to promote the objects of the OSSTF as defined in the Provincial Constitution and Bylaws;
- 4.8.5 to ensure that an Anti-harassment Officer is appointed for each meeting of the Branch;
- 4.8.6 consult with the members at other locations considered to be part of the Branch at least once per year to review working conditions.
- 4.9 It shall be the duty of the TBU Officer - Grievance:
  - 4.9.1 to ensure that the integrity of the current Collective Agreement is maintained;
  - 4.9.2 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;
  - 4.9.3 to report to CBC, Council and Executive on the status of matters of potential dispute, grievances and arbitrations;
  - 4.9.4 to fulfill the other terms of reference for the TBU Officer - Grievance as outlined in the Bylaws;
  - 4.9.5 to act as a representative in harassment and bullying complaints;
  - 4.9.6 to receive individual or group concerns on matters of potential dispute and alleged violations of the Collective Agreement;
  - 4.9.7 to work collectively with the President and TBU Officer – Negotiations to investigate any individual or group potential matters of dispute;
  - 4.9.8 to report, in detail, identified potential matters of dispute, and any recommendations from the Grievance Committee, to the Executive and Council;
  - 4.9.9 to act as Chair of the Grievance Committee;
  - 4.9.10 to receive individual or group concerns on matters of potential dispute and alleged violations of the Collective Agreement.



- 4.10 It shall be the duty of the Executive Officer - Communications:
  - 4.10.1 To chair the Communications Committee;
  - 4.10.2 to optimize, modernize, and maintain TBU District 17 communications within the membership and to the greater public;
  - 4.10.3 to assist the President in keeping the membership informed of OSSTF programs and activities;
  - 4.10.4 to ensure that the TBU section of the District website is maintained.
  
- 4.11 It shall be the duty of the Electoral Officer:
  - 4.11.1 to act as the Chair of the Nominations and Elections Committee;
  - 4.11.2 to supervise the elections of:
    - 4.11.2.1 the President;
    - 4.11.2.2 officers at the Annual Meeting;
    - 4.11.2.3 officers at the June TBU Council Meeting;
    - 4.11.2.4 any other office or position at the TBU Council;
    - 4.11.2.5 the AMPA (Annual Meeting of the Provincial Assembly) delegates and alternates at the November TBU Council meeting.
  - 4.11.3 to meet with the Nominations and Elections Committee to establish, and to report at the TBU Council meeting in February, the guidelines for the election of:
    - 4.11.3.1 the President;
    - 4.11.3.2 officers at the Annual Meeting;
    - 4.11.3.3 officers at the June TBU Council Meeting.
  - 4.11.4 to distribute to all individual work sites nomination forms for the election of:
    - 4.11.4.1 the President;
    - 4.11.4.2 officers at the Annual Meeting;
    - 4.11.4.3 officers at the June TBU Council Meeting;
    - 4.11.4.4 any other office or position at the TBU Council;
    - 4.11.4.5 the AMPA delegates and alternates prior to the November TBU Council meeting.
  - 4.11.5 to distribute to all individual work sites a list of on-time nominations for the election of:
    - 4.11.5.1 the President;
    - 4.11.5.2 officers at the Annual Meeting;

- 4.11.5.3 officers at the June TBU Council Meeting;
- 4.11.5.4 any other office or position at the TBU Council;
- 4.11.5.5 the AMPA delegates and alternates prior to the November TBU Council meeting.

- 4.12 It shall be the duty of the Teacher Trustee Relations Committee Members:
  - 4.12.1 to attend Simcoe County District School Board meetings or to arrange TBU representatives to attend the meeting;
  - 4.12.2 to report to TBU Council regarding the Simcoe County District School Board meeting;”
  - 4.12.3 to seek input from TBU Council for upcoming Teacher Trustee Relations Committee meetings.
  - 4.12.4 to report back to TBU Council following Teacher Trustee Relations Committee meetings.
  
- 4.13 It shall be the duty of the Chair of a Standing Committee:
  - 4.13.1 to convene and direct the work of the committee in accordance with the instructions of the Executive and Council;
  - 4.13.2 to represent the Committee at Council and to report to Council the directions and actions of the Committee;
  - 4.13.3 to work with the Treasurer to ensure that proper accounting procedures are followed in the expenditure of all funds allocated to the Committee;
  - 4.13.4 to obtain and read a copy of the Constitution;
  - 4.13.5 to work in cooperation with the corresponding OSSTF Provincial Committee;
  - 4.13.6 to report in writing to the members at the TBU Annual Meeting;
  - 4.13.7 to represent their respective committee at Provincial conferences;
  - 4.13.8 to submit a budget request to the Treasurer prior to the first meeting of the Budget Committee;
  - 4.13.9 to ensure that a Secretary is elected to be responsible for the minutes of meetings in addition to other correspondence when required;
    - 4.13.9.1 ensure that all minutes and reports are forwarded to the Executive Officer – Council, once approved;
    - 4.13.9.2 to ensure that an Anti-harassment Officer is appointed for each meeting of the Standing Committee.

**BYLAW 5 - DUTIES OF THE TBU ANNUAL MEETING**

- 5.1 It shall be the duty of the Annual Meeting:
  - 5.1.1 to elect officers of the TBU as outlined in the Bylaws;
  - 5.1.2 to receive and consider;
    - 5.1.2.1 communications and reports of the Officers, auditors and committees;
    - 5.1.2.2 resolutions from members, and/or;
    - 5.1.2.3 resolutions from the TBU Council and/or Executive;
  - 5.1.3 to consider matters of general interest to education as they affect OSSTF and the TBU; 5.1.4 through the passage of appropriate resolutions:
    - 5.1.4.1 to approve the following year's budget;
    - 5.1.4.2 to determine the amount of the deductions of Local Federation Finances (TBU Levy);
    - 5.1.4.3 to adopt or amend Articles, Bylaws and Policies of the Constitution;
    - 5.1.4.4 to consider and vote on interim policy passed by Council;
    - 5.1.4.5 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 6 - DUTIES, RESPONSIBILITIES AND ORGANIZATION OF STANDING COMMITTEES**

- 6.1 Collective Bargaining Committee (CBC):
  - 6.1.1 A Working Conditions Chair shall be elected from the active committee during the month of June and shall be the second Collective Bargaining Committee representative to the TBU Council. Notification of election shall be given to all active Collective Bargaining Committee members at the meeting prior to the election meeting;
  - 6.1.2 The CBC will elect at the last CBC meeting of the school year, from among its Members:
    - 6.1.2.1 a Chair (annually); 6.1.2.2 a Secretary (annually);
    - 6.1.2.3 for a renewable two-year renewable term, a Grievance Committee member (in even calendar years);
    - 6.1.2.4 elections shall be in accordance with the Bylaws;
  - 6.1.3 Subcommittees may be formed to deal with:
    - 6.1.3.1 working conditions;

- 6.1.3.2 any other areas selected by the Collective Bargaining Committee.
  - 6.1.4 The Negotiating Team shall consist of the TBU Officer - Negotiations, the President, the Working Conditions Chair, the Secretary of the Committee and up to five additional members:
    - 6.1.4.1 The Committee shall elect the additional members of the Negotiations Team from the general membership no later than ninety (90) calendar days before the Collective Agreement expires;
    - 6.1.4.2 The term of the appointment for additional members shall expire with the ratification of the Local and Central Agreements;
    - 6.1.4.3 Any vacancies that arise from additional members shall be filled by an election by the committee;
  - 6.1.5 In the event of Provincial Resumption of Bargaining, the local Bargaining Unit's representatives shall consist of the President, the TBU Officer - Negotiations and at least one member elected by and from the Table Team.
  - 6.1.6 The Collective Bargaining Committee shall be charged with the responsibility for Benefits on behalf of the Bargaining Unit.
  - 6.1.7 The Collective Bargaining Committee shall prepare a quarterly Benefits Report to be presented at TBU Council by the Collective Bargaining Committee Chair or designate.
  - 6.1.8 The Collective Bargaining Committee shall prepare recommended Benefit changes for TBU Council to approve on at least an annual basis.
  - 6.1.9 The Collective Bargaining Committee shall survey the membership on an annual basis to determine any potential changes to Benefits.
- 6.2 Educational Services Committee
- 6.2.1 The objectives of the Educational Services Committee:
    - 6.2.1.1 to promote at least one county-wide professional development activity day for OSSTF District 17 (Simcoe) teachers each school year;
    - 6.2.1.2 to be responsible for the allocation of TBU professional development funds;
    - 6.2.1.3 to distribute materials including resource books and research publications;
    - 6.2.1.4 to assist members in areas of research, professional development, curriculum and issues of educational concern;
    - 6.2.1.5 to assist, wherever possible, in the development of in-service programs.
  - 6.2.2 The Educational Services Committee shall elect an Executive consisting of

the Chair of the Committee, an Assistant Chair and Secretary from the members of the Committee. Elections of the Officers shall be in accordance with the Bylaws.

6.2.3 Subcommittees may be formed to deal with:

6.2.3.1 planning;

6.2.3.2 disbursement of funds;

6.2.3.3 publicity.

6.3 The Excellence in Education Committee

6.3.1 The objectives of the Excellence in Education Committee:

6.3.1.1 to promote the excellence of public secondary education within the Simcoe County District School Board;

6.3.1.2 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;

6.3.1.3 to liaise with the Simcoe County District School Board and assist the Board in promoting public secondary education.

6.3.2 The Excellence in Education Committee shall elect an executive consisting of the Chair, an Assistant Chair and Secretary from the members of the Committee. Elections of the Officers shall be in accordance with the Bylaws.

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

7.1 Constitution Committee

7.1.1 The responsibilities of the Constitution Committee are:

7.1.1.1 to meet prior to March 1;

7.1.1.2 to review the Constitution and submit recommendations to the Resolutions Committee.

7.2 Resolutions Committee

7.2.1 The responsibilities of the Resolutions Committee are:

7.2.1.1 to review all resolutions for the Annual Meeting;

7.2.1.1.1 to advise and assist members in the drafting or phrasing of resolutions;

7.2.1.1.2 to order all resolutions so that they can be dealt

- with effectively by the Annual Meeting;
- 7.2.1.1.3 to ensure that all on-time resolutions are printed and distributed to all Branches within the time-lines specified by the Bylaws;
- 7.2.1.2 to provide advice to the Presiding Officer(s) of the Annual Meeting and to the members of the Council on:
  - 7.2.1.2.1 matters of parliamentary procedures, the ordering of an agenda, the sequencing of resolutions and procedures followed;
  - 7.2.1.2.2 the drafting or phrasing of resolutions;
  - 7.2.1.2.3 the possible effect of resolutions on procedures and/or on other resolutions;
  - 7.2.1.2.4 any other matters referred to it by one of these bodies;
- 7.2.1.3 to provide two or three of its members to act as Steering Committee at the TBU Annual Meeting;
  - 7.2.1.3.1 to assist the Vice-President (External) in recording the progress of any amendments or additions to the Articles, Bylaws or Policies of this Constitution during the Annual Meeting;
- 7.2.1.4 to assist the Vice-President (External), where required, in the updating of the TBU Constitution after each Annual Meeting.

### 7.3 The Grievance Committee

- 7.3.1 The objectives of the Grievance Committee:
  - 7.3.1.1 to ensure that the grievance procedure, as outlined in the current Collective Agreement, is correctly followed;
  - 7.3.1.2 to assist the Executive and Council in ensuring that the teachers 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;
  - 7.3.1.3 to assist the Executive and Council in maintaining the integrity of the Collective Agreement;
  - 7.3.1.4 to assist the Executive, Council and CBC in promoting an awareness and understanding of the Collective Agreement and the grievance procedure among TBU members.
- 7.3.2 The Grievance Committee shall have the following responsibilities:
  - 7.3.2.1 to determine whether matters of potential dispute are in actuality,

grievable; 7.3.2.2 to review and provide input into all matters of potential dispute brought forward

by the TBU Officer – Grievance;

7.3.2.3 when matters are deemed grievable, to provide advice and direction regarding applicable clauses from the Collective Agreement.

7.3.3 The Appeal Procedure

7.3.3.1 Chair of the Grievance Committee must inform the potential Griever of the right to appeal the Grievance Committee's decision;

7.3.3.2 If the Grievance Committee denies that the complaint is a grievance, the Griever has the right of appeal to the Executive;

7.3.3.3 In the event of an appeal, the TBU Officer - Grievance must explain to the Executive, in Executive Session, the reason for the Grievance Committee's decision;

7.3.3.4 If the Executive denies the appeal, then the Executive must inform the Griever of the right to appeal to Council and arrange assistance for the Griever with that appeal;

7.3.3.5 In the event of an appeal to Council, the TBU President on behalf of the Executive must explain, in Executive Session, to the TBU Council the reason for the TBU Executive's decision;

7.3.3.6 In the event of an appeal to Council, the Executive members of Council and the TBU Officer - Grievance shall not have a vote;

7.3.3.7 The decision made by the Council shall be final.

7.4 Communications Committee

7.4.1 The responsibility of the Communications Committee are:

7.4.1.1 to meet prior to September 30;

7.4.1.2 to report to TBU Council;

7.4.1.3 To designate a representative to attend District Communications meetings.

## **BYLAW 8 - POLICY**

8.1 No policy shall contravene established OSSTF policy or practice.

8.2 Policy, and the amendment or rescission of policy, may be made at the Annual Meeting or General Meeting:

8.2.1 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;

- 8.2.2 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;
  - 8.2.3 by a three-quarters vote of the members qualified to vote, present and voting, previous notice not having been given.
- 8.3 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:
- 8.3.1 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;
  - 8.3.2 by a three-quarters (3/4) vote of the members qualified to vote, present and voting, previous notice not having been given.
- 8.4 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.

#### **BYLAW 9 – MISCELLANEOUS ACTION MOTIONS**

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

#### **BYLAW 10 - RULES OF ORDER & PROCEDURE**

- 10.1 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 11 - NEGOTIATIONS**



## 11.1 Brief

### 11.1.1 The Local Brief:

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

### 11.1.2 The Central Brief:

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

## 11.2 Ratification of Agreements

### 11.2.1 Ratification of Local Agreement:

- 11.2.1.1 CBC and TBU Council shall meet jointly for the purpose of reviewing a tentative agreement prior to its distribution to the general membership;
- 11.2.1.2 If the tentative agreement is reached during the school year;
  - 11.2.1.2.1 The President will call a General Meeting for the purpose of discussing the new tentative agreement;
  - 11.2.1.2.2 The members shall have access to the tentative agreement at least twenty-four (24) hours prior to a General Meeting;
  - 11.2.1.2.3 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 13.
- 11.2.1.3 If the tentative agreement is reached during the summer;
  - 11.2.1.3.1 The President will call a general meeting for the purpose of discussing and ratifying the new tentative agreement;
  - 11.2.1.3.2 The members shall have access to the tentative

agreement at least three (3) days prior to the general meeting;

11.2.1.3.3 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 13;

11.2.1.4 Timelines for the ratification process can be altered by Provincial OSSTF under the Resumption of Bargaining guidelines.

11.2.2 Ratification of Central Agreement:

11.2.2.1 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 12- ANTI-HARASSMENT AND ANTI-BULLYING**

12.1 Anti-harassment and Anti-Bullying

12.2 The definitions and policies relating to Sexual Harassment, Harassment, and Bullying shall follow the policy outlined in the Provincial OSSTF Policy and Procedures Manual.

12.3 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.

12.4 The designated Anti-Harassment Officer shall follow the District 17 Anti-Harassment Statement and Resolution and Complaint Procedure.

## **BYLAW 13 – VOTES OF THE GENERAL MEMBERSHIP**

13.1 When conducting a general member vote, members are to vote at their worksites, where reasonable.

13.2 members unable to vote at worksites shall have the opportunity to vote:

13.2.1 at the district office;

13.2.2 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).

- 13.3 the Vice-President (External) and the Executive Officer - Council shall assist in the voting process where deemed necessary by the released officers.
  - 13.3.1 The Vice-President (External) and the Executive Officer - Council shall prepare member lists for branches and confirm member status one week prior to any vote.

#### **BYLAW 14 – DUTIES OF THE TBU COUNCIL**

- 14.8 It shall be the duty of the Council:
  - 14.8.1 each September, to review, update and approve ongoing Administrative Procedures for the current school year;
  - 14.8.2 in June to elect a Chair for meetings of Council for the following school year;
  - 14.8.3 to transact any business delegated by the Annual Meeting;
  - 14.8.4 to approve any extraordinary expenditures or over-expenditures by all committees and individual spending authorities prior to the spending of such monies
  - 14.8.5 to appoint and elect Officers as directed by the Constitution: Articles, Bylaws and Policies;
  - 14.8.6 to advise the Executive on any matter requiring attention before the next Annual Meeting;
  - 14.8.7 to direct the President and the Executive on any matter requiring attention on behalf of the TBU;
  - 14.8.8 to act in the name of the TBU between Annual Meetings;
  - 14.8.9 to provide for such ad hoc committees as from time to time may be deemed necessary;
  - 14.8.10 to consider for approval any request for the formation of a new Branch;
    - 14.8.11 to determine interim policy;
    - 14.8.12 in November, to elect its Annual Meeting of the Provincial Assembly delegates and alternates;
    - 14.8.13 to appoint a Committee in January to review the current Constitution: Articles, Bylaws and Policies and to recommend amendments if necessary;
    - 14.8.14 to appoint a Resolutions Committee in February to receive resolutions from the membership for presentation at the

- TBU Annual Meeting;
- 14.8.15 to review the draft annual budget to be presented to the TBU Annual Meeting.
  - 14.8.16 to determine a means to fill a vacancy, temporary or permanent, which may occur in elected office(s).
  - 14.8.17 to accept or reject, without amendment, the annual motions concerning any changes to benefits as presented by the Chair of the Collective Bargaining Committee;
  - 14.8.18 to appoint in September, from nominations received from the membership, an Electoral Officer;
  - 14.8.19 to appoint in January, from nominations received from the membership, three members to act as a Nominations and Elections Committee for the election of:
    - 14.8.19.1 the President;
    - 14.8.19.2 officers at the Annual Meeting;
    - 14.8.19.3 officers at the June TBU Council meeting.
  - 14.8.20 to approve and amend, if necessary, the report of the Nominations and Elections Committee
  - 14.8.21 to appoint a Budget Committee to assist the Treasurer in the preparation of the draft annual budget for the Annual Meeting.
  - 14.8.22 to ensure that an Anti-harassment Officer is appointed for each meeting of the TBU Council
  - 14.8.23 in the event there are motions not dealt with, and the TBU Council meeting ends, the motion(s) are placed on the agenda until the next TBU Council meeting.

## **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.
- 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.

- 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.
  
- 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.