

**ONTARIO SECONDARY SCHOOL**

**TEACHERS' FEDERATION**

**DISTRICT 25**

**TEACHERS' UNIT**

**CONSTITUTION AND BY-LAWS**



OSSTF/FEESO

Amended May 19, 2010

# ONTARIO SECONDARY SCHOOL TEACHERS FEDERATION

## DISTRICT 25 TEACHERS UNIT

### CONSTITUTION AND BY-LAWS

#### Article 1 - Definitions

- 1.1 A District@ shall mean District 25 of the Ontario Secondary School Teachers' Federation.
- 1.2 A Unit@ shall mean the Bargaining Unit within District 25 composed of secondary teachers employed by the Ottawa-Carleton District School Board.
- 1.3 A Branch@ shall mean a grouping of teachers within one instructional setting of the Board; by definition, each secondary school constitutes one branch.
- 1.4 A Constitution@ shall mean the fundamental principles governing the Unit. The Constitution and By-Laws of the Unit may not violate or conflict with the Constitution or By-Laws of District 25 and of the O.S.S.T.F.
- 1.5 A By-Laws@ shall mean the standing rules governing the membership of the Unit, made under this constitution on matters within the purview of the Unit.
- 1.6 A Policy@ shall mean a stand or position taken by the Unit in accordance with its By-laws.

#### Article 2 - Name and Membership

- 2.1 The name shall be the Teachers' Unit, Ontario Secondary School Teachers' Federation, District 25.
- 2.2 A Member@ shall mean an active teacher, certified under the Education Act, who is a member of O.S.S.T.F. District 25.

#### Article 3 - Organization

- 3.1 The Unit shall have an Executive.
- 3.1.2 The Unit Executive shall consist of the following voting officers:
  - a) President
  - b) Chief Negotiator
  - c) Membership Services Officer
  - d) First Vice-President (Political Action)
  - e) Second Vice-President (Educational Services)
  - f) Secretary
  - g) Treasurer
  - h) Provincial Councillor(s)
  - i) Communications Officer
  - j) Immediate Past President or Executive Officer, as outlined in the By-Laws

3.2 The Unit shall have a Teachers' Council.

3.2.1 The Teachers' Council shall consist of the following voting members:

- a) two (2) representatives from each Branch;
- b) the Unit Executive.
- c) Chairs of the following committees:
  - i) Collective Bargaining Committee
  - ii) Professional Development Committee
  - iii) Political Action Committee
  - iv) Status of Women Committee
  - v) Benefits Committee
  - vi) Excellence in Education Committee
  - vii) Less Than 10 Committee

3.2.2 The Teachers' Council shall elect a Speaker.

3.3 Within the Unit there shall be Branches of all Unit members.

3.3.1 The following shall be Branches:

- a) each Secondary School site
- b) the sites of Alternate Program taken together
- c) Home Instruction teachers
- d) Continuing Education teachers
- e) M. F. McHugh School
- f) all other teachers not mentioned above shall constitute the Alpha Branch

3.3.2 Each Branch shall have an Executive which may include the following officers:

- a) President
- b) Secretary
- c) Treasurer
- d) Collective Bargaining Committee representative
- e) Professional Development Committee representative
- f) Political Action Committee representative
- g) Excellence in Education Committee representative
- h) Benefits Committee representative
- i) Status of Women Committee representative
- j) School Council representative
- k) Teachers' Council representative
- l) Communications Committee representative
- m) Less Than 10 Committee

3.4 The Unit shall have Unit-wide committees, as specified and constituted in the By-Laws.

Article 4 - Amendments to the Constitution

- 4.1 Amendments to this Constitution may be made at the Annual General Meeting.
- 4.2 Proposed amendments which are received by the Unit Secretary at least twenty-one (21) days prior to the Annual General Meeting require support from two-thirds of the members present and voting to be adopted.
- 4.3 The Unit Secretary must inform members in writing of the "on-time" amendments at least fourteen (14) days prior to the Annual General Meeting.
- 4.4 Amendments which are not received at least twenty-one (21) days prior to the Annual General Meeting may be adopted if they receive the support of nine-tenths of the members present and voting at the Annual General Meeting.
- 4.5 Amendments made to this Constitution shall be made consistent with this Constitution, the Constitution of District 25 and the Constitution of the O.S.S.T.F.

## BY-LAWS

### **By-Law 1 - Unit Executive**

- 1.1 It shall be the duty of the Unit Executive:
  - 1.1.1 to report Executive activities to the Teachers' Council;
  - 1.1.2 to meet before all Council meetings, and in addition, at the call of the President or on the request of two (2) Executive members;
  - 1.1.3 to inform the Council of Unit and District policies, programs, and activities, including an annual statement of Unit executive goals and objectives;
  - 1.1.4 to carry out the directives of the Council and general meetings of the Unit membership;
  - 1.1.5 to approve a draft annual budget and present it to the membership;
  - 1.1.6 to facilitate the exchange of information between and among members and branches;
  - 1.1.7 to approve the Unit's bargaining brief;
  - 1.1.8 for each school year, to name a designate if so desired, and to name an alternate to substitute, when necessary, for the Bargaining Unit President at meetings of the Teachers'/Occasional Teachers' Sector Council;
  - 1.1.9 to propose a candidate for the position of Speaker to Council for ratification;
  - 1.1.10 to establish the Unit Grievance Committee consisting of the Unit President, Chief Negotiator and Membership Services Officer;
  - 1.1.11 to establish, on a yearly basis, a list of five (5) Unit members who are not members of the Unit Grievance Committee and who may be called on to serve as part of a three (3) member Grievance Appeals Committee;
  - 1.1.12 to appoint a Unit returning officer;
  - 1.1.13 to recommend to Council a Unit Anti-Harassment and Anti-Bullying Policy and Procedure and any amendments to it;
  - 1.1.14 to establish, on a yearly basis, a list of five (5) Unit members, excluding the President, who may be called on to serve as part of a three (3) member Unit Anti-Harassment and Anti-Bullying Appeals Committee;
- 1.2 At meetings of the Unit Executive, a tie vote results in the failure of the motion.
- 1.3 The office of Past President shall be held by the immediate Past President for one year. In years where the position of Past President is vacant, there shall be a position of Executive Officer.
- 1.4 In the event of a vacancy occurring in any Executive position, either at the Annual General Meeting or during the course of the year, the Unit Executive shall propose a candidate to Council for ratification:
- 1.5 No member of a branch executive shall hold a Unit Executive position.

- 1.6 No member of the Unit Executive shall hold more than one Executive position.
- 1.6.1 Notwithstanding 1.6, any member of the Unit, including Executive members, may serve as a Provincial Councillor.
- 1.7 It shall be the duty of the Unit President:
- 1.7.1 to be the official representative and spokesperson of the Unit;
- 1.7.2 to represent the Bargaining Unit at all meetings of the Teachers'/Occasional Teachers' Sector Council, and report back to the Bargaining Unit.
- 1.7.3 to function as the Chief Executive Officer of the Unit;
- 1.7.4 to represent the views and concerns of teachers to Board trustees and senior management.
- 1.7.5 to co-ordinate the activities of the Unit;
- 1.7.6 to act as a signing authority for Unit expenses;
- 1.7.7 to advise members on professional matters;
- 1.7.8 to be a member of the District Executive Council;
- 1.7.9 to be an AMPA delegate;
- 1.7.10 to act as a Unit grievance officer;
- 1.7.11 to chair the Unit Grievance Committee;
- 1.7.12 to be the chairperson of the Unit Executive and a member, ex-officio, of all official bodies and committees appointed by the Unit Executive and Unit standing committees;
- 1.7.13 to call meetings of the Unit Executive, the Teachers' Council, and the Unit Federation;
- 1.7.14 to call a meeting of the Unit Executive on written request of two (2) members of the Executive within five (5) days;
- 1.7.15 to call a General meeting of the Unit within three (3) weeks of the receipt of a petition signed by fifteen percent (15%) of the membership or when so instructed by the Unit Executive.
- 1.7.16 to be a delegate to the Annual Meeting of District Assembly.
- 1.8 It shall be the duty of the Chief Negotiator:
- 1.8.1 to be responsible for the functioning of the collective bargaining process;
- 1.8.2 to lead the Unit negotiating team;
- 1.8.3 to be responsible for maintaining the collective agreement;
- 1.8.4 to act as liaison between the Collective Bargaining Committee and the Executive;
- 1.8.5 to provide current information to members on negotiations;

- 1.8.6 to be responsible for the staffing process, including the collection and analysis of statistics;
- 1.8.7 to act as Unit grievance officer;
- 1.8.8 to be a member of the Unit Grievance Committee;
- 1.8.9 to undertake other duties as assigned by the Unit Executive.
- 1.8.10 to provide an overview of grievances to the Unit Executive, the Collective Bargaining Committee and as part of the annual report to the Annual General Meeting.
- 1.8.11 to be an AMPA delegate.
- 1.8.12 to be a delegate to the Annual Meeting of District Assembly.
- 1.9 It shall be the duty of the Membership Services Officer:
  - 1.9 .1 to serve as the Unit Benefits Officer;
  - 1.9.2 to serve as the Unit LTD Administrator;
  - 1.9.3 to serve as the Unit Health and Safety Officer;
  - 1.9.4 to provide orientation and assistance to new members;
  - 1.9.5 to assist members with respect to relevant legislation including the *Teachers' Pension Act*, the *Employment Insurance Act* and the *Workplace Safety and Insurance Act*;
  - 1.9 .6 to be a liaison between the Unit Benefits Committee and the Executive;
  - 1.9.7 to act as a Unit grievance officer;
  - 1.9.8 to be a member of the Unit Grievance Committee;
  - 1.9.9 to be a member of the Unit Collective Bargaining Committee;
  - 1.9.10 to undertake other duties as assigned by the Unit Executive.
  - 1.9.11 to be an AMPA delegate
  - 1.9.12 to maintain the Policy & Procedures manual.
  - 1.9.13 to be a delegate to the Annual Meeting of District Assembly.
- 1.10 It shall be the duty of the First Vice-President:
  - 1.10.1 to act as Executive resource person on matters relating to Political Action;
  - 1.10.2 to serve as Executive liaison on Unit and District Political Action committees;
  - 1.10.3 to serve as Executive liaison with the School Councils;
  - 1.10.4 to represent the Unit on all political action matters involving other Units and other Federations;
  - 1.10.5 to perform the duties of the Unit President in his/her absence at his/her request;

1.10.6 to undertake other duties as assigned by the Unit Executive.

1.10.7 to be a delegate to the Annual Meeting of District Assembly.

1.11 It shall be the duty of the Second Vice-President:

1.11.1 to act as Executive resource person on matters relating to Educational Services, Professional Development.

1.11.2 to act as Executive liaison to the Unit Professional Development Committee;

1.11.3 to receive reports and year-end financial statements from Subject Councils:

1.11.4 to receive year-end financial statements from Branches on their use of Professional Development funds;

1.11.5 to undertake other duties as assigned by the Unit Executive

1.11.6 to be a delegate to the Annual Meeting of District Assembly.

1.12 It shall be the duty of the Unit Secretary:

1.12.1 to record the minutes of Executive and Teachers' Council;

1.12.2 to ensure that minutes are kept and filed from all Unit committees;

1.12.3 to receive and distribute to members proposed amendments to the Constitution and By-Laws in accordance with the Constitution and By-Laws;

1.12.4 to undertake other duties as assigned by the Unit Executive

1.12.5 to be a delegate to the Annual Meeting of District Assembly.

1.13 It shall be the duty of the Unit Treasurer:

1.13.1 to keep the accounts of the Unit in accordance with accepted accounting practices;

1.13.2 to prepare monthly financial status reports for Executive and Council;

1.13.3 to chair the Unit Finance Committee, and oversee the preparation and presentation of the Unit's budget to Executive and to the Annual General Meeting;

1.13.4 to act as a signing authority for Unit expenditures;

1.13.5 to ensure that each cheque requisition issued on behalf of the Unit carries the authorization of the Unit President and the Unit Treasurer;

1.13.6 to receive a year-end accounting from each branch;

1.13.7 to, at least semi-annually provide to the Unit Executive and Teachers' Council, financial reports which includes all Unit assets;

1.13.8 to act as a member of the District Finance Committee;

1.13.9 to undertake other duties as assigned by the Unit Executive.

1.13.10 to be a delegate to the Annual Meeting of District Assembly.

1.14 It shall be the duty of the Provincial Councillor(s):

1.14.1 to represent the Unit at all meetings of the Provincial Council of the OSSTF;

1.14.2 to report the activities of the Provincial Council to the Unit Executive and to the Teachers' Council;

1.14.3 to liaise with the other Provincial Councillors within the District;

1.14.4 to be a member of the District Executive Council;

1.14.5 to be a delegate to the Annual Meeting of the Provincial Assembly (AMPA);

1.14.6 to lead the Unit delegation at AMPA;

1.14.7 to undertake other duties as assigned by the Unit Executive.

1.14.8 to be delegate(s) to the Annual Meeting of District Assembly.

1.15 It shall be the duty of the Communications Officer:

1.15.1 to act as Executive resource person on matters relating to Communications;

1.15.2 to ensure that the membership is kept informed through regular publication of news and information;

1.15.3 to act as Executive liaison to the District and Unit Communication Committees;

1.15.4 to assist the Unit President in co-ordinating Unit communications with the media.

1.15.5 to be a delegate to the Annual Meeting of District Assembly.

1.16 It shall be the duty of the Past President or Executive Officer:

1.16.1 to chair the Unit's Constitution Committee;

1.16.2 to assist the president in the performance of his/her duties;

1.16.3 to act as Executive liaison to the Unit Status of Women Committee, the Unit Excellence in Education Committee, the Unit Human Rights Committee and the Less Than 10 Committee;

1.16.4 to undertake other duties as assigned by the Unit Executive.

1.16.5 to be a delegate to the Annual Meeting of District Assembly.

1.17 Salaries and Benefits

1.17.1 The positions of Unit President, Chief Negotiator and Membership Services Officer will be full-time release positions and shall include summer duties:

1.17.1.1 The salary of the Unit President shall be determined at 110% of the level of maximum Category 4, Regular Day School that the Ottawa-Carleton District School Board pays during the year of office:

1.17.1.2 The salary of the Chief Negotiator and Membership Services Officer shall be determined at 108% of the level of maximum Category 4, Regular Day School that the Ottawa-Carleton District School Board pays during the year of office.

1.17.2 The cost of the Employer's share of benefits for the Unit President, Chief Negotiator and Membership Services Officer shall be assumed by the Unit.

### **By-Law 2 – Teachers' Council**

2.1 The Teachers' Council is the Parliament of the Unit.

2.2 It shall be the duty of the Teachers' Council:

2.2.1 to advise the Unit Executive of the views and concerns of Branch members;

2.2.2 to ratify candidates proposed by Executive to fill executive vacancies;

2.2.3 to receive and act on communications and resolutions from the District and Unit Executives, including the annual statement of Unit Executive goals and objectives;

2.2.4 to receive and act on communications and reports from the provincial OSSTF and OTF;

2.2.5 to advise Unit representatives on matters to come before Provincial Council or Annual Meeting of the Provincial Assembly;

2.2.6 to determine the actions to be taken in regard to the reports it receives and to advise the Unit Executive and committees thereof;

2.2.7 to consider matters of interest to education and the public school system, and advise the Executive on matters they deem to merit attention;

2.2.8 to ratify policies and procedures proposed by Unit Executive;

2.2.9 to ratify the terms of reference and operating procedures (Aconstitutions@) of Unit committees;

2.2.10 to approve any spending in excess of the budgeted amount in an individual line item in the Unit budget;

2.2.11 to select the Unit's representatives to the Annual Meeting of the Provincial Assembly;

2.2.12 to approve a Unit Anti-Harassment and Anti-Bullying Policy and Procedure and any amendments to it;

2.2.13 to elect an Anti-Harassment and Anti-Bullying Officer;

2.2.14 to ratify the candidate proposed by the Executive as Speaker at the first meeting in each school year.

2.3 The Speaker will preside over the meetings of the Teachers' Council.

2.3.1 The Speaker shall not hold any other position on the Teachers' Council.

2.4 Any member of the Unit may observe the Teachers' Council, and with Council's permission,

may be granted speaking privileges.

### **By-Law 3 - Unit General Meetings**

- 3.1 There shall be an annual meeting of the Unit membership.
  - 3.1.1 It shall be the duty of this meeting:
    - 3.1.1.1 to ratify amendments to the Constitution and By-Laws of the Unit;
    - 3.1.1.2 to approve the unit budget for the coming year;
    - 3.1.1.3 to elect the members of the Unit Executive, except Provincial Councillors.
    - 3.1.1.4 to receive and pass upon Executive reports on Unit policies, programs, and activities undertaken during the year;
    - 3.1.1.5 to establish, amend, or rescind Unit policy.
    - 3.1.1.6 to elect an Anti-Harassment and Anti-Bullying Officer. In the absence of an election, a designated Officer shall be appointed by the chair;
- 3.2 Other meetings of the Unit membership shall be convened as needed, including;
  - a) to ratify the Unit's collective agreement;
  - b) to authorize the use of any sanction recommended by the Executive;
  - c) to approve extraordinary expenses requiring an addition to the Unit levy.

### **By-Law 4 - Quorums**

- 4.1 Quorums for Unit meetings shall be as follows:
  - 4.1.1 for Executive meetings, a majority of the Executive members;
  - 4.1.2 for the Council, half of the membership of Council;
  - 4.1.3 for Unit meetings, those members present and voting.

### **By-Law 5 - Branches**

- 5.1 Each Branch Shall:
  - a) convene a minimum of four branch executive meetings a year;
  - b) convene a minimum of five branch membership meetings a year;
  - c) submit a report of its finances, including the use made of the Branch rebate, to the Unit Treasurer at the end of each year;
  - d) submit a report on its use of professional development funds to the Vice-President for Educational Services at the end of each school year.
  - e) elect an individual to act as the designated anti-harassment and anti-bullying Officer. In the absence of an election, a designated Officer shall be appointed by the Branch President.

## **By-Law 6 - Committees**

- 6.1 The following committees shall be convened at the Unit level comprising one member per branch plus the Executive Liaison:
- a) Excellence in Education
  - b) Professional Development Committee
  - c) Political Action Committee
  - d) Status of Women Committee
  - e) Benefits Committee
  - f) Less Than 10 Committee
- 6.1.1 The Collective Bargaining Committee shall be convened at the Unit level comprising one member per branch plus the Chief Negotiator and Membership Services Officer.
- 6.1.2 Other members may be seconded to the above committees as its members see fit.
- 6.1.3 Each of the above committees shall hold a minimum of three (3) meetings over the course of the year. After each meeting, a report shall be prepared in writing and submitted to Council.
- 6.2 Each of the following Unit committees shall be convened by the appropriate Executive Liaison from members of the Unit:
- a) Constitution Committee
  - b) Finance Committee
  - c) Communications Committee
- 6.3 Each committee is responsible for developing its statement of duties and operating procedures, which shall be submitted annually to the Unit executive for ratification.
- 6.4 Each committee is responsible for developing an annual budget, to be submitted to the Unit Finance Committee, on or before March 31, for use in the Unit Finance Committee's budget preparations.
- 6.5 Each committee is responsible for electing an individual to act as the designated anti-harassment and anti-bullying Officer. In the absence of an election, a designated Officer shall be appointed by the Chair.

## **By-Law 7 - Committee Roles**

- 7.1 It shall be the duty of the Collective Bargaining Committee:
- 7.1.1 to survey the membership on their concerns prior to drafting a negotiating brief;
  - 7.1.2 to develop the negotiating brief for the Unit, subject to Executive approval;
  - 7.1.3 to establish a negotiating team, led by the Chief Negotiator, to conduct negotiations with the District School Board;
  - 7.1.4 to assist the Chief Negotiator in keeping the membership informed of the progress of negotiations.
- 7.2 It shall be the duty of the Professional Development Committee:
- 7.2.1 to foster Professional Development activities among the Unit membership;

- 7.2.2 to administer the funds allocated for Professional Development by the Federation and the Board;
- 7.2.3 to organize Unit Professional Development activities;
- 7.2.4 to organize subject councils;
- 7.3 It shall be the duty of the Finance Committee:
  - 7.3.1 under the direction of the Unit Treasurer, to draft the annual budget of the Unit according to accepted accounting principles;
  - 7.3.2 to present the draft budget to the Executive and to the Unit Annual Meeting for approval;
  - 7.3.3 to make recommendations to the Executive regarding any use of the Reserve Fund;
  - 7.3.4 to act as an advisory body to the Unit Treasurer on financial and budgetary matters.
- 7.4 It shall be the duty of the Communications Committee:
  - 7.4.1 to assist in the process of keeping members informed on a regular basis of Unit, District, and Provincial Federation and government issues which affect them;
  - 7.4.2 to facilitate the exchange of information between the Unit and the branches.
- 7.5 It shall be the duty of the Political Action Committee:
  - 7.5.1 to foster an awareness among Unit members of political issues facing them;
  - 7.5.2 to promote activities designed to inform teachers, students, parents and the general community with respect to Federation views, policies, and programs designed to protect and enhance public education.
- 7.6 It shall be the duty of the Status of Women Committee:
  - 7.6.1 to develop programs and strategies designed to protect the rights and enhance the status of women.
- 7.7 It shall be the duty of the Benefits Committee:
  - 7.7.1 to assist the Membership Services Officer in keeping members informed on benefits;
  - 7.7.2 to make recommendations to the Executive and to Council on matters relating to benefit plans.
- 7.8 It shall be the duty of the Constitution Committee:
  - 7.8.1 to review the constitution on an annual basis and to recommend amendments to the Annual General Meeting.
- 7.9 It shall be the duty of the Excellence in Education Committee:
  - 7.9.1 to foster a sense of pride amongst members in the teaching profession and in OSSTF.

### **By-Law 8 - Budget**

- 8.1 The Unit Budget will be drafted by the Unit Finance Committee, working under the direction of the Unit Treasurer.
- 8.2 The Finance Committee will request all committees and Unit Executives to submit budgets for their areas of responsibility.
- 8.3 The budget shall be drafted according to established accounting procedures, and shall show all revenues and expenditures.
- 8.4 The draft budget shall be submitted to Executive for consideration and approval.
- 8.5 The Unit Treasurer shall present the budget to the Annual General Meeting for approval.
- 8.6 Unit expenditures may not exceed Unit revenues within a given year.

### **By-Law 9 - Unit Levy**

- 9.1 The Unit shall have the right to levy dues to meet the expenditures approved in the budget.
- 9.2 The draft budget shall show the required levy as a cost per member.
- 9.3 Approval of the budget shall result in approval of the required levy.

### **By-Law 10 - Unit Reserve Funds**

- 10.1 The Unit may establish a Unit Reserve Fund.
- 10.2 Funds may be allocated to the Reserve Fund at the Annual General Meeting.
- 10.3 Funds may be expended from the Unit Reserve Fund:
  - 10.3.1 by resolution of the Teachers' Council up to twenty-five (25%) of the Fund;
  - 10.3.2 by resolution of a Unit general meeting.
- 10.4 Funds may be expended for the following purposes:
  - 10.4.1 to assist in reducing the Unit levy, notwithstanding By-Law 8.6;
  - 10.4.2 to provide funds of an emergency nature as determined by the Teachers' Council.
  - 10.4.3 to provide funds to support the candidacy of members seeking provincial OSSTF office in accordance with the endorsement guidelines established by the TBU Executive.
- 10.5 The Unit Treasurer shall report the status of the Reserve Fund to the Unit Annual General Meeting.

### **By-Law 11 - Elections**

- 11.1 The Unit's Annual General Meeting shall elect all Unit officers except for the immediate Past President and Provincial Councillors.

11.2 The Unit President shall be elected for a two (2) year term by majority vote of the members at the Annual General Meeting who are present and voting, such election to take place in every even-numbered year.

The Chief Negotiator shall be elected for a two (2) year term by majority vote of the members at the Annual General Meeting who are present and voting, such elections to take place in every odd-numbered year.

With the exception of the Past President, all other members of the Unit Executive are elected for a one-year term by a majority vote of the members at the Annual General Meeting who are present and voting.

11.2.1 Elections of Unit officers shall take place in the following order:

- a) President
- b) Chief Negotiator
- c) Membership Services Officer
- d) First Vice-President
- e) Second Vice-President
- f) Treasurer
- g) Secretary
- h) Communications Officer
- i) Executive Officer in accordance with By-Law 1.3

11.2.2 A candidate may be nominated for more than one office.

11.3 For election, a candidate must receive a majority of the votes cast.

11.4 Balloting shall be by secret ballot.

11.5 Notice of Unit elections shall be sent to all members at least four (4) weeks prior to the Annual General Meeting. In this notice, nominations shall be solicited.

11.6 Nominations shall close two (2) weeks prior to the Annual General Meeting and members notified of the nominees at least seven (7) days before the Annual General Meeting.

11.7 For a nomination to be valid, candidates must have their nomination papers signed by five (5) active members of the unit.

11.8 All candidates shall be given an opportunity to address the Annual General Meeting - for five (5) minutes in the case of candidates for President, Chief Negotiator, and Membership Services Officer and for three (3) minutes in the case of candidates for all other offices.

11.9 The presiding officer shall allow a question and answer session before the election for President.

11.10 Elections shall be conducted by a returning officer selected by the Unit Executive. The returning officer may not be a candidate for any office, nor may this official take any position of support for any candidate for office.

11.11 Delegates to AMPA shall be elected at a meeting of council prior to December 31 of each year, after submitting a request for nomination to the Unit Provincial Councillor(s).

11.12 Delegates to AMPA shall be chosen by plurality based on the number of delegates and alternates authorized for the Unit.

### **By-Law 12 - Amendments to By-Laws**

- 12.1 Amendments to these By-Laws shall be made consistent with this Constitution and By-Laws and the Constitution and By-Laws of O.S.S.T.F and District 25.
- 12.2 Amendments to these By-Laws may be proposed at the Annual General Meeting of the Unit following due notice of motion.
- 12.3 Due notice of motion shall be given:
  - 12.3.1 when the Unit Secretary receives written notice of the proposed amendment at least twenty-one (21) days prior to the Annual General Meeting of the Unit.
  - 12.3.2 when the membership has been informed in writing fourteen (14) days prior to the date of the Annual General Meeting of the Unit.
- 12.4 Amendments to the By-Laws shall require:
  - 12.4.1 the support of the majority of the membership present at the Annual General Meeting of the Unit, due notice of motion having been given;
  - 12.4.2 the support of three quarters (3/4) of the membership present at the Annual General Meeting of the Unit, due notice of motion not having been given.

### **By-Law 13 – Anti-Harassment and Anti-Bullying Policy**

- 13.1 There shall be a Unit Anti-Harassment and Anti-Bullying Policy and Procedure to be followed at all Unit workplaces and functions.

### **By-Law 14 – Anti-Harassment and Anti-Bullying Appeals Procedure**

- 14.1 Members of the Unit affected by a decision resulting from a complaint under the Unit's Anti-Harassment and Anti-Bullying Procedure may appeal this decision using the following procedure:
  - 14.1.1 Within five working days of the decision, the affected member (herein called the Appellant) shall submit a request in writing to the Unit President for an Appeal Hearing.
  - 14.1.2 Within two working days of receiving the request, the Unit President shall appoint three (3) members of the Unit Appeals
  - 14.1.3 Within three working days, the Unit Appeals Committee shall meet to consider the appeal.
    - 14.1.3.1 The Unit Appeals Committee shall review the complaint, the investigation process and findings, and the decision.
    - 14.1.3.2 Following the review, the Committee shall either confirm or modify the decision.
    - 14.1.3.3 The decision of the Unit Appeal Committee shall be consistent with the Unit Anti-Harassment and Anti-Bullying Policy and Procedures.

- 14.1.4 The Unit Appeals Committee shall report the decision on the Appeal to the Unit President within five working days after the meeting at which the Appeal is considered.
- 14.1.5 Within two working days of receiving the decision of the Unit Appeals Committee, the Unit President shall communicate the decision to the Appellant in writing.
- 14.1.6 The decision of the Unit Appeals Committee shall be considered final and not subject to any appeal.

**By-Law 15 – Mileage/Transportation Expenses**

- 15.1 The Unit shall reimburse elected Branch and Unit representatives for mileage at a rate Established by the Executive and approved by Council.

**By-Law 16 – Childcare Expenses**

- 16.1 The Unit shall reimburse elected Branch and Unit representatives for childcare at a rate established by the Executive and approved by Council.