

**OSSTF**  
**DISTRICT 7**  
**CONSTITUTION**

**Educational Support Professionals' Bargaining Unit  
(ESP)**

**Occasional Teachers' Bargaining Unit  
(OT)**

**Office Professionals & Technicians' Bargaining Unit  
(OPT)**

**Professional Student Services Personnel Bargaining  
Unit (PSSP)**

**Teachers' Bargaining Unit  
(TBU)**

Revised June 2019

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# **SECTION 1: CONSTITUTION**

## **ARTICLE 1: DEFINITIONS**

- 1.1 ARTICLES shall mean major descriptive sections of the District Constitution (e.g. ARTICLE 5 District Organization).
- 1.2 BY-LAWS shall mean the standing rules governing the operation and membership of District 7.
- 1.3 CONSTITUTION shall mean the basic organization of District 7.
- 1.4 POLICY shall mean a stand or position taken by the membership of District 7 in accordance with its by-laws on matters whose resolution is beyond the internal legislative power of District 7 and in keeping with provincial OSSTF policies.
- 1.5 BRANCH shall mean an organization of members in a particular workplace of District 7 as determined by Bargaining Units.
- 1.6 DISTRICT 7 shall mean the unified non-Education Act and Education Act bargaining units who are members of OSSTF employed by the Bluewater District School Board.
- 1.7 BARGAINING UNIT shall mean a group of Members either certified by the Labour Relations Board or Members under the Education Act covered by one collective agreement.
- 1.8 TERM OF OFFICE shall mean the term of office for all members of District Council, and shall run from July 1 to June 30 the following year. (A.2014)
- 1.9 PROCEDURE shall mean the accepted method within the District.

## **ARTICLE 2: NAME**

- 2.1 The name of District 7 shall be Bluewater.

## **ARTICLE 3: OBJECTIVES**

- 3.1 To uphold and maintain the objectives of the Ontario Teachers' Federation and the Ontario Secondary School Teachers' Federation as described in their respective Constitutions.

## **ARTICLE 4: ETHICS**

- 4.1 Members of OSSTF District 7 shall uphold the ethics statements found in the Handbook, Constitution, Bylaws, Policies and Procedures of the Ontario Secondary School Teachers' Federation.

## **ARTICLE 5: MEMBERSHIP**

- 5.1 Members shall be designated in accordance with OSSTF bylaws as:
- 5.1.1 Active Members
  - 5.1.2 Voluntary Members
  - 5.1.3 Associate Members
  - 5.1.4 Honorary Associate Members
  - 5.1.5 Provincial Life Members
  - 5.1.6 Active Retired Members

## **ARTICLE 6: DISTRICT ORGANIZATION**

- 6.1 There shall be a District Council made up of the following members:

### **6.1.1 Voting Members:**

- 6.1.1.1 President of each Bargaining Unit,
- 6.1.1.2 District Secretary-Treasurer, (A. 2011)
- 6.1.1.3 up to two (2) representatives from each Bargaining Unit. (A. 2019)

### **6.1.2 Non-Voting Members** (appointments to be made at the June meeting of District Council):

- 6.1.2.1 Educational Services Officer, (A. 2016)
- 6.1.2.2 Human Rights / Status of Women Officer,
- 6.1.2.3 Health & Safety Officer,
- 6.1.2.4 Political Action Officer (A. 2013)
- 6.1.2.5 Labour Council Representative(s). (A. 2010)

6.1.2.6 Constitution Officer (A. 2019)

## **6.2 The District Council Executive**

6.2.1 The District Council Executive shall consist of

6.2.1.1 the District President,

6.2.1.2 the Vice-President(s) (all other Bargaining Unit Presidents).

6.2.1.3 The District Secretary-Treasurer (A. 2017)

6.2.2 The members of the District Council Executive shall be elected or appointed in the manner prescribed by the District bylaws.

6.2.3 The duty of the District Council Executive is to meet at the call of the District President to discuss District business, or approve, reject or modify by a vote of the District Executive, by phone or e-mail if necessary, an advertisement or press release whose purpose is to represent the membership of District 7 to the public.

## **6.3 Standing District Committees**

6.3.1 There shall be the following Standing District Committees:

6.3.1.1 Finance Committee, chaired by the District Secretary-Treasurer. (A. 2011)

6.3.1.2 Health & Safety Committee, chaired by the Health & Safety Officer,

6.3.1.3 Educational Services Committee, chaired by the Educational Services Officer, (A. 2015)

6.3.1.4 Political Action Committee, chaired by the Political Action Officer, (A. 2013)

6.3.1.5 Human Rights / Status of Women Committee, chaired by the Human Rights / Status of Women Officer, (A. 2008)

6.3.1.6 Constitution Review Committee, chaired by the Constitution Officer. (A. 2019)

**6.3.2 Standing Committees**, except Finance, shall be made up of a maximum of five (5) members, not including the Chair, appointed or elected by District Council at the June meeting of District Council. (A. 2016)

**6.3.3 The Finance Committee** shall consist of:

6.3.3.1 the District Secretary-Treasurer, as Chair, (A. 2011)

6.3.3.2 the Bargaining Unit Presidents,

6.3.3.3 the Bargaining Unit Treasurers. (A. 2009)

**6.3.4 The Health and Safety Committee** shall consist of:

6.3.4.1 the District Health & Safety Officer, as Chair,

6.3.4.2 the Health & Safety Officers from each of the Bargaining Units.

**6.3.5 The Educational Services Committee** shall consist of:

6.3.5.1 the District Educational Services Officer, as Chair; (A. 2016)

6.3.5.2 the Educational Services Officer, or designate, from each of the Bargaining units. (A. 2016)

**6.3.6 The Political Action Committee** shall consist of: (A. 2016)

6.3.6.1 the District Political Action Officer, as Chair;

6.3.6.2 the Political Action Officer, or designate, from each of the Bargaining units.

**6.3.7 The Human Rights / Status of Women Committee** shall consist of: (A. 2016)

6.3.7.1 the District Human Rights / Status of Women Officer, as Chair;

6.3.7.2 the Human Rights / Status of Women Officer, or designate, from each of the Bargaining units.

**6.3.8 The Constitution Review Committee** shall consist of:

6.3.8.1 Constitution Officer, as Chair, (A. 2014)

6.3.8.2 up to five (5) members appointed or elected by District Council at the June meeting of District Council. If possible, one member will be selected from each bargaining unit. (A. 2014)

**6.3.9 Ad Hoc Committees** can be formed by majority vote of the District Council to respond to an identified need. (A. 2010)

## 6.4 District Council Meetings

- 6.4.1 Quorum for District Council meetings shall be established as follows: at least one (1) representative from four (4) of the five (5) bargaining units must be present. (A. 2017)
- 6.4.2 The District Council shall meet a minimum of two (2) times per year, of which one shall be in June. (A. 2019)
  - 6.4.2.1 The District Council shall meet at such additional times as deemed necessary by the District President, or at the request of a Bargaining Unit Executive. (A. 2019)
  - 6.4.2.2 Notice of the time and location of the meeting must be given a minimum of five (5) days in advance. (A. 2019)
- 6.4.3 The business of all meetings shall be in accordance with the OSSTF Provincial Handbook or by authority of Robert's Rules of Order. (A. 2010)
- 6.4.4 An affirmative vote by a majority of those present, eligible to vote and voting, will constitute acceptance of any motion except matters requiring a weighted vote. (A.2016)
- 6.4.5 In any matter requiring a weighted vote, the required vote will be as follows:
  - 6.4.5.1 on a vote to approve or revise the District Budget, a motion shall require an affirmative vote of a majority of the weighted vote present and voting;
  - 6.4.5.2 on a vote to amend the Constitution of the District, the vote shall be as per the District Constitution,
  - 6.4.5.3 on a vote to amend the Bylaws of the District, the vote shall be as per the District Constitution,
  - 6.4.5.4 on a vote to approve District Policy, the vote required shall be as per Bylaw 11.
  - 6.4.5.5 A weighted vote shall be required to decide a vote to:
    - 6.4.5.5.1 amend the District Constitution, (A. 2019)
    - 6.4.5.5.2 approve the District Budget, (A. 2019)



- 6.4.5.5.3 approve District policy, (A. 2019)
- 6.4.5.5.4 revise a budget. (A. 2019)
- 6.4.5.6 In a weighted vote, each Bargaining Unit may cast up to three (3) votes. (A. 2019)
- 6.4.5.7 Each vote shall be weighted using the most recent Funding Master Bargaining Unit numbers divided by the total number of votes cast (not including abstentions). (A. 2019)
- 6.4.5.8 If a district councillor is absent, their votes will be divided amongst the remaining bargaining unit councillors representing that bargaining unit. (A. 2019)
- 6.4.5.9 In the event that a member of District Council is involved in a conflict of interest, the member shall be excused from the Council and an alternate may be appointed by the originating appointing body. (A. 2019)
- 6.4.6 At the June District Council meeting, the Presidents of the Bargaining Units must declare who their representatives will be for the upcoming school year. (A. 2008)
- 6.4.7 Should any voting member of District Council be unable to attend any particular meeting of District Council, the Bargaining Unit may replace that member with another designate from their Bargaining Unit, provided that the Bargaining Unit's President (or designate) declares this substitution at the beginning of the District Council meeting. (A. 2008)
- 6.4.8 District Council Meetings by Teleconference
  - 6.4.8.1 Between regularly scheduled meetings of the District Council, when a need arises for a formal decision of the District Council, a teleconference meeting may be held at the call of the District President.
  - 6.4.8.2 Notice of the teleconference meeting will be made at least five (5) days prior to the teleconference.
  - 6.4.8.3 The meeting shall only be held outside of normal working hours.

- 6.4.8.4 The normal quorum for a meeting of District Council shall apply.
- 6.4.8.5 The District President shall chair the meeting.
- 6.4.8.6 Minutes of the meeting will be created. (A. 2008)

## **6.5 District General Meeting**

- 6.5.1 A General Meeting shall be held at the request of the District Council Executive or the District Council, or at the written request of at least one hundred (100) members representing at least three (3) different Bargaining Units and five (5) different worksites. (A. 2012)

## **ARTICLE 7: BARGAINING UNITS**

- 7.1 There shall be Bargaining Units as follows:
  - 7.1.1 Educational Support Professionals Bargaining Unit (ESP);
  - 7.1.2 Occasional Teachers' Bargaining Unit (OT);
  - 7.1.3 Teachers' Bargaining Unit (TBU);
  - 7.1.4 Office Professionals & Technicians Bargaining Unit (OPT); (A. 2016)
  - 7.1.5 Professional Student Services Personnel Bargaining Unit (PSSP).
- 7.2 Each Bargaining Unit shall have its own constitution.
- 7.3 Each Bargaining Unit constitution shall be consistent with the District constitution.
- 7.4 Each Bargaining Unit shall have an Executive consisting of at least the following positions: (A. 2019)
  - 7.4.1 President,
  - 7.4.2 one or more Vice-Presidents, as deemed necessary by the Bargaining Unit,
  - 7.4.3 Treasurer,
  - 7.4.4 Chief Negotiator,
  - 7.4.5 Grievance Officer,
  - 7.4.6 Health & Safety Officer,

- 7.4.7 Educational Services Officer, (A. 2009)
- 7.4.8 Political Action Officer (A. 2016)
- 7.4.9 Pay Equity Officer, where pay equity negotiations and maintenance are required, (A. 2016)
- 7.4.10 and other positions as may be deemed necessary by the Bargaining Unit. (A. 2019)

## **ARTICLE 8: BYLAWS**

- 8.1 District 7, at a District Council or a General Meeting, may pass bylaws not inconsistent with the constitution or existing bylaws concerning:
  - 8.1.1 the procedure for the election of various office holders,
  - 8.1.2 its own internal organization and administration,
  - 8.1.3 the time, place and conduct of meetings,
  - 8.1.4 the appointment of auditors,
  - 8.1.5 all other matters as deemed necessary or convenient for the promotion or welfare of members, or the business of District 7.
- 8.2 **Amendments to the bylaws** shall require
  - 8.2.1 a majority weighted vote of Members qualified to vote, present and voting, provided that notice of the proposed amendment shall have been given in writing to the District Office Manager and each Bargaining Unit at least sixty (60) days prior to the meeting,
  - 8.2.2 a 2/3 weighted vote of Members qualified to vote, present and voting, provided that notice of the proposed amendment shall have been given in writing to the District Office Manager and each Bargaining Unit at least thirty (30) days prior to the meeting,
  - 8.2.3 a 90% weighted vote if less than thirty (30) days' notice.

## **ARTICLE 9: AMENDMENTS TO THE DISTRICT CONSTITUTION**

- 9.1 Amendments to the District constitution may be made at meetings of the District Council or at General Meetings by

9.1.1 a 2/3 vote if 60 days' notice of proposed amendments to each BU executive,

9.1.2 a 3/4 vote if 30 days' notice of proposed amendments to each BU executive,

9.1.3 a 90% vote if less than 30 days' notice to each BU executive.

#### **ARTICLE 10: REPUGNANCY**

10.1 Any part of this present constitution or amendment thereto which is repugnant to the provincial constitution of the OSSTF is hereby declared null and void.

## **SECTION 2: BYLAWS**

### **BYLAW 1: FEDERATION YEAR**

- 1.1 The District Federation Year shall be from July 1st to June 30th.

### **BYLAW 2: FISCAL YEAR**

- 2.1 The District Fiscal Year shall be from July 1st to June 30th.

### **BYLAW 3: DUTIES OF MEMBERS**

- 3.1 It shall be the duty of every member to comply with the duties of members of the Ontario Secondary School Teachers' Federation as prescribed in its bylaws.

### **BYLAW 4: DUTIES OF THE DISTRICT COUNCIL**

- 4.1 It shall be the duty of the District Council to:
- 4.1.1 empower and appoint the President, and the First, Second, Third and Fourth Vice-Presidents each year on a rotating basis at the June meeting of District Council.
    - 4.1.1.1 The position of President of District Council will be rotated with the President of each Bargaining Unit being the District President for one year. The rotation is as follows: ESP, OT, OPT, Teacher, PSSP.
    - 4.1.1.2 Any Bargaining Unit President who does not wish to be a District President may pass the job to the next Bargaining Unit President in the rotation.
    - 4.1.1.3 In the event that the District President's position remains unfilled after the above process, the outgoing District President's term will be extended until the first district meeting in the next school year, at which time a new District President will be elected by secret ballot from amongst the interested members of District Council.  
(A. 2019)
  - 4.1.2 elect to a two-year term of office, at the June meeting of Council in every even-numbered year, a District Secretary-Treasurer who has been nominated by a Bargaining Unit Executive prior to the June meeting of Council (each Bargaining Unit Executive may nominate only one candidate)," (A. 2018)

- 4.1.3 elect at the June meeting of Council every year, a District Health & Safety officer from amongst the interested Health & Safety Officers elected by their Bargaining Units prior to the June meeting of Council, (A. 2016)
- 4.1.4 elect a District Educational Services Officer, Political Action Officer, and Human Rights / Status of Women Officer at the June meeting of District Council each year, who has been nominated by their Bargaining Unit Executive prior to the June meeting of District Council, (A. 2018)
- 4.1.5 appoint any District Officer and all members of District Standing Committees should District positions remain unfilled after the June meeting of Council, and
- 4.1.6 appoint or elect Labour Council representatives at the June meeting of District Council.
- 4.1.7 nominate candidates, if desired, to the Provincial Executive and to the OTF Board of Governors,
- 4.1.8 receive and distribute reports and communication from OSSTF and OTF,
- 4.1.9 receive and accept reports and communications from Bargaining Units, Auditors and District Committees,
- 4.1.10 determine the action to be taken in regard to the reports received and to instruct the District Executive, District Committees, and Bargaining Units therein (consistent with District Policy),
- 4.1.11 consider matters of general interest to education as they affect the Members of the District,
- 4.1.12 adopt bylaws necessary for the transaction of District business not in contravention of any article or bylaw of this constitution, and to file a copy of such bylaws with the General Secretary of OSSTF,
- 4.1.13 establish, amend, and rescind policy for the District,
- 4.1.14 co-ordinate the activities and actions of the Bargaining Units of the District,
- 4.1.15 promote within the District the aims and objectives of the OSSTF,
- 4.1.16 keep the District informed of its activities,
- 4.1.17 empower the District Committees,

- 4.1.18 receive reports at each meeting of Council from the District Secretary-Treasurer and approve the final report of the District Secretary-Treasurer as presented at a meeting of Council, (A. 2011)
- 4.1.19 receive, amend as necessary, and ratify the District budget at the June meeting,
- 4.1.20 set, amend, and rescind District policy that is not repugnant to Bargaining Unit policies,
- 4.1.21 appoint Auditors as required by OSSTF,
- 4.1.22 amend the District Constitution,
- 4.1.23 amend the District Bylaws.
- 4.1.24 receive reports from auditors. (A. 2019)

## **BYLAW 5: DUTIES OF DISTRICT COUNCIL MEMBERS**

### **5.1 President.**

It shall be the duty of the President to:

- 5.1.1 call all meetings of District Council, and give the agenda to the District Office Manager for distribution, (A. 2019)
- 5.1.2 Chair all meetings of the the District Executive and District Council, or designate a Chair from the members present at District Council, (A. 2019)
- 5.1.3 act as an ex-officio member on District Committees and to maintain contact with all District Bargaining Units, (A. 2010)
- 5.1.4 ensure that all motions passed by the District Council are acted upon,
- 5.1.5 receive, answer, and keep correspondence,
- 5.1.6 keep all records,
- 5.1.7 keep the Provincial Executive and Bargaining Unit Executives informed of Federation activities in District 7,
- 5.1.8 ensure that all minutes of meetings of the District Council are posted to the district website. (A. 2014)

- 5.1.9 in the event that a District Committee has not called its first meeting for a new school year, call the first meeting of that District Standing Committee,
- 5.1.10 bring concerns of their Bargaining Unit to the attention of District Council,
- 5.1.11 bring District concerns to the attention of District Council,
- 5.1.12 prepare the agenda for District Council meetings. (A. 2011)
- 5.1.13 act as the communications officer. (A. 2015)
- 5.1.14 ensure Bargaining Unit Presidents are made aware of positions available in the District at least two (2) weeks prior to the June meeting of District Council. (A. 2016)
- 5.1.15 act as the AMPA Delegation Leader: (A. 2017)
  - 5.1.15.1 attend AMPA as the District Delegation Leader;
  - 5.1.15.2 ensure that the necessary forms are completed for the District delegation to attend AMPA;
  - 5.1.15.3 assist District delegates and alternates to prepare for AMPA;
  - 5.1.15.4 randomly create an AMPA floor schedule, giving all District delegation members approximately equal time on the floor;
  - 5.1.15.5 arrange any District pre-AMPA meetings;
  - 5.1.15.6 attend any regional pre-AMPA meetings.

**5.2 Vice-President** next in the rotation.

It shall be the duty of the First Vice-President to:

- 5.2.1 perform the duties of the President in the President's absence or at the President's request,
- 5.2.2 bring concerns of their Bargaining Unit to the attention of the District Council,
- 5.2.3 act as the anti-harassment officer. (A. 2015)



**5.3 Vice-President 2nd** in the rotation.

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

- 5.3.1 perform the duties of the President in the President's absence or at the President's request,
- 5.3.2 bring concerns of their Bargaining Unit to the attention of the District Council.
- 5.3.3 act as the anti-harassment officer, (A. 2015)

**5.4 Vice President 3rd** in the rotation.

It shall be the duty of the Third Vice- President to:

- 5.4.1 bring concerns of their Bargaining Unit to the attention of District Council.

**5.5 Vice President 4th** in the rotation.

It shall be the duty of the Fourth Vice- President to:

- 5.5.1 bring concerns of their Bargaining Unit to the attention of District Council.

**5.6 District Secretary-Treasurer.**

It shall be the duty of the District Secretary-Treasurer to:

- 5.6.1 act as the assistant to each Bargaining Unit's Treasurer for all Bargaining Units in the District. (A. 2008)
- 5.6.2 act as a non-voting, ex-officio member of all Bargaining Unit Executives and attend bargaining unit meetings when requested, (A. 2014)
- 5.6.3 be accountable to District Council, Bargaining Unit Executives, and District members, (A. 2011)
- 5.6.4 be responsible for all District funds, (A. 2008)
- 5.6.5 provide financial reports, which shall include expenses-to-date for each District budget line and the financial position of the District, including all District assets, to District Council at least twice per year, or as requested by District Council,

- 5.6.6 provide financial reports, which shall include expenses-to-date for each Bargaining Unit budget line and the financial position of the Bargaining Unit, including all Bargaining Unit assets, to Bargaining Unit Executives at least twice per year, or as requested by a Bargaining Unit Executive, (A. 2011)
- 5.6.7 ensure that the information in the Provincial Financial Handbook is communicated to all Bargaining Unit Presidents, (A. 2011)
- 5.6.8 forward a copy of the District budget, including all Bargaining Unit budgets, to the Chief Financial Officer by November 1, (A. 2010)
- 5.6.9 forward the District's Annual Financial Report to the Chief Financial Officer by November 1, (A. 2010)
- 5.6.10 aid in the preparation of requests for additional funding from Provincial office, (A. 2011)
- 5.6.11 prepare a draft budget to be presented at a June meeting of District Council, in consultation with the Finance Committee, (A. 2010)
- 5.6.12 present annually to the District Council independently-reviewed financial statements for the preceding fiscal year, (A. 2011)
- 5.6.13 chair the Finance Committee. (A. 2009)
- 5.6.14 attend meetings of the District Executive. (A. 2019)
- 5.6.15 perform any other financial duties as directed by District Executive and/or District Council. (A. 2013)
- 5.6.16 The District Secretary-Treasurer will oversee the district office manager in the following:
  - 5.6.16.1 regular data entry as required,
  - 5.6.16.2 payment of all authorized expenditures by cheque only,
  - 5.6.16.3 depositing of money into accounts at a chartered bank or trust company in the name of OSSTF District 7 (Bluewater) within two weeks of receipt,
  - 5.6.16.4 reconciliation of bank / trust company statements,
  - 5.6.16.5 preparation of financial reports as required (A. 2014)

## **5.7 Health & Safety Officer.**

It shall be the duty of the Health & Safety Officer to:

- 5.7.1 serve as a liaison between the district Health & Safety Committee and the District Executive or Council, (A. 2015)
- 5.7.2 inform the membership of legislation and Board policy and practice concerning health and safety,
- 5.7.3 chair the Health & Safety Committee meetings,
- 5.7.4 monitor the Acts and Regulations concerning Health & Safety and their applications to the membership,
- 5.7.5 attend such provincial or regional conferences as sponsored by the Provincial Health & Safety / Workplace Safety Insurance Act Committee. (A. 2014)
- 5.7.6 be responsible for making sure that the District Office is in compliance with all health and safety requirements. (A. 2015)
- 5.7.7 attend District Council meetings. (A. 2019)

## **5.8 Educational Services Officer.**

It shall be the duty of the Educational Services Officer to: (A. 2019)

- 5.8.1 call meetings of the representatives who make up the Educational Services Committee, and to serve as Chair of this committee, (A. 2016)
- 5.8.2 serve as a liaison between the Educational Services Committee and District Executive, (A. 2015)
- 5.8.3 attend provincial or regional conferences sponsored by the Provincial Educational Services Committee,
- 5.8.4 promote, encourage and support classroom-related research and effective models of professional development for the membership,
- 5.8.5 promote, generate and coordinate the professional growth activities of District Members through workshops, speakers, current educational services initiatives and approved individual professional growth activities, (A. 2009)

5.8.6 promote excellence in education, (A. 2009)

5.8.7 attend District Council meetings. (A. 2019)

## **5.9 Political Action Officer.**

It shall be the duty of the Political Action Officer to:

5.9.1 attend District Council meetings;

5.9.2 serve as a liaison between the Political Action Committee and District Council;

5.9.3 call meetings of the representatives who make up the Political Action Committee, and to serve as Chair of this committee, (A. 2016)

5.9.4 plan and organize rallies at the request of the District Executive. All plans require majority approval by the District Executive.

## **5.10 Human Rights / Status of Women Officer.**

It shall be the duty of the Human Rights / Status of Women Officer to:

5.10.1 attend District Council meetings,

5.10.2 serve as a liaison between the Human Rights / Status of Women Committee and District Council,

5.10.3 call meetings of the representatives who make up the Human Rights / Status of Women Committee, and to serve as Chair of this committee, (A. 2016)

5.10.4 attend provincial or regional conferences sponsored by the Human Rights Committee or the Status of Women Committee, and report to the District Council. (A. 2008)

## **5.11 Constitution Officer**

It shall be the duty of the Constitution Officer to :

5.11.1 attend District Council meetings;

5.11.2 serve as liaison between the Constitution Review Committee and District Council;

5.11.3 call meetings of the Constitution Review Committee, and to serve as Chair of this committee;

- 5.11.4 prepare the constitutional amendments proposed by the Constitution Review Committee;
- 5.11.5 update and maintain the District Constitution, after the June meeting of District Council each year;
- 5.11.6 attend any provincial or regional conferences sponsored by the provincial Parliamentary and Constitution Council, and report to District Council.

## **5.12 Labour Council Representatives.**

It shall be the duty of the Labour Council Representatives to:

- 5.12.1 attend District Council meetings,
- 5.12.2 attend meetings of the Grey-Bruce Labour Council, and report to District Council,
- 5.12.3 attend conferences of the Ontario Federation of Labour and the Canadian Labour Congress when District 7 is entitled to at least one delegate to these conferences. Where there are more Labour Council Representatives than delegate positions to any one conference, District Council will decide by vote, if necessary, which Labour Council Representatives will represent District 7. If there are more delegate positions to any one conference than Labour Council Representatives, District Council will decide by vote, if necessary, which additional members will represent District 7. Attendees to such conferences will provide a report to District Council. (A. 2014)

## **5.13 District Councillors.**

It shall be the duty of District Councillor Representatives from the Bargaining Units to:

- 5.13.1 perform duties as requested by District Council,
- 5.13.2 attend District Council meetings and report issues arising from said meetings to their Bargaining Units,
- 5.13.3 forward agenda items to the District President.

## **BYLAW 6: DUTIES OF AMPA DELEGATES AND ALTERNATES**

6.1 It shall be the duty of AMPA Delegates and Alternates to:

- 6.1.1 attend AMPA according to the floor schedule; (A. 2012)
- 6.1.2 attend any pre-AMPA meetings. (A. 2012)

## **BYLAW 7: DISTRICT COMMITTEES**

- 7.1 District Committees shall meet at the call of the chair.
- 7.2 A quorum shall be a majority of the membership of the committee.
- 7.3 Ad hoc or special workgroups may be formed by the District Council and meet from time to time, as necessary, and report to District Council. (A. 2009)
- 7.4 The District President shall be an ex-officio member of all committees.
- 7.5 Chairpersons of Standing Committees.**

It shall be the duty of the Chairpersons of District Standing Committees to:

- 7.5.1 call meetings,
- 7.5.2 govern the functioning of the committee in accordance with the powers given by District Council,
- 7.5.3 make a written report to District Council and to attend the meetings thereof as required,
- 7.5.4 keep the membership informed on matters affecting the welfare of the District,
- 7.5.5 prepare and submit a budget to the District Secretary-Treasurer when required, (A. 2011)
- 7.5.6 obtain the approval of District Council for any presentation to a group outside of District 7 OSSTF prior to its presentation to that group,
- 7.5.7 maintain records and minutes of the business transacted and decisions made by the Committee,

## **7.6 Finance Committee.**

It shall be the duty of the Finance Committee to:

- 7.6.1 draft a proposed budget for presentation at the June District Council meeting,

7.6.2 review the Annual Financial Report prior to its presentation at District Council. (A. 2009)

**7.7 Health & Safety Committee.**

It shall be the duty of the Health & Safety Committee to:

7.7.1 Meet to discuss mutual district-wide health and safety concerns (A. 2015)

**7.8 Educational Services Committee.**

It shall be the duty of the Educational Services Committee to: (A. 2016)

7.8.1 promote, encourage and support classroom-related research and effective models of professional development for the membership,

7.8.2 promote, generate and coordinate the professional growth activities of District members through workshops, speakers, current educational services initiatives and approved individual professional growth activities,

7.8.4 promote excellence in education (A. 2009)

**7.9 Political Action Committee.**

It shall be the duty of the Political Action Committee to:

7.9.1 liaise with and organize actions with other interest groups in order to deal with areas of mutual concern,

7.9.2 promote the pride of members in their own skills and in their contributions to their professions, students, clients, media and to their communities,

7.9.3 monitor provincial and national educational expenditures and decision making, and determine their implications for quality, sustainable, publicly-funded education,

7.9.4 advise and communicate to District Council and the membership on current issues in provincial and national educational expenditures and decision making.

**7.10 Human Rights / Status of Women Committee.**

It shall be the duty of the Human Rights / Status of Women Committee to:

7.10.1 promote equality of opportunity for all members of District 7,

- 7.10.2 provide a forum for discussion of issues relevant to the promotion of equality of opportunity and to the elimination of bias,
- 7.10.3 monitor and to report to the District Council on the professional status of members of the District,
- 7.10.4 maintain liaison with the Provincial Status of Women Committee and the Provincial Human Rights Committee.

**7.11 Constitution Review Committee.**

It shall be the duty of the District Constitution Review Committee to:

- 7.11.1 review the constitution and report to District Council,
- 7.11.2 recommend amendments to constitution and Bylaws (A. 2015)

**BYLAW 8: RELEASE TIME**

- 8.1 The District Secretary-Treasurer shall have a total of twenty (20) days of time release: one (1) day per month between September and June, and ten (10) days at the discretion of the District Secretary-Treasurer, to occur between September 1 and June 30. (A. 2017)
- 8.2 Each Bargaining Unit may specify release time for Bargaining Unit Executive Members in the Bargaining Unit Constitution.
- 8.3 The District President shall have one (1) day per month of time release. (A. 2016)

**BYLAW 9: FINANCE**

- 9.1 District Council has control of all District funds as determined by the District budget, as well as the District Reserve Fund. (A. 2019)
  - 9.1.1 Any use of funds beyond the limits established in the budget is subject to the prior approval of the District President and must be reported at the earliest District Council meeting thereafter, where it must be decided if the over-expenditure will be covered by the year's surplus (if applicable), the reserve fund, or by revising the budget. (A. 2019)
  - 9.1.2 Bargaining Unit Executives have control of their respective Bargaining Unit funds as determined by the District budget, as well as any accumulated reserves. (A. 2019)
- 9.2 Two signatures are required on all cheques, bank accounts, and trust company accounts. (A. 2019)



- 9.2.1 Annually, at the June meeting, District Council shall appoint, in a non-weighted vote, three (3) members of the District Executive to be the signing authorities for the following year, in addition to the District Secretary-Treasurer. (A. 2019)
- 9.3 All payments to members for expenses incurred in the performance of their OSSTF duties must be by signed authorization of their Bargaining Unit President, with the exception of the Bargaining Unit President, whose expenses incurred in the performance of their duties must be by signed authorization of another duly-elected member of the Bargaining Unit Executive. (A. 2019)
  - 9.3.1 District President expenses incurred in the performance of their duties must be by signed authorization of another duly-elected member of District Council. (A. 2019)
- 9.4 Original documents are required for all disbursements, except where a per diem meal allowance is prepaid. (A. 2016)
- 9.5 All expense vouchers for the school year ending June 30 must be submitted to the District Office before September 30 of the same calendar year. (A. 2016)
- 9.6 Mileage will be paid at the provincial rate for duly-authorized travel from a member's workplace, or home, to the activity, and then back home. (A. 2009)
- 9.7 A District Reserve Fund shall be established for:
  - 9.7.1 purchasing unbudgeted items that cost in excess of \$200. Such items will remain the property of OSSTF District 7 (Bluewater). Such purchases must be approved by District Council in a weighted vote. (A. 2019)
  - 9.7.2 financially assisting members from OSSTF District 7 (Bluewater) running for Provincial Executive of OSSTF, up to a maximum of \$5000.00 per member per campaign or for OTF up to a maximum of \$3000.00 per member per campaign. Such candidates must be approved by District Council in a weighted vote. (A. 2013)
  - 9.7.3 financially assisting other groups in times of need with a limit of \$500.00 per donation. Such financial assistance must be approved by District Council in a weighted vote.
  - 9.7.4 covering fiscal year-end deficits and budgetary over-expenditures.

## **BYLAW 10: AMENDMENTS TO THE BYLAWS**

- 10.1 Amendments to the bylaws may be made by District Council by

10.1.1 a majority weighted vote of Members qualified to vote, present and voting, provided that notice of the proposed amendment shall have been given in writing to the District Office Manager and each Bargaining Unit at least sixty (60) days prior to the meeting,

10.1.2 a 2/3 weighted vote of Members qualified to vote, present and voting, provided that notice of the proposed amendment shall have been given in writing to the District Office Manager and each Bargaining Unit at least thirty (30) days prior to the meeting,

10.1.3 a 90% weighted vote if less than thirty (30) days' notice.

#### **BYLAW 11: DISTRICT PROCEDURES AND POLICY STATEMENTS**

11.1 Procedures and Policy statements shall be established at District Council meetings by (A.2016)

11.1.1 a 2/3 weighted vote of the Members qualified to vote, present and voting, provided that notice of the proposed policy or procedure shall have been given in writing to the District Office Manager and each Bargaining Unit at least sixty (60) days prior to the meeting,

11.1.2 a 3/4 weighted vote of the Members qualified to vote, present and voting, provided that notice of the proposed policy or procedure shall have been given in writing to the District Office Manager and each Bargaining Unit at least thirty (30) days prior to the meeting,

11.1.3 a 90% weighted vote if less than thirty (30) days' notice.

11.2 Procedures shall have the date of passage attached, and the date(s) of amendment if applicable. (A. 2016)

11.3 Policy statements shall have the date of passage, amendment, or renewal attached, as applicable. (A. 2016)

11.4 Policy statements must be renewed every ten (10) years or they shall lapse. (A. 2016)

#### **BYLAW 12: ANTI-HARASSMENT AND ANTI-BULLYING POLICY**

12.1 The District shall have an Anti-Harassment and Anti-Bullying Policy and Procedure to be followed at all OSSTF workplaces and functions.

- 12.2 The Anti-Harassment and Anti-Bullying Policy and Procedure and any amendments to it shall be approved by the District Council according to Bylaw 11. (A. 2008)

**BY-LAW 13 – STATUTORY LEAVE / SICK LEAVE (A. 2018)**

- 13.1 Statutory Leave shall be defined as per the Employment Standards Act.
- 13.2 Statutory leaves / sick leaves are subject to the term of office, and shall not supersede re-election to office.
- 13.3 A statutory leave / sick leave does not constitute a permanent vacancy. A position on District Council that is vacant as a result of a statutory leave shall be filled temporarily, as per the process in Bylaw 4.
- 13.4 A vacancy due to a statutory leave / sick leave shall be deemed temporary, and the District Council member shall return to their position held prior to the leave upon their return.
- 13.5 Should any member of District Council require a statutory/sick leave. or be temporarily appointed to fulfill an acting position as a the result of a statutory/sick leave, District Council shall appoint an acting replacement from amongst the members of District Council for the duration of the leave, subject to the term of office. (A. 2019)

## **SECTION 3: PROCEDURES**

### **PROCEDURE 1: BARGAINING UNIT NUMBERS** (January 14, 2010)

- 1.1 For the purposes of determining Bargaining Unit FTE, District 7 Bargaining Unit numbers shall be based on the AMPA numbers, as determined by Provincial Office of OSSTF. (A. 2016)

### **PROCEDURE 2: REPORTS TO DISTRICT COUNCIL** (January 14, 2010)

- 2.1 All committee reports must be presented in written form for presentation to the District Council (exceptions to be made for reports of a confidential nature). (A. 2010)

### **PROCEDURE 3: DISTRICT GENERAL MEETINGS** (January 14, 2010)

- 3.1 District General Meetings shall be organized through the District Office.

### **PROCEDURE 4: POLITICAL SUPPORT** (January 14, 2010)

- 4.1 Non-financial support for delegates or alternates to Political Conventions shall be approved for Bargaining Unit Members who meet the following conditions: (A. 2017)
  - 4.1.1 There is no known violation of OSSTF policy,
  - 4.1.2 The Bargaining Unit Member must register and work with the OSSTF caucus at the convention,
  - 4.1.3 The Bargaining Unit Member must be in communication with the District President before going as a delegate.

### **PROCEDURE 5: POLITICAL MEMBERSHIP** (January 14, 2010)

- 5.1 Members of OSSTF District 7 will be encouraged to attend nomination meetings as members of political parties, and to vote for candidates who reflect the educational policies of OSSTF.

### **PROCEDURE 6: AMPA DELEGATES & ALTERNATES** (January 14, 2010)

- 6.1 AMPA delegates shall be selected by each Bargaining Unit in accordance with the Bargaining Unit constitution.
- 6.2 The AMPA Alternate positions shall be given one to each of the largest bargaining units, based on FTE, beginning with the largest, and moving in

descending order until all of the Alternate positions have been allocated. (A. 2016)

- 6.3 Should a Bargaining Unit relinquish a position, that position shall be offered to the Bargaining Units that do not have an Alternate, beginning with the largest, and moving in descending order, and then, if necessary, moving through the order again from largest to smallest. This process will occur at or before the November / December meeting of District Council. (A. 2016)

**PROCEDURE 7: RELEASE TIME** (January 14, 2010)

- 7.1 The following guidelines shall be used for release time.
  - 7.1.1 Release time shall be used in the federation year in which it was allocated. (A. 2017)

**PROCEDURE 8: FINANCE** (January 14, 2010)

- 8.1 The following expense guidelines will be followed.
- 8.2 For AMPA:
  - 8.2.1 District 7 will pay for all AMPA Alternate costs, as per the AMPA guidelines,
  - 8.2.2 Delegates or Alternates who choose not to attend the President's Dinner shall receive the provincial meal allowance for dinner. (A. 2014)
  - 8.2.3 District 7 will pay for tickets to the laid-on meal for all Delegates, Alternates, and up to one guest per Delegate or Alternate, when available. (A. 2010)
  - 8.2.4 Members of District 7 who attend AMPA in a provincial capacity shall be treated as members of the District 7 AMPA delegation, and shall be afforded the same rights and privileges as District Delegates and Alternates, including, but not limited to, release time on the Friday immediately preceding AMPA, and tickets for the President's Dinner for said member and a guest, if not already provided by provincial office. (A. 2016)
  - 8.2.5 AMPA Release Time
    - 8.2.5.1 District 7 will pay for a half-day of release time for all District 7 AMPA delegates and alternates for the Friday afternoon immediately preceding AMPA, unless provincial office provides a half day of release time for delegates on

this day, in which case District 7 will provide the half day of release to alternates only. (A. 2017)

8.2.5.2 The half day of AMPA release time for alternates, and delegates if necessary, will be charged to the District 7 AMPA budget line. (A. 2017)

8.2.5.3 The OPT Bargaining Unit President will apply to provincial office to approve any release time required for the Monday of AMPA for any 12-month employees. Provincial office is responsible for serving notice to the Board for this release time.

8.2.6 Notwithstanding Bylaw 8.4, District 7 will issue payment no later than two (2) weeks in advance of AMPA to all Delegates and Alternates for meal allowances and accommodations as per Provincial Expense Guidelines. Funds will be withheld for any meals laid on by either Provincial Office or District 7. (A. 2013)

8.2.7 If Delegates or Alternates do not fulfill their duties, excepting any unforeseen circumstances deemed acceptable by the District President or, upon appeal, by the District Council, the Delegate / Alternate will be billed for the pre-paid ineligible expenses and be ineligible to be appointed or elected to any Federation position until all billed funds have been paid. (A. 2008)

8.3 Authorized expenses will be reimbursed within the allowable limits set out under the Allowable Expenditures Guidelines in the Financial Handbook, including child care / dependent care. (A. 2018)

8.4 For members who are representing the District or a Bargaining Unit and who require accommodations, District 7 will issue payment in advance for the accommodations, payable to the provider or the member, when sufficient prior notice has been given. (A. 2011)

8.5 Cheques for charitable donations from District 7 are to be written using District 7 cheques. (A. 2014)

8.6 The District President can authorize the use by the Office Manager of a signature stamp in order to expedite the co-signing of District cheques. A signature stamp can be used to co-sign cheques for less than \$250. Use of a signature stamp to co-sign cheques for \$250 or more requires prior consultation with the District President. (A. 2010)

**PROCEDURE 9: PROVINCIAL ACCOUNT #2010 MANAGEMENT** (June 14, 2007)

- 9.1 The District Secretary-Treasurer shall assist with the completion of Account #2010 Claim Forms, without regard to individual Bargaining Unit entitlements, until the total of District 7's Account #2010 entitlement is claimed. (A. 2011)
- 9.2 Any monies so claimed will be allocated to the appropriate Bargaining Units, up to the Account #2010 limits established in the District budget.
- 9.3 If District 7's Account #2010 entitlement is not totally claimed by June 1, Bargaining Units who claimed in excess of the limits established in the District budget shall be entitled to all funds claimed.
- 9.4 If District 7's Account #2010 entitlement is totally claimed by June 1, and if at least one Bargaining Unit has not claimed the total of their entitlement, monies unclaimed by one or more Bargaining Units will be allocated to the Bargaining Unit(s) that claimed in excess of their entitlement(s) pro-rated in the same ratio as the original entitlements were calculated, up to the amount claimed in excess of their entitlement.

**PROCEDURE 10: GIFTS** (June 11, 2008)

- 10.1 Where the District President deems it appropriate to provide a gesture of support from the District following the death of an individual, the following procedure will be followed:
  - 10.1.1 A card of condolences will be sent from the District.
  - 10.1.2 The District President will determine what charitable organizations have been recommended by the family or friends of the deceased. (A. 2019)
  - 10.1.3 A \$50 donation will be made to a charity. (A. 2019)

**PROCEDURE 11: HARASSMENT & BULLYING RESOLUTION & COMPLAINTS**  
(June 11, 2008)

- 11.1 A member who believes they have been the target of harassment or discrimination at an OSSTF District 7 sponsored event or meeting is encouraged to take immediate action to ensure this behaviour is stopped. (A. 2018)
  - 11.1.1 As a first step, the member should make it clear to the perpetrator that they find the behaviour offensive, and ask that it be stopped. This can be done personally, either in writing or verbally, or with the assistance of a third party. (A. 2018)

- 11.1.2 If the behaviour recurs or persists, or if the member does not feel safe in approaching the perpetrator directly, they should speak with one of the designated anti-harassment officers (the 1st and 2nd Vice-Presidents of District 7) and ask them to act. (A. 2018)
- 11.1.3 The anti-harassment officer will investigate the complaint thoroughly, including separately interviewing the parties involved and any witnesses, with a view to resolving the problem informally.
- 11.1.4 The investigation shall be handled confidentially; however, all complaints will be reported by the anti-harassment officer to the District President. If the complaint cannot be resolved informally, the complainant will be asked to put the complaint and all relevant information in writing. If the complainant chooses to provide such a written complaint, it will be submitted to the District President for action and it shall be the joint responsibility of the District President and the Field Secretary assigned to OSSTF District 7 to conduct an investigation, determine if the behaviour falls under the definition of harassment, and decide on appropriate remedial action.
- 11.1.5 The parties involved will receive a written report stating the findings and any action taken.
- 11.1.6 Resolutions may include but are not limited to apologies, mediation, warnings, temporarily limiting access, or removal/exclusion from OSSTF District 7 events or meetings.
- 11.1.7 Decisions may be reviewed by District Council in Executive session on the request of a member.
- 11.1.8 The District President shall keep a confidential file of all records and reports related to the investigation of written complaints for a period of five years.
- 11.1.9 None of the above restricts a member's right to file a complaint with the Ontario Human Rights Commission or make a complaint to police. (A. 2012)



## **PROCEDURE 12: HARASSMENT & BULLYING COMPLAINT APPEALS**

(June 11, 2008)

- 12.1 Members of OSSTF District 7 affected by a decision resulting from a complaint under the District's Harassment and Bullying Resolution and Complaint Procedure may appeal this decision using the following procedure:
  - 12.1.1 Within five (5) days of the decision, the affected member (herein called the Appellant) shall submit a request in writing to the District President for an Appeal Hearing.
  - 12.1.2 Within thirty (30) calendar days of receiving the request, the District President shall convene a meeting of the District Council to consider the appeal in Executive session.
  - 12.1.3 The District Council shall review the complaint, the investigation process and findings, and the decision.
  - 12.1.4 Following the review, the District Council, in a non-weighted vote excluding the District President and 1st and 2nd Vice-Presidents, shall either confirm or modify the decision, consistent with the Districts Anti-Harassment and Anti-Bullying Policy (Policy 2). (A. 2012)
  - 12.1.5 Within five (5) days after District Council's decision, the District President shall communicate the decision to the Appellant in writing.
  - 12.1.6 District Council's decision shall be considered final and not subject to any appeal. (A. 2008)

## **PROCEDURE 13: ENVIRONMENTAL CONSCIENTIOUSNESS** (October 7, 2010)

- 13.1 District Council will take as many measures as practically possible to become a more environmentally conscious union, such as integrating/employing recommendations listed in "Small Steps to a Greener Union." (A. 2010)

## **PROCEDURE 14: NON-GENDERED LANGUAGE** (June 14, 2018)

- 14.1 District 7 shall use only non-gendered language throughout the Constitution, including the Articles, Bylaws, Procedures, and Policies.

## **SECTION 4: POLICIES**

### **POLICY 1**

It is the Policy of District 7 that OSSTF District 7 does not endorse participation in any courses or seminars which limit attendance to one sex only. (Renewed June 16, 2016)

### **POLICY 2**

A member of OSSTF District 7 has the right to a workplace and union environment free from harassment and bullying. Harassment and discrimination are not joking matters. They have a destructive effect on the workplace environment, individual well-being, and union solidarity. Such actions are not only destructive; they can be illegal. Harassment and discrimination can take many forms and may be verbal, physical, or psychological. They can involve a wide range of actions, including comments, gestures or looks, pictures, messages, touching, or more aggressive actions. These acts may be indirect or overt; they may be isolated or repeated. However, acts of harassment and discrimination are always degrading, unwelcome, and coercive. They are always unacceptable. As members of OSSTF District 7, our goal must be to protect human rights, to promote mutual respect and trust, and to foster inclusion. We cannot condone or tolerate intimidating, demeaning, hostile, and aggressive behaviour against another member. We cannot condone these behaviours when we witness them. As OSSTF District 7 members, we must speak out against this conduct, and stand together to protect human rights. We must take action. OSSTF District 7 is committed to strengthening member solidarity, and, in addition to representing members' interests in the workplace, takes seriously its own responsibility to ensure that members are treated with respect and dignity at all OSSTF District 7 sponsored events and meetings. Any member who feels targeted by harassment or discrimination must be able to speak up and know their concerns will be responded to immediately in accordance with the OSSTF District 7 Harassment and Bullying Resolution and Complaint Procedure, as approved by District Council. (Renewed June 16, 2016)

