

**OSSTF DISTRICT 21 - HAMILTON-WENTWORTH
DISTRICT 2009-2010 CONSTITUTION AND BY-LAWS**

ARTICLE 1 - DEFINITIONS

1.1 In this Constitution:

1.1.1 "OSSTF" shall mean the Ontario Secondary School Teachers' Federation.

1.1.2 "District" shall mean District 21 of the OSSTF.

1.1.3 "Unit" shall mean a Bargaining Unit of the OSSTF District 21.

1.1.4 "Member" shall mean an Active Member of District 21 in good standing, except where otherwise stated.

1.1.5 "Constitution" shall mean the system of fundamental principles according to which the District 21 OSSTF is governed, and the basic organization of OSSTF District 21. This Constitution shall not contravene the Constitution and By-Laws of the Provincial OSSTF.

1.1.6 "By-Laws" shall mean standing rules governing the membership of OSSTF District 21, made under this Constitution on matters of internal regulation and matters which are entirely within the control of OSSTF District 21.

1.1.7 "Policy" shall mean a stand or position taken by OSSTF District 21, in accordance with its by-laws on matters whose resolution is beyond the internal legislative power of OSSTF District 21.

1.1.8 "Workplace" shall mean any location where an active member of District 21 is employed.

1.1.9 "Chairperson" shall mean the Presiding Officer of an official body of District 21.

1.1.10 The "Executive of the TPA Bargaining Unit" shall be known solely for the purpose of conforming to Article 19.4.1.1 of the OSSTF Constitution as a "District Executive".

[Article 1.1.10 provides for congruence with Provincial Constitutional requirements]

ARTICLE 2 - NAME AND MEMBERSHIP

2.1 The name shall be the Ontario Secondary School Teachers' Federation, District 21, Hamilton.

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2.2 **Membership**

2.2.1 Membership shall consist of all active members of District 21 in good standing.

2.2.2 Active members employed under a particular Collective Agreement shall constitute a Unit.

2.2.3 Voluntary Members shall include:

2.2.3.1 Members whose applications have been approved by a Unit Executive.

ARTICLE 3 - OBJECTS

3.1 The objects of the District shall be:

3.1.1 to promote and advance the cause of education.

3.1.2 to promote a high standard of ethics.

3.1.3 to promote and advance the interest of Members and to secure conditions which will make possible the best service.

3.1.4 to secure for Members more active participation in the formulation of policies and practices affecting their workplace.

3.1.5 to protect its Members, both individually and collectively, in their chosen fields.

3.1.6 to promote political action to ensure that legislation regulating educational structures and policies is in the best interests of the Members, students, and the community.

3.1.7 to support and promote equal opportunity for its Members, for its employees, and for students.

ARTICLE 4 - ORGANIZATION

4.1 The District shall operate as a District within the boundaries determined by OSSTF.

4.2 **District Co-ordinating Committee**

4.2.1 There shall be a District Co-ordinating Committee.

4.2.2 The District Co-ordinating Committee shall consist of:

(a) all Unit Presidents

(b) all Unit Chief Negotiators

(c) all Unit Treasurers

(d) as a non-voting member, any District 21 member who is a voting member of Provincial Council.

4.2.3 The District Coordinating Committee shall elect a Chairperson and a Vice-Chairperson from the Unit Presidents.

4.3 **Finance Committee**

4.3.1 There shall be a District Finance Committee.

4.3.2 The District Finance Committee shall consist of all the Unit Treasurers of

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District 21 who shall be voting members.

4.3.3 The Finance Committee shall elect a chairperson from its members who shall be the District Financial Officer.

4.4 Communications Committee

4.4.1 There shall be a District Communications Committee.

4.4.2 The District Communications Committee shall consist of the Communications Officer(s) of each Unit.

4.4.3 The Committee shall elect its own Chairperson from its members.

4.5 Constitution Committee

4.5.1 There shall be a District Constitution Committee.

4.5.2 The District Constitution Committee shall consist of one representative appointed by each Unit.

4.5.3 The Committee shall elect its own Chairperson from its members.

4.6 Health and Safety Committee

4.6.1 There shall be a District Health and Safety Committee.

4.6.2 The District Health and Safety Committee shall consist of all Unit Health and Safety Officers and one representative per Branch of the District.

4.6.3 The committee shall elect its own Chairperson, to be known as the District Health and Safety Officer, from its members.

4.7 Political Action Committee

4.7.1 There shall be a District Political Action Committee.

4.7.2 The District Political Action Committee shall consist of all Unit Political Action Officers and one representative per Branch of the District.

4.7.3 The committee shall elect its own Chairperson from its members.

4.8 Status of Women Committee

4.8.1 There shall be a District Status of Women Committee.

4.8.2 The District Status of Women Committee shall consist of all Unit Status of Women Officers and one representative per branch of the District.

4.8.3 The committee shall elect its own Chairperson from its members.

4.9 Relations Committee

4.9.1 There shall be a District Relations Committee.

4.9.2 The District Relations Committee shall consist of the Presidents of the Bargaining Units.

4.9.3 The Chairperson of the Committee shall be the Chairperson the District Coordinating Committee.

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4.10 District Steering Committee

4.10.1 There shall be a District Steering Committee.

4.10.2 The District Coordinating Committee shall appoint a District Steering Committee as outlined in By-Law 2.1.6. at the meeting as called for in By-Law 2.1.7.

4.11 Human Rights Committee

4.11.1 There shall be a District Human Rights Committee.

4.11.2 The District Human Rights Committee shall consist of all Unit Human Rights Reps and one representative per Branch of the District.

4.11.3 The Committee shall elect one Chair from among its members.

4.12 Units

4.12.1 The District shall consist of Bargaining Units established under appropriate legislation and approved by a majority vote (in favour) in each of the District Unit Councils or Unit Executives where Councils do not exist.

4.12.2 The structure and rules governing each of the Units shall be established by each Unit's Constitution and By-Laws.

4.12.3 The Constitution and By-Laws of each Unit shall be approved by a general meeting of the Unit membership.

Such Constitution and By-Laws shall not contravene the Constitution and By-Laws of the District.

4.12.4 Each Unit shall hold an Annual Business Meeting which shall elect the Unit Executive.

4.12.5 Each Unit shall have an Executive and may have a Council.

4.12.6 There shall be a Teachers' Council consisting of TPA and Occasional teachers.

4.13 Education Finance Officer

4.13.1 There shall be a District Education Finance Officer.

4.13.2 The District Coordinating Committee shall appoint an Education Finance Officer as outlined in By-Law 2.1.6. at the meeting as called for in By-Law 2.1.7.

4.14 District AMPA Delegation

4.14.1 There shall be a District AMPA Delegation.

4.14.2 The District AMPA Delegation shall consist of delegates appointed by each Unit according to Unit By-Laws. The number of Delegates for each Unit is designated by Provincial OSSTF.

4.14.3 The District AMPA Delegation shall also consist of alternates as determined by the Provincial Office. These alternates shall be allocated to the Units by the District Co-ordinating Committee (District Co-ordinating Committee) on the basis of one alternate per 400 FTE members of each Unit. "With the District Co-ordinating Committee's approval any remaining alternate positions shall be on a

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five year rotation basis as outlined below:

2008 Professional Educators & Childcare Workers (PECW)

2009 Teachers' Bargaining Unit (TBU)

2010 English as a Second Language Instructors (ESL)

2011 Office, Clerical & Technical Unit (OCTU)

2012 Professional Student Services Personnel (PSSP)

2013 Professional Educators & Childcare Workers (PECW)___

If a Unit is unable to provide an alternate delegate it will be first offered to the Bargaining Unit from the previous year if they were unable to provide a delegate in the previous year. It will then be offered to the next Unit in the order of rotation and so on, however, the yearly rotation will continue as above.

4.14.4 The District Provincial Councillor shall chair the District Delegation. If the District Provincial Councillor is unable to fulfill this responsibility then the Delegation shall appoint a chair from among the remaining members of the Delegation who are voting members of the Provincial Council.

4.14.5 The District Co-ordinating Committee may, upon approval of the Unit Councils, reduce the number of District 21 alternates sent to AMPA.

4.14.6 If a Unit does not wish to supply an alternate or delegate to which it is entitled, and wishes to make the position available to another member of District 21, then subject to the Provincial By-Laws the District Co-ordinating Committee will select a Unit to provide a replacement. The replacement will be elected or appointed as per the By-Laws of the Unit selected.

4.14.7 Units must submit lists of delegates and/or alternates to the District Co-ordinating Committee by the end of November preceding AMPA.

4.14.8 Each Bargaining Unit in the District shall pay a proportional share of common AMPA Delegation costs such as the District Suite and meeting costs. The proportional share shall be determined by the District Delegation based on number of Delegates and alternates per Bargaining Unit.

ARTICLE 5 - AMENDMENTS

5.1 Amendments to this Constitution may only be made at a District Business Meeting 5.1.1 by a two-thirds vote of the Members qualified to vote, present and voting, provided that 5.1.1.1 notice of the proposed amendment shall have been given in writing to the Chairperson of the District Co-ordinating

Committee at least ten (10) days prior to the date of a District Business Meeting.

5.1.2 by a nine-tenths vote of the Members qualified to vote, present and voting, previous notice as in Article 5.1.1.1 not having been given.

5.2 or by the agreement of all Units of the District by a 3/4 vote at the Units' Annual General meetings.

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ARTICLE 6 - DISPUTE MECHANISM

6.1 In the event of a dispute arising among Units:

Step One

6.1.1 The District Co-ordinating Committee shall attempt to resolve the dispute at the Committee level.

Step Two

6.1.2 The District Co-ordinating Committee shall recommend a solution acceptable to all Unit councils or Unit Executives where Councils do not exist.

Step Three

6.1.3 The District Co-ordinating Committee shall request a mediator to be appointed by the Provincial Executive for non-binding arbitration.

Step Four

6.1.4 The District Co-ordinating Committee shall submit the issue to a duly constituted District Business Meeting for resolution.

ARTICLE 7 - DISTRICT OFFICE

7.1 The District shall maintain a District Office which shall be run in a manner prescribed in the By-Laws.

ARTICLE 8 - ELECTIONS AND APPOINTMENTS

8.1 Any Member of the District is eligible to hold any OSSTF elective office in the District.

8.2 Appointments will be made at the District level from persons qualified under the criteria established in the By-Laws.

ARTICLE 9 - BY-LAWS

9.1 A duly constituted District Business Meeting may pass By-Laws not inconsistent with the Provincial OSSTF Constitution and By-Laws concerning:

9.1.1 the procedure for the selection of its various officers.

9.1.2 the Formation of District organizations.

9.1.3 the time, place, and conduct of meetings of the District.

9.1.4 all other matters as are deemed necessary or convenient for the promotion of the welfare of the Members or the conduct of the business of the District.

ARTICLE 10 - THE DISTRICT RESERVE FUND

10.1 There shall be a District 21 Reserve Fund which:

10.1.1 shall comprise such funds as are declared surplus by the District Finance Committee

10.1.2 shall have its purposes, sources, and administration outlined in the By-Laws

10.1.3 shall not exceed twenty percent (20%) of the current year's District Funding

OSSTF District 21 2009-2010 Constitution & By-Laws
Master.

ARTICLE 11 - THE DISTRICT BUILDING FUND

11.1 There shall be a District 21 Building Fund which:

11.1.1 shall have its purposes, sources, and administration outlined in the By-Laws.

**ARTICLE 12 - THE DISTRICT EXECUTIVE ASSISTANT GRATUITY
RESERVE**

12.1 There shall be a District 21 Executive Assistant Gratuity Fund which:

12.1.1 shall have its purposes, sources, and administration outlined in the By-Laws.

BY-LAWS

BY-LAW 1 - DISTRICT FEDERATION YEAR

1.1 For fiscal matters and terms of office, the District Federation Year shall be from July 1 to the following June 30.

BY-LAW 2 - REPRESENTATION AND ELECTIONS

2.1 District Co-ordinating Committee

2.1.1 The President, Chief Negotiator and Treasurer of each Unit and any District 21 member who is a voting member of the Provincial Council shall be members of the District Co-ordinating Committee.

2.1.2 There shall be a Chairperson of the District Co-ordinating Committee appointed from among the Unit Presidents by the incoming District Coordinating Committee in accordance with by-law 2.1.6.

2.1.3 There shall be a Vice Chairperson of the District Coordinating Committee appointed from the remaining Unit Presidents in accordance with by-law 2.1.6.

2.1.4 There shall be a District Financial Officer appointed from the Unit Treasurers by the Finance Committee.

2.1.5 There shall be a District Provincial Councillor appointed from members of the District Co-ordinating Committee who are District 21 members and are voting members of the Provincial Council.

2.1.6 The District Steering committee shall be appointed by the incoming District Co-ordinating Committee from among its members according to Article 4 and By-Law 2.1.7.

2.1.7 The Chairperson, the Vice-Chairperson, the District Provincial Councillor, the District Office Manager, the District Steering Committee and the Education Finance Officer shall be appointed according to By-Laws 2.1.2; 2.1.3; 12.2, 2.1.4, 2.1.5 and Article 4.12 respectively, at the special meeting of the incoming District Co-ordinating Committee called in June preceding their term of office.

2.1.8 The Special meeting called in June for the purpose of executing By-Law 2.1.6 shall be convened by and chaired by the Chairperson of the out-going District

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Co-ordinating Committee.

BY-LAW 3 - DUTIES

3.1. District Co-ordinating Committee

3.1.1 It shall be the duty of the District Co-ordinating Committee to:

3.1.1.1 facilitate the exchange of information among the Units

3.1.1.2 receive and review the District budget proposal of the District Finance Committee.

3.1.1.3 recommend and forward a finalized District budget proposal to the Unit Councils for ratification.

3.1.1.4 meet on at least four separate occasions per Federation year.

3.1.1.5 review the contract of the office staff and make recommendations for changes to salary or benefits.

3.1.1.6 review the management of the District Office.

3.1.1.7 appoint the Chairperson and Vice-Chairperson of the District Co-ordinating Committee, the District Provincial Councillor, the District Steering Committee and the District Education Finance Officer.

3.1.1.8 appoint a District Office Manager.

3.1.1.9 appoint a replacement within thirty (30) days in the event of a vacancy in any of the positions in By-Law 3.1.1.7. and 3.1.1.8.

3.1.1.10 administer the District Office Anti-Harassment Policy

3.1.1.11 administer the District Anti-Harassment Policy

3.2 Chairperson of the District Co-ordinating Committee

3.2.1 It shall be the duty of the Chairperson of the District Co-ordinating Committee:

3.2.1.1 to call and chair District Co-ordinating Committee meetings.

3.2.1.2 to supervise the appointment of the incoming Chairperson, Vice-Chairperson, the District Provincial Councillor, the District Office Manager, District Education Finance Officer and the District Steering Committee at the special June meeting of the incoming District Co-ordinating Committee.

3.2.1.3 to act as a signing officer of the District.

3.2.1.4 to call and chair all District Business Meetings.

3.2.1.5 to call, set the agendas, and chair the meetings of the District Relations Committee and the joint Board/Affiliate Relations Meeting.

3.2.1.6 on the advice of the District Co-ordinating Committee, to represent the District or to send a designate to Hamilton Board of Education Standing Committee meetings.

3.3 Vice-Chairperson of the District Co-ordinating Committee

3.3.1 It shall be the duty of the Vice-Chairperson of the District Co-ordinating Committee:

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3.3.1.1 to assist the Chairperson of the District Co-ordinating Committee in performing all duties when necessary.

3.3.1.2 to act as a signing officer of the District if the District Office Manager and the Chairperson of the District Co-ordinating Committee is the same person.

[The auditors recommend that there be three signing officers. Normally the signing officers would be the Financial Officer, who needs to know what is going on, and the Office Manager who is readily available. This provides a third person in the event of the same person holding both positions.]

3.3.1.3 to assume the duties of the Chairperson of the District Co-ordinating Committee in the event of the absence or incapacity of the same.

3.3.1.4 in the event of a vacancy in the office of the Chair- person of the District Co-ordinating Committee, to carry out the duties of the same until such time as the District Co-ordinating Committee appoints a replacement.

3.4 District Financial Officer

3.4.1 It shall be the duty of the District Financial Officer:

3.4.1.1 to supervise the maintenance of District Financial records.

3.4.1.2 to submit income statements and budget reports for the District to its Units monthly.

3.4.1.3 to arrange for an annual audit of District 21 finances.

3.4.1.4 to act as a signing officer for the payment of all accounts authorized by Unit spending authorities in accordance with a budget which has been duly adopted by the Unit's Council or Unit Executive where a Council does not exist.

3.4.1.5 to act as Chairperson of the District Finance Committee.

3.4.1.6 to present or made to be presented to the Unit Councils a detailed and duly audited District Financial Report for the preceding fiscal year.

3.4.1.7 to act as liaison between the Unit Treasurers and the Provincial OSSTF on Financial matters.

3.4.1.8 to present the proposed District Budget prepared by the District Finance Committee to the District Co-ordinating Committee and present or arrange to be presented the final budget proposal to the Unit Councils for ratification.

(Unit Treasurers as members of the Finance Committee should be able to present the District Budget as well as their Unit Budget to their respective Unit)

3.5 District Provincial Councillor

3.5.1 It shall be the duty of the District Provincial Councillor:

3.5.1.1 to act as chair of the District AMPA Delegation

3.5.1.2 to receive and forward to other Provincial Councillors in the District communications from Provincial Council to the District Provincial Councillor

3.5.1.3 to receive and forward to Provincial Council communications from other

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Provincial Councillors and the District Co-ordinating Committee.

3.6 Finance Committee

3.6.1 It shall be the duty of the District Finance Committee:

3.6.1.1 to draft the annual District Budget in accordance with By-Law 4.

3.6.1.2 to recommend, at the end of the fiscal year, the disposition of any funds surplus to the needs of the District.

3.6.1.3 to act as an advisory body to the District on financial and budgetary matters.

3.6.1.4 to recommend to all District Unit Councils or Unit Executives where Councils do not exist the appointment of a District Auditor.

3.7 Communications Committee

3.7.1 It shall be the duty of the District Communications Committee to:

3.7.1.1 keep the membership aware of OSSTF programs and activities, and of affairs affecting the welfare of the District.

3.8 Constitution Committee

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

3.8.1.1 review and recommend constitutional amendments at the direction of the District Co-ordinating Committee.

3.9 Health and Safety Committee

3.9.1 It shall be the duty of the District Health and Safety Committee to:

3.9.1.1 make recommendations to the District Co-ordinating Committee and to the Unit Executives and Councils on general matters of health and safety.

3.9.1.2 assist and advise the Members of the District in dealing with health and safety issues.

3.9.1.3 to receive and pursue District health and safety concerns.

3.10 Political Action Committee

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

3.10.1.1 implement programs approved at Unit Annual Meetings.

3.10.1.2 implement special programs as approved from time to time by the District Co-ordinating Committee .

3.10.1.3 review a written copy of its monthly expenditures and approve such expenditures.

3.10.1.4 to respond to Provincial Political Action Committee initiatives.

3.10.1.5 To provide advice and assistance to Bargaining Unit Executives and the District Co-ordinating Committee in regard to lobbying governments, political parties and Trustees on matters of

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concern to the Federation.

- 3.10.1.6 To assist Bargaining Unit Executives and the District Co-ordinating Committee in developing communications and public relations strategies to support the priorities of the Federation. (A.02)
- 3.10.1.7 To liaise with and organize actions with other interest groups and unions in order to deal with areas of mutual concern, subject to the prior approval of the District Co-ordinating Committee.

3.11 Status of Women Committee

3.11.1 It shall be the duty of the District Status of Women Committee to:

- 3.11.1.1 implement programs approved at Unit Annual Meetings
- 3.11.1.2 implement special programs as approved from time to time by the District Co-ordinating Committee.
- 3.11.1.3 To liaise with and organize actions with other interest groups and unions in order to deal with areas of mutual concern, subject to the prior approval of the District Co-ordinating Committee.

3.12 Human Rights Committee

3.12.1 It shall be the duty of the Human Rights Committee to:

- 3.12.1.1 implement programs approved at Unit Annual meetings.
- 3.12.1.2 recommend to the Unit Executives and District Co-ordinating Committee goals to be achieved in order to safeguard all of the human rights of members and to ensure that none of the human rights enjoyed by other Ontario residents shall be denied to members.
- 3.12.1.3 to recommend to the Unit Executives and the District Co-ordinating Committee policies and actions that will uphold the objects of the Federation to ensure equity and inclusiveness in the workplace.
- 3.12.1.4 to provide a forum to inform, discuss, and advise on human rights issues relevant to the professional careers of all members.
- 3.12.1.5 to assist members to recognize and appreciate the contribution of people of different racial groups, creeds, ethnicities, genders, sexual orientations and mental or physical abilities.
- 3.12.1.6 to liaise with and organize actions with other interest groups and unions in order to deal with areas of mutual concern, subject to the prior approval of the District Co-ordinating Committee.

3.13 Relations Committee

3.13.1 It shall be the duty of the District Relations Committee to:

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- 3.13.1.1 advise the Chairperson of the District Co-ordinating Committee on the agenda for joint Board/District Relations meetings
- 3.13.1.2 advise the Chairperson of the District Co-ordinating Committee on which District 21 Members should attend a given joint Board/District Relations Meeting.

3.14 Duties of each Member

- 3.14.1 It shall be the duty of each member of the District to:
 - 3.14.1.1 consider motions in General Meeting consistent with this Constitution.
 - 3.14.1.2 consult the District Co-ordinating Committee or the District President before releasing to any outside body a brief or communication which could be interpreted as District Federation Policy.
 - 3.14.1.3 to vote upon changes to the Constitution and By-Laws of the District at a duly constituted District Business Meeting.
- 3.14.2 Voluntary members shall have rights and privileges, as are common to Active Members, except in the matters of tenure, salary, certification services, Provincial Standards and Practices Council, Judicial Council, and associated appeal rights, voting at OSSTF meetings, and candidacy for elected office.

3.15 Duties of the District Education Finance Officer

- 3.15.1 It shall be the duty of the District Education Finance Officer to :
 - 3.15.1.1 be a member of the District Political Action Committee.
 - 3.15.1.2 monitor the Hamilton Board of Education's Operations & Finance Committee meetings.
 - 3.15.1.3 advise upon request any Unit Collective Bargaining Committee on matters of Education Finance.

3.16 Duties of the District Steering Committee

- 3.16.1 It shall be the duty of the District Steering Committee
 - 3.16.1.1 to produce a written set of rules of order for the orderly and efficient conduct of District Meetings for approval at the District Business meeting.
 - 3.16.1.2 to recommend from time to time as necessary changes in the procedures for the conduct of the District Business meetings.

3.17 Duties of the District AMPA Delegation

- 3.17.1 It shall be the duty of the District AMPA Delegates
 - 3.17.1.1 to attend meetings called by the District Provincial Councillor to review any business related to AMPA
 - 3.17.1.2 to ensure that a full slate of Delegates and/or alternates is on the Floor at

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AMPA.

3.17.1.3 to assist District 21 candidates running for Provincial Office.

3.17.1.4 to support AMPA resolutions arising in District 21 that have been approved by all Unit Councils.

BY-LAW 4 - THE DISTRICT BUDGET

4.1 The District Budget shall be drafted by the District Finance Committee for submission to the District Co-ordinating Committee within 30 days of the release of the Provincial Funding Master in accordance with By-Law 4.2.1.

4.2 The budget shall:

4.2.1 identify District expenses.

4.2.2 show as District income no more than sixty (60%) percent of the Revenue in the District Funding Master.

4.2.3 be approved by a majority vote in (in favour) in each of the District Unit

Councils or Unit Executives where Councils do not exist no later than May 31.

4.2.3.1 failure of any unit to approve the District Budget as per By-Law 4.2.3 shall result in the calling of a District Business Meeting as per By-Law 7

4.2.4 (The Budget shall) fund at least the following lines:

4.2.4.1 bank charges

4.2.4.2 office supplies

4.2.4.3 cleaning

4.2.4.4 postage

4.2.4.5 rent

4.2.4.6 utilities

4.2.4.7 gratuity fund

4.2.4.8 copier

4.2.4.9 salary/secretary

4.2.4.10 office help

4.2.4.11 remittances to the Receiver General

4.2.4.12 health tax

4.2.4.13 Political Action Committee

4.2.4.14 audit

4.2.4.15 District Business Meeting

4.2.4.16 contingency not to exceed five (5) percent of the total District Expenses as

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shown in the budget.

- 4.2.4.17 Provincial Candidates not to exceed two percent (2%) of the District Funding Master.
- 4.2.4.18 District Building Maintenance to be funded from the District Building Fund.

- 4.3 Remittances to each Unit:
 - 4.3.1 shall be allocated from an amount consisting of the total of the regular rebates less District Expenses as shown in the District Funding Master divided amongst the Units on per capita (FTE) basis.

- 4.4 District expenditures shall not exceed District revenue.

- 4.5 Unit budgets shall be submitted to their membership for approval.

- 4.6 Unit Constitutions may include provisions for a Unit levy.

- 4.7 Surplus Unit funds shall remain within the Unit, except as provided for in By-Law 5.7.

- 4.8 Approved Unit budgets shall be submitted to the District Financial Officer no later than September 30.

- 4.9 District Committees will be funded by allocations from the Unit Budgets or the District Budget.

- 4.10 Allocations from the Provincial Candidates line shall be made in a manner such that each Provincial Candidate approved as per By-Law 11 receives an equal share of funds.
 - 4.10.1 The Provincial Candidates Line will be funded as per 4.2.4.17 in years where there are no elections for Provincial Office at AMPA.. This funding will be carried over to the Provincial Candidates' Line as an additional sum for the next election year.
 - 4.10.2 In the event that no District Candidate runs for Provincial Office at AMPA in an election year, all funds in the Provincial Candidates' Line will revert to the District Reserve Fund at the end of that fiscal year.

- 4.11 The District Auditors shall be confirmed by all District Unit Councils or Unit Executives where Councils do not exist on or before April 30 of each Federation Year.

BY-LAW 5 - DISTRICT 21 RESERVE FUND

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- 5.1 The District may establish a District 21 Reserve Fund.
- 5.2 Funds surplus to the needs of the District shall be allocated to the District Reserve Fund.
- 5.3 Funds may be expended from the District Reserve Fund:
- 5.3.1 by majority vote (in favour) in each of the Unit Councils or Unit Executives where Councils do not exist, or
- 5.3.2 by the District membership at a duly constituted District Business Meeting.
- 5.4 Funds may be expended for the following purposes:
- 5.4.1 to support collective bargaining within the District in cases where funds available from the provincial organization and from the District Budget are insufficient to meet requirements.
- 5.4.2 for the purchase of office space or property.
- 5.4.3 to provide repayable loans to Units in temporary need of extra funds.
- 5.4.4 to provide for District expenses not covered by the annual budget.
- 5.5 If the District Reserve Fund exceeds twenty percent (20%) of the annual rebates as shown in the District Funding Master, then all funds in excess of the stated twenty percent (20%) shall be transferred to the District Building Fund at the end of the fiscal year.
- 5.6 the District Finance Officer shall present or made to be presented a report on the status of the Reserve Fund to all Unit Annual Business Meetings.
- 5.7 If any funds surplus to the needs of a Unit exceeds fifty percent (50%) of the Unit's remittance as calculated in By-Law 4.3, all funds in excess of said fifty percent (50%) shall be transferred to the District Reserve Fund at the end of the fiscal year.

BY-LAW 6 - PAYMENT OF AUTHORIZED ACCOUNTS

- 6.1 The District Financial Officer shall supervise payment of all authorized vouchers by appropriate financial instrument.
- 6.2 All financial instruments must be signed by two signing officers of the District, one of whom would normally be the District Finance Officer.

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- 6.3 Unit authorized expenditures must be submitted to the District Treasurer for payment. All such expenditures must be submitted on a voucher bearing signatures in accordance with the Unit's directives and By-Laws.
- 6.4 All Unit authorized expenditures shall be paid under the supervision of the District Finance Officer in accordance with By-Laws 6.1, 6.2, and 6.3

BY-LAW 7 - MEETINGS

7.1 District Business Meeting

- 7.1.1 An Annual District Business Meeting shall only be called, by the Chairperson of the District Co-ordinating Committee in any Federation year to be held no later than May 31:
- 7.1.1.1 upon the written request of one or more District Unit Councils or Unit Executives where Councils do not exist.
- 7.1.1.2 upon the receipt by the Chairperson of the District Co-ordinating Committee of a petition containing the signatures of at least ten (10) percent of the District Membership, such petition to state the reason for calling the meeting.
- 7.1.1.3 if the District Budget has not been approved as per By-Law 4.2.3
- 7.1.2 A District Business Meeting may be convened to:
- 7.1.2.1 amend the District Constitution and By-Laws.
- 7.1.2.2 approve a District Budget if such Budget has not been approved as per By-Law 4.2.3.
- 7.1.3 District Business Meetings must be requested at least twenty days (20) prior to the actual date of the meeting.
- 7.1.4 members of District 21 must be given notice at least fifteen days (15) before the date of the meeting.
- 7.1.5 Decisions taken by the District Business Meeting shall be binding on all Members of the District.
- 7.1.6 The procedures for the rules of order for District business meetings shall be those published by the District Steering Committee and passed by the District Business meeting.
- 7.2 A special District business meeting shall be convened upon the receipt by the Chairperson of the District Co-ordinating Committee of a petition of ten (10%) percent of the District Membership, such

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- petition to state the reason for calling such a meeting,
- 7.2.1 unless the Steering Committee rules that under Article 6 the reason involves a dispute between or among Units which must first follow the steps of the Dispute Mechanism as set forth in Article six.
- 7.2.2 A Special District Business meeting is subject to By-Laws 7.1.3; 7.1.4 and 7.1.5.
- 7.3 A special District Business meeting called under the terms of Article 6 shall also be subject to By-Laws 7.1.3; 7.1.4 and 7.1.5.
[This Article provides for three types of meetings:
1. An annual meeting ONLY if necessary, ie. a budget cannot be agreed upon by the Unit Councils, or constitutional changes are deemed necessary which have not met the process as outlined in Article 5.
2. A special meeting upon petition of the membership or on the call of the District Co-ordinating Committee.
3. A special meeting to resolve a dispute among the Units as the last resort in the dispute mechanism. (Article 6)].
- 7.4 **District Co-ordinating Committee**
The District Co-ordinating Committee shall meet on at least four separate occasions per Federation year.
- 7.5 **District Committees**
- 7.5.1 All District Committees shall meet at least three (3) times per federation year at the call of the Chairperson.
- 7.6 **Finance Committee**
- 7.6.1 The District Finance Committee shall meet :
7.6.1.1 at such times as required to implement By-Law 4.
7.6.1.2 at the call of the Chairperson.
- 7.7 **Health and Safety Committee**
- 7.7.1 The District Health and Safety Committee shall meet:
7.7.1.1 at such times as required to implement By-Law 3.8.
- 7.8 **District Relations Committee**
- 7.8.1 The District Relations Committee shall meet:
7.8.1.1 at such times as required to implement By-Law 3.11.
- 7.9 **District AMPA Delegation**
- 7.9.1 The District AMPA delegation shall meet at the call of the District

Provincial Councillor to review any business related to AMPA.

BY-LAW 8 - AMENDMENTS TO THE BY-LAWS

- 8.1 Amendments to these By-Laws shall be made consistent with the Constitution and By-Laws of the Provincial OSSTF and with the Constitution and By-Laws of the District.
- 8.2 Amendments to these By-Laws may be proposed:
- 8.2.1 at a District Business Meeting following the calling of such a meeting as per By-Law 7.1 and following notice of motion.
- 8.2.2 or by agreement of all the Units by a 3/4 majority at their respective annual general meetings.
[This allows for routine or housekeeping changes to be made without the necessity and expense of a District Annual Meeting in addition to those of the Units with the same procedure as amending the Articles.]
- 8.3.1 Notice of motion shall be given:
- 8.3.1.1 when the District President receives written notice of the proposed amendment at least ten (10) days prior to the District Business Meeting.
- 8.3.1.2 when the General Membership has been informed in writing prior to the District Business Meeting.
- 8.4 Amendments to these By-Laws shall require:
- 8.4.1 the support of two-thirds (2/3) of the membership qualified to vote, present and voting, notice of motion having been given.
- 8.4.2 the support of nine-tenths (9/10) of the membership qualified to vote, present and voting, notice of motion not having been given.

BY-LAW 9 - QUORUMS

- 9.1 A quorum for District Business Meetings shall be ten percent (10%) of members of the District qualified to vote.
- 9.2.1 A quorum for meetings of District Committees with branch representation shall be twenty percent (20%) of the members of the Committee.
- 9.2.2 A quorum for meetings of all other District Committees shall be fifty Percent (50%).
[This provides for a difference between committees like Health and Safety who will have over 30 members, a number of them Branch Presidents, who do not attend meetings, but distribute information to their branch members.]

BY-LAW 10 - DISTRICT BUILDING FUND

- 10.1 There shall be a District Building Fund.
- 10.2 The District Building Fund shall be established to:
 - 10.2.1 accumulate capital for the costs related to the acquisition, moving, furnishing, maintenance and to paying down the mortgage principal on the District Building.
- 10.3 Transfers to the District Building Fund shall be made as per By-Law 5.5.
- 10.4 Expenditures shall be authorized from the District Building Fund by the Membership at a duly constituted District Business Meeting or by all Unit Councils.
- 10.5 Investment income from the District Building Fund shall remain within the District Building Fund.

BY-LAW 11 - PROVINCIAL OFFICES

- 11.1 The nomination and/or endorsement of a Member of the District to any Provincial OSSTF Office or to any OTF Office shall be subject to the approval of all Unit Councils.

BY-LAW 12 - DISTRICT OFFICE

- 12.1 The District shall maintain an office for the conduct of its business and that of its Units.
- 12.2 The office shall be administered by the District Office Manager who shall be appointed by the District Co-ordinating Committee from among those Unit Presidents who have been given release time by their own Units.
- 12.3 It shall be the duty of the District Office Manager:
 - 12.3.1 to assume responsibility for the efficient management of the District Office and maintenance of District records and to be accountable for the same to the District Co-ordinating Committee.
 - 12.3.2 to act as a signing officer of the District.
 - 12.3.3 This appointment shall be made at the Special June meeting of the District Co-ordinating Committee as provided for in By-Law 2.1.7.

BY-LAW 13 - EXECUTIVE ASSISTANT GRATUITY RESERVE

- 13.1 There shall be an Executive Assistant Gratuity Reserve.
- 13.2 Transfers to this Reserve shall be done annually through the District

Budget.

13.3 Expenditures shall be authorized by the District Co-ordinating Committee.

BY-LAW 14 - DISTRICT WORKSHOP

14.1 A Workshop focussing on the structure and function of OSSTF, both provincially and locally, shall be held for new members each semester.

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