



CONSTITUTION & BYLAWS

Of

OSSTF/FEESO District 2, Algoma

Of

**ONTARIO SECONDARY SCHOOL
TEACHERS' FEDERATION**

(AS AMENDED: [May 6, 2023](#))

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CONSTITUTION AND BYLAWS
OSSTF/FEESO District 2 – Algoma
Ontario Secondary School Teachers’ Federation
May 7, 2022*

Article 1: Name

- 1.1 The name of the District shall be the Algoma District OSSTF.
- 1.2 The District may be referred to as OSSTF District 2, Algoma.
- 1.3 Any part of the District Constitution, Bylaws, Policies and/or Procedures, which are in contravention of the OSSTF Constitution, Bylaws, Policies and/or Procedures are null and void.

Article 2: Objects

- 2.1 The objects of OSSTF District 2, Algoma OSSTF shall be:
 - 2.1.1 First and foremost to protect its members on employment issues, both Individually and collectively.
 - 2.1.2 To assist in promoting the goals of OSSTF, particularly within the boundaries of the District.
 - 2.1.3 To secure for its members a workplace free from gender and racial bias, and from any form of physical and/or sexual harassment.
 - 2.1.4 To support and promote equal opportunity for members, employees and students.
 - 2.1.5 To promote a high standard of professional ethics and a high standard of Professional competence.
 - 2.1.6 To promote and advance the cause of publicly funded education.

- 2.1.7 To secure for members, active participation in formulating policies and practices affecting education.
- 2.1.8 To promote political action to ensure that legislation regulating educational structures and policies is in the best interests of members, students and community.
- 2.1.9 To associate and unite all educational workers [2012]
- 2.2 The objects of the District shall be in accordance with the objects of the Provincial Organization of OSSTF.

Article 3: Membership

- 3.1 The membership of the District shall be:
- 3.1.1 All employees of the Board for whom OSSTF/FEESO receives dues,
- 3.1.2 Those members assigned to it by the Provincial organization,

Article 4: District Executive

- 4.1 The District Executive shall consist of:
- A Past President (voting)
 - A President (voting)
 - Two Vice-Presidents (voting)
 - A Treasurer (voting)
 - A Secretary (voting)
 - The President of each Bargaining Unit within the District (voting)
 - Two additional members of each District Bargaining Unit (voting)
- 4.1.2 If the District President is also a Bargaining Unit President, the affected Bargaining Unit shall be allowed to send one (1) additional voting member to the District Executive Meetings. [2019]

4.2 Standing Committees

4.2.1 In addition to the positions referred to in Article 4.1, the District Executive will consist of the following appointed Representatives who will be non-voting Members of the Executive:

- a) Communications/Political Action Representative
- b) Educational Services Representative
- c) Status of Women Representative
- d) Equity, Anti-Racism & Anti-Oppression Representative [2022]
- e) Labour Council Liaison Representative
- f) Constitution Representative [2018]
- g) or any other positions as directed by the Provincial Constitution, Policies and/or By-Laws.

4.2.2 District Executive members included in 4.1.1 and 4.1.2, and appointed Representatives included in 4.2.1, whether they are voting or non-voting, shall attend District Executive Meetings.

4.2.3 The District Executive shall meet a minimum of four (4) times a year.

4.3 Appointment of Representatives of Standing Committees

4.3.1 After the Annual General Meeting, the District President will call for nominations for the non-voting positions referred to in 4.2.1. Once the nominations have been received, the District President will present the names to the District Executive at the first meeting in the new Federation year. The District Executive will appoint the Representatives accordingly.

4.3.2 The District President shall be an ex-officio member of all District Committees and/or Councils.

4.4 Term of the Past President

4.4.1 The term of the Past-President shall be one (1) year.

4.5 Quorum

4.5.1 Where due notice has been given, the Members in attendance, whether in person or virtual, shall constitute a Quorum for meetings of the District Executive. [2022]

4.5.2 Where due notice has not been given, a Quorum for a District Executive Meeting shall only be attained if the majority of the Bargaining Unit Presidents or Designates agree to the scheduling of the meeting.

4.5.3 Where due notice has not been given, Quorum for a District Executive Meeting shall only be attained if a majority of the voting Members of the District Executive are in attendance, whether in person or virtual, and those Members in attendance shall constitute a Quorum. [2022]

4.6 District Finance Committee

4.6.1 There shall be a District Finance Committee comprised of all Bargaining Unit Presidents and Treasurers, the District President and the District Treasurer who shall be Chair.

4.7 Financial Guidelines: Meeting Expenses:

4.7.1 Upon presentation of original receipts, District Executive Members shall be reimbursed for authorized expenses.

4.7.2 The guidelines for authorized expenditures shall be set in accordance with the ***Provincial Guidelines for Expenditures***, and reviewed on a yearly basis.

4.7.3 Upon presentation of original receipts, members of any Committees appointed by the Executive shall be reimbursed for authorized expenses.

4.7.4 Upon presentation of receipts, invited guests shall be reimbursed for authorized expenses.

4.7.5 Any member of District 2, Algoma may attend District Executive Meetings as an observer, but shall not be allowed to vote or be reimbursed for any expenses they may have that are associated with their attendance at a Meeting.

4.8 DISTRICT/OTIP MARKETING PLAN - INCENTIVE FUND

4.8.1 There shall be a District/OTIP Incentive Fund Committee comprised of:

- i) The District President or designate who will be the Chair.
- ii) The District Treasurer or designate.
- iii) A Representative from each of the Bargaining Units appointed by their respective bargaining unit.

4.8.2 The Committee shall meet at the Call of the Chair. [2021]

4.8.3 The purpose of the District/OTIP Marketing Plan is:

- i) To offer promotional opportunities to our members from OTIP.
- ii) To increase OTIP brand awareness with OSSTF District 2 members.
- iii) Provide education to OSSTF District 2 members on who OTIP is, why it exists and the products and services it provides.
- iv) Increase awareness of OTIP Home, Auto and Retiree insurance products.
- v) Secure the maximum available financial consideration for OSSTF District 2, Algoma.

4.8.4 Terms of Reference for the Committee:

4.8.4.1 The applications for funding must adhere to these Guiding Principles:

- i) The activity must provide opportunities for local membership engagement such as, but not limited to, social events, TGIF's, wine & cheese, etc. where members can feel welcome and included as well as meet other OSSTF Members.
- ii) The activity may be in one specific geographic area of District 2, if applicable, but must include members from all bargaining units – not exclusive to one bargaining unit.
- iii) Where applicable, participation from the members of the District Executive should be encouraged, so that members can feel and become connected with their Union – OSSTF without feeling pressure to make a commitment to the Union.
- iv) This funding will not be provided to fund and/or enhance any individual professional development but may be used to host an evening with a particular guest speaker who might have an educational/inspirational message.
- v) The Committee will determine and propose the maximum amount allowed for the event or activity. Any expenditures over and above the approved amount will not be paid out of this Fund and will be the responsibility of the member(s) hosting the event.
- vi) All expenditures will be made in accordance with the current policies established in the District Financial Policies and Procedures Manual and the Provincial Guidelines for Expenditures.

4.8.5 The duties of the District/OTIP Committee shall be, but not limited to:

- i) Establishing the level of support for the Marketing Plan for each year of the funding.

- i) Present, on an annual basis, the recommended Marketing Plan for approval at the District Meeting in June.
- iii) Meet throughout the year, as required, to evaluate the proposals submitted to the Committee for funding from this Fund.
- iv) Present to the District Executive, through the Chair or designate, a report on the proposals that were submitted and the recommendations of support or non-support.
- v) Once approved by the District Executive, the District President or Designate, will notify the person(s) making the submissions and outline to the group the guidelines for the approval of the spending. The guidelines for authorized expenditures shall be set in accordance with the Provincial Guidelines for Expenditures and reviewed on a yearly basis.
- vi) If a proposal has been denied by the Committee and/or the Executive, the District President or Designate shall notify the person(s) who submitted the application and outline the reasons for the denial.
- vii) The person(s) who submitted the application may appeal the decision of the Committee or District Executive by attending the next regularly scheduled District Executive Meeting and outline to the Executive their rationale for the appeal.
- viii) The decision of the District Executive is final and binding on all parties and not subject to further action.
- ix) Present, on an annual basis, a recommendation for allocation of any remaining funds for approval at the annual spring meeting of the District Finance Committee. [2022]
- x) The decision of the District Finance Committee in the allocation of remaining funds is final and binding. [2022]

THE APPLICATION FORM FOR THE FUND IS LOCATED AT THE BACK OF THE CONSTITUTION UNDER APPENDIX 1.

Article 5: Bargaining Agent

- 5.1 The Provincial OSSTF shall be the designated bargaining agent for all OSSTF Bargaining Units.
- 5.2 Each bargaining unit within the District of Algoma shall elect their own Executive, bargain independently, handle their own grievances and be responsible for the allocation, dispensation and accounting of their Bargaining Unit funds. [2012]

Article 6: Elections and Terms of Office

- 6.1 District Executive Members shall be elected by secret ballot at the Annual General Meeting.
- 6.2 Members of the Executive shall serve for two years, beginning July 1, 2019 and their terms of office shall begin on July 1st of the year in which they are elected and end June 30th of the second Federation year. [2019]

Article 7: Meetings

Article 7.1 District Meetings

- 7.1.1 Meetings of the District Executive, Membership and Committees may be held electronically using an approved and designated electronic platform. Under no circumstances can any part of the electronic meeting be recorded.

Article 7.2 District Annual General Meetings

- 7.2.1 The District shall hold an Annual General Meeting open to all members who may speak on any matters upon recognition by the Chair.
- 7.2.2 Only Delegates may move motions and vote at the Annual General Meeting.
- 7.2.3 The Annual General Meeting shall take place between the Annual Meeting of the Provincial Assembly and May 15th of each year at a time and place agreed upon by the District Executive.
- 7.2.4 Notwithstanding, the May 15th deadline may be extended for up to thirty (30) days upon approval of the District Executive.

7.3 District General Membership Meetings

- 7.3.1 District General Membership Meetings will be called:
 - i) At the discretion of the District President and in consultation with a minimum of two Bargaining Unit Presidents or
 - ii) Upon receiving a written request from twenty (20) members of District 2 Algoma or
 - iii) Upon receipt of formal direction given by the Provincial Executive.

7.3.2 The District President shall call a General Membership Meeting within seven (7) school days after receiving the above request and/or explanation.

7.3.3 Notice of the General Membership Meeting shall be presented to the Membership not less than four (4) school days prior to the date of the meeting during the school year.

7.3.4 District General Membership Meetings will be open to all members who May 12, 2023 speak to any matters upon recognition by the Chair. [2012]

7.4. District Executive Meetings

7.4.1 The District shall hold a minimum of four (4) meetings per year.

7.4.2 District Executive Meetings will be open to all members who may speak to matters of importance to the member upon recognition by the Chair.

7.4.3 Only voting members of the Executive can move, second and vote on motions but non-voting members may speak to those motions prior to the calling of the question. [2012]

Article 7.5 Electronic Meeting – Platform [2021]

7.5.1 The President can designate the platform in which these electronic meetings can be held.

7.5.2 The designated platform must support anonymous voting and support visible displays identifying those who are participating, identifying those seeking recognition to speak, and showing the text of pending motions and results of votes.

7.5.3 The designated platform must require Members, participating in the electronic meeting, to log in or order to verify their membership and status/standing at the meeting.

7.5.4 All Electronic Meetings shall be subject to the rules adopted by the Bargaining Unit Membership, Executive, Committees, and by the OSSTF Rules of Order.

- 7.5.5 The mute function of the platform will be operated by the Chair or Spotter and may be operated in accordance with the Rules of Order for Electronic Meetings - Voting in Article 10. [2021]

Article 8: Powers and Duties of the Executive

- 8.1 The Executive shall establish such Committees as may be necessary to carry out the objects of the District.
- 8.2 The District Executive will assign release time to the Representatives of the District in an amount to be determined by the Executive.
- 8.3 *Members of the District Executive:***
- 8.3.1 Any Member of the District Executive who misses two (2) regularly scheduled meetings, without a valid reason, shall be sent a ***Letter of Concern*** written by the District President.
- 8.3.2 Should a Member of the District Executive miss three (3) or more regularly scheduled meetings, the District President shall request, in writing, that the Member resign their position.

Article 9: Rules of Order

- 9.1 The rules of order which govern the District shall be the Rules of Order contained in the current edition of the OSSTF Handbook and the most recent available edition of Roberts Rules of Order Newly Revised.

Article 10: Electronic Meeting: Voting

10.1 Electronic Meeting: Voting

- 10.1.1 An anonymous vote conducted through the designated platform shall be deemed a ballot vote fulfilling any requirement in the Bylaws or rules that a vote be conducted by ballot.
- 10.1.2 Voting using the designated platform can only occur for motions pertaining to the business of the District, Membership, Executive, or Committees.
- 10.1.3 When utilizing an electronic platform, election voting must be set up through Provincial OSSTF in the "My Vote" Centre in order to secure the legitimacy of the election and results.

- 10.1.4 The “Public Chat” function must be turned off during the Meeting and can only be turned on if it is being used as a mechanism for members to be recognized in debate.
- 10.1.5 The Voting or Polling System can be used as long as it displays the results of a vote.
- 10.1.6 The use of video display should be used to present motions and/or documents to the membership.
- 10.1.7 Proper Notice of the Meeting and Meeting information (link, login, agenda, minutes, time and date) shall be sent out to members as per the Constitution and Bylaws.
- 10.1.8 The meeting link shall be open at least 15 minutes prior to the start of the meeting.
- 10.1.9 Members shall login, identify themselves to the host in order to validate their Membership. Members shall maintain internet and audio connection throughout the meeting when present on-line and shall sign out upon any departure prior to Adjournment.
- 10.1.10 Quorum shall be as designated as per the Constitution and Bylaws.
- 10.1.11 Motions and/or other documents being presented must be displayed on the screen to the Membership until they have been disposed of or voted on.
- 10.1.12 Voting shall be confidential and anonymous and shall be conducted via the platform designated for an electronic meeting. When requested or required, other methods of voting can be used as per the relevant Articles in the Constitution.
- 10.1.13 Members seeking recognition of the floor shall signify to the Chair or Spotter by using the *Raise Your Hand* function. A Spotter’s List will be used during the Meeting and Members will be recognized and can speak in the order that their hands were notice or according to the Rules of Order in effect when acknowledged by the Chair.
- 10.1.14 In order to avoid comments that are interfering with the order or decorum of the meeting, the Chair will have the right to mute a Member. In a worst case scenario, the Chair may request the Member to leave the Meeting. [2021]

Article 11: Amendments to the Constitution and Bylaws

- 11.1 Amendments to the Constitution and Bylaws may be established by the District Executive and shall be ratified at the next District Annual General Meeting.

11.2.1 Amendments to the Constitution may be made at the AGM by a two-thirds vote of the members present, qualified to vote and voting, provided that:

- a) Notice of the said amendments shall have been given, in writing, to the Secretary at least twenty-one (21) days prior to the Annual General Meeting; and,
- b) The Secretary shall have forwarded to the workplaces, notice of such amendments not less than ten (10) days prior to the AGM.

11.2.2 By a nine-tenths vote of the members present, qualified to vote and voting, previous notice having not been given in accordance with Article 11.2.1.

11.3.1 Amendments to the By-Laws may be made at the AGM by a majority vote of the members present, qualified to vote and voting, provided that:

- a) Notice of said amendments shall have been given, in writing, to the Secretary at least twenty-one (21) days prior to the AGM; and,
- b) The Secretary shall have forwarded to the workplaces, notice of such amendments not less than ten (10) days prior to the AGM.

11.3.2 By a nine-tenth vote of the members present, qualified to vote and voting, previous notice having not been given in accordance with Article 11.3.1.

Article 12: District Reserve Account

12.1 In order to access the District Reserve Account, the following procedures must be followed:

- A Bargaining Unit may request additional funding, beyond the amount established through the budget process, if a formal motion is approved by the Bargaining Unit Executive/Council that is making the request.

12.2 A letter must be sent to the District President and copied to the District Treasurer requesting a Meeting of the District Finance Committee.

12.3 Upon receipt of the request and within thirty (30) days, the District President shall schedule a Meeting of the Finance Committee.

- 12.4 The Members of the Finance Committee are established in Article 4.6 of the Constitution.
- 12.5 The District Finance Committee shall meet with the Bargaining Unit Executive Members who are requesting the funds.
- 12.6 Those members shall present their rationale for the request.
- 12.7 Upon completion of the presentation, the Finance Committee will discuss, in Executive session, the merits of the request.
- 12.8 If applicable, the Committee will determine an amount that will be recommended to the District Executive.
- 12.9 A formal motion to accept the proposal and the amount to be allocated will be presented at the next District Meeting.
- 12.10 The District President or District Treasurer will present to the District Executive the recommendation(s) of the Finance Committee.
- 12.11 A formal motion will be tabled, discussed and voted on. The voting procedures shall be in accordance with the established procedures as defined in By-Law 5.3.1 of the District Constitution.
- 12.12 The District President shall notify, in writing, the Bargaining Unit President and Members of the Bargaining Unit who made the request, of the decision of the District Executive.
- 12.13 All decisions are final and binding and not subject to appeal.

BYLAWS

Bylaw 1: Delegation to the Annual General Meeting

- 1.1 The elected Members of the District Executive shall be Delegates to the Annual General Meeting.
- 1.2 The President of each Bargaining Unit shall be a Delegate to the Annual General Meeting.
- 1.3 Additional Delegates to the Annual General Meeting shall be allocated as follows:

- 1.3.1 One Delegate for each twenty (20) full time equivalent members, or greater portion thereof, based on the full time equivalent total determined by the General Secretary of OSSTF for AMPA.
- 1.4 Bargaining Units shall ensure that Delegates are democratically selected and Representative of the entire District.
- 1.5 The District President shall communicate to Bargaining Unit Presidents the number of Delegates each Bargaining Unit has been allocated according to the FTE numbers provided by the Provincial Office. [2021]
- 1.6 The Presidents of the Bargaining Units shall submit a tentative List of Delegates to the District President seven (7) days prior to the A.G.M.
- 1.7 Any members on full-time release shall for the purpose of Delegation Selection to the District Annual General Meeting, be deemed to be attached to the workplace they were assigned to prior to the release time.

Bylaw 2: Delegates to the Annual Meeting of the Provincial Assembly

- 2.1 The District President shall call for nominations for the position of Delegation Leader from amongst the Delegates and Alternates who will be attending AMPA. [2021]
 - 2.1.1 Selection of the Delegation Leader will occur at the last District Executive Meeting of the calendar year by secret ballot by those Members in attendance, whether in person or virtual, qualified to vote and voting. [2022]
- 2.2 The Bargaining Units shall elect their allocated number of Delegates in accordance with the OSSTF Constitution and Bylaws.
- 2.3 Every effort will be made to rotate the Alternate positions amongst Bargaining Units over a two (2) year cycle. Commencing in the 2024/2025 school year, lots will be drawn at the first District meeting of the year to determine which two (2) Bargaining units will be entitled to fill the Alternate positions to attend AMPA in election years. Lots will be drawn every second (2nd) year there after to coincide with the Provincial Election year. [2023]
 - 2.3.1 Bargaining Units that did not win the draw to send Alternates in the Election year will be entitled to fill the Alternate positions the following year. [2023]

2.4 In the event that any Bargaining Unit is unable to fill their Alternate position, the position will be filled at the discretion of the AMPA delegation leader and/or District Executive in the following order: waitlist of the other BU with an alternate, general call to all BU executives and/or councils, general membership call. [2023]

2.5 In the event that the number of Alternate positions is reduced in any one year, the District Executive will determine by drawing lots which Bargaining Unit will be entitled to the additional Alternate for that particular year. [2019]

2.6 AMPA Expenses

2.6.1 The guidelines for authorized expenditures shall be in accordance with the current *Provincial Guidelines for Expenditures* to AMPA and the policies established in the *District Financial Policies and Procedures Manual*. [2012]

2.6.2 Any expenses not covered under the AMPA Guidelines or approved prior to AMPA by the District President, will not be reimbursed to the member.

2.6.3 Traveling expenses over and above the AMPA Guidelines will be the sole responsibility of the Member.

2.6.4 Delegates will be required to provide all applicable additional expense claims, including any required receipts and/or documentation, to Provincial Office for reimbursement as per AMPA expense guidelines and/or Federation Expenditure guidelines [2023]

2.6.5 Alternates will be required to provide all applicable additional expense claims, including any required receipts and/or documentation, to District 2 Office for reimbursement. Reimbursement will be as per AMPA expense guidelines, Federation Expenditure guidelines and District 2 financial handbook. [2023]

Bylaw 3: Duties of the Executive

3.1 Duties of the President

3.1.1 The President shall:

- a) Be the presiding representative and official representative of the District;

- b) Carry out the direction of the District Executive and/or District Annual General Meeting;
- c) Chair, or designate a Chair for District Executive Meetings and the District Annual General Meeting;
- d) Be a member, ex-officio, of all committees and official bodies of the District;
- e) To be an authorized Signing Representative of the District;
- f) Be responsible to maintain accurate and complete records of current and past District business.

3.2 *Duties of the Past President*

3.2.1 The Past President shall:

- a) Act in an advisory capacity to the District Executive;
- b) Attend District Executive Meetings and the District Annual General Meeting;
- c) Shall be entitled to vote on all motions presented at District Meetings;
- d) Be an authorized signing Representative of the District;
- e) Shall perform such other duties as assigned by the President.
- f) The position of Past President shall be a one (1) year term. Should the Past President decline the position, the position will remain vacant for the remainder of the term. [2021]

3.3 *Duties of the Vice-Presidents*

3.3.1 The Vice-Presidents shall:

- a) Assist the President by performing those duties as assigned;
- b) Attend District Executive Meetings and the District Annual General Meeting;
- c) If required, fill the vacancy of the President as an Acting President as determined by Bylaw 6: Vacancies and the District Executive. [2019]
- d) Be an authorized signing Representative of the District;
- e) Perform such other duties as assigned by the President.

3.4 *Duties of the Treasurer*

3.4.1 The Treasurer shall:

- a) Validate the accounting of monies received and distributed by the District;

- b) Be an authorized Signing Representative of the District;
- c) Validate all deposits received into the bank account of the District;
- d) Ensure payment of all authorized accounts of the District in a timely manner;
- e) Present to the District Annual General Meeting:
 - i) A year-end Financial Statement for the previous Federation year ending June 30th, and
 - ii) An updated Financial Report for the current Federation year that includes all recorded Income and Expenses.
- f) Present Interim Financial Statements at each regularly scheduled Meeting of the District Executive and at such other times as required by the District Executive;
- g) Provide monthly Financial Statements to Bargaining Unit Treasurers, with copies to Bargaining unit presidents and District President or at any other times as requested by the District President;
- h) Be a prudent manager of District assets;
- i) Be the Chair of the District Finance Committee and call Meetings of the Committee at the request of any Bargaining Unit Treasurer and/or President; [2012]
- j) Perform such duties as assigned by the District President.

3.5 *Duties of the Secretary*

3.5.1 The Secretary shall:

- a) Attend District Executive Meetings and the District Annual General Meeting;
- b) Record the Minutes for all District Meetings;
- c) Send copies of the Minutes for each District Executive Meeting to all Members of the District Executive within ten (10) days of the Meeting;
- d) Send a copy of the Minutes for each Meeting to the District Executive Assistant with instructions to file in the District Minutes Binder;
- e) Ensure that a record of the Minutes for the Federation year have been submitted to the District Office at the end of each school year for future reference;
- f) Perform such duties as assigned by the President.

3.6 *Duties of the Chairperson of District Finance Committee*

3.6.1 The Chairperson (District Treasurer), of the District Finance Committee shall:

- a) Call a Meeting of the Finance Committee within thirty (30) days of the receipt of the District Funding Master from Provincial Office.
- b) Call a Meeting of the Committee if requested by a Bargaining Unit Treasurer and/or Bargaining Unit President. [2012]

3.6.2 Duties of the District Finance Committee

3.6.2.1 *The District Finance Committee shall:*

- a) Establish, through consensus, what the process will be for the allocation of the District Funds for the Federation year by determining/estimating what The common expenses will be for the District.
['NOTE: Common expenses refers to expenses that affect and are used by members of all bargaining units such as light, water, taxes, building operations, etc.]
- b) Determine the total amount of money that will be allocated for the District and each Bargaining Unit.
- c) Propose and approve a motion to support the 'draft' budget for the next Federation year.
- d) Present the draft District Budget, for approval, to the District Executive at the last meeting of the Federation year.
- e) Meet at the call of the District Treasurer to address any financial concerns raised by the District or Bargaining Units.
- f) Perform any other duties as assigned by the President and/or District Executive. [2012]

3.7 Duties of the Communications/Political Action Representative

3.7.1 The District Communications/Political Action Representative shall:

- a) Disseminate pertinent information to the District Executive and Bargaining Unit Presidents;
- b) Liaise with the Provincial Communications/ Political Action Committee;
- c) Raise the political awareness of the members and work toward the education of members in political processes and current political affairs;
- d) Liaise with the other local OTF affiliates, local CLC and OFL affiliates, local Labour Councils, local Riding Associations, politicians and the general public;
- e) Perform such duties as assigned by the President and/or District Executive.

3.8 Duties of the District Educational Services Representative

3.8.1 The District Educational Services Representative shall:

- a) Disseminate pertinent information to the District Executive and Bargaining Unit Presidents;
- b) Liaise with the Provincial Educational Services Committee;
- c) Coordinate the distribution of information to District Members;
- d) Be Chairperson of the Selection Committee for the Provincial Annual Student Achievement Awards in Honour of Marion Drysdale;
- e) Be responsible for passing on to the District President the names of the successful entries to the Provincial Student Awards contest;
- f) Assist with the selection and presentation to the recipients of the District Student Achievement Awards at the District Annual Meeting.
- g) Perform such duties as assigned by the President and/or District Executive.

3.9 *Duties of the District Status of Women Representative*

3.9.1 The District Status of Women Representative shall:

- a) Disseminate pertinent information to the District Executive and Bargaining Unit Presidents;
- b) Liaise with the Provincial Status of Women Committee
- c) Co-ordinate the distribution of information to District Members;
- d) Perform duties as directed by the President and/or District Executive.

3.10 Duties of the Equity, Anti-Racism & Anti-Oppression Representative

3.10.1 The District Equity, Anti-Racism & Anti-Oppression Representative shall be:

- a) Be appointed by the Members of the District Executive at the first District Meeting of the new Federation year and shall serve for two years beginning July 1st of the year the Member has been elected and end June 30th of the second year.
- b) Act as a resource person in the District which may include reviewing OSSTF/FEESO policies, bylaws, events, communications, and processes from an equity perspective to advance equity at the District level.
- c) Assist in the creation and maintenance of accessible and inclusive practices and processes to remove barriers to participation.
- d) Assist in the development of the District equity, anti-racist, and anti-oppressive policies and frameworks.
- e) Assist in the establishment and serve as Chair of a District equity, anti-racism, and anti-oppression committee.
- f) Attend and report to meetings of the Executive.

- g) Assist, co-ordinate and participate in training on equity and related matters.
- h) Examine equity-based barriers to participation and leadership at the all levels within the District.
- i) Increase member engagement of First Nations, Métis, Inuit, Black, racialized, and/or other equity-seeking Members.
- j) Liaise with community groups (and other organizations where applicable).
- k) Support and amplify members of First Nations, Métis, Inuit, and equity-seeking groups within the District and Bargaining Units.
- l) Shall perform other duties as assigned by the President. [2022]

3.11 Duties of the District Labour Council Liaison Representative

3.11.1 The District Labour Council Liaison Representative shall:

- a) Attend area Labour Council Meetings and represent OSSTF District 2, Algoma at those meetings.
- b) Provide the District Executive with a Report following the Labour Council Meeting.
- c) Develop and maintain a working relationship with the Labour Council(s).
- d) Disseminate any pertinent information to the District Executive so that if any action is required, the request can be forwarded to the appropriate Bargaining Unit or Committee.
- e) Perform duties as directed by the President and/or District Executive.
[2012]

3.12.1 District Constitution Representative

3.12.2 The District Constitution Representative shall:

- a) Attend the District Meetings and the Annual General Meeting;
- b) Keep a record of all of the amendments to the Constitution that were passed at the District Meetings throughout the year;
- c) Prepare the proposed amendments to the Constitution for the Annual General Meeting as per the timelines referred to in Article 10.
- d) Present the proposed amendments to the Constitution at the Annual General Meeting;
- e) Amend the Constitution after the Annual General Meeting to reflect the changes that were passed in regards to the By-Laws, Articles and Policies of the District;
- f) At the end of each Federation year provide the President and Office Executive Assistant with a copy (email) of the amended Constitution;
- g) Perform such duties as assigned by the President. [2020]

Bylaw 4: Workplace Representatives

- 4.1 Bargaining Units are responsible for ensuring that a democratically elected Workplace Representative is available to all members for the purpose of communicating with the District and distributing materials to the Members of OSSTF District 2, Algoma.

Bylaw 5: Election of District Executive

5.1 Representatives to be Elected:

- 5.1.1 The District President, two Vice-Presidents, Treasurer and Secretary shall be elected at the District Annual General Meeting.

5.2 Nomination Procedures:

- 5.2.1 A Nominations Committee shall be established composed of the Past President or another appointed Representative of the District Executive, who shall be the Chair of the Nominations Committee. There shall be two additional Members of the Committee appointed by the District Executive.
- 5.2.2 Nominations for any of the positions referred to in 5.1.1, will close ten (10) days (5:00 p.m.) prior to the Annual General Meeting.
- 5.2.3 No Member can hold more than one elected position on the District Executive.
[2019]
- 5.2.4 The Chair of the Nominations Committee shall communicate the names of the Nominees to all members of the District eight (8) days prior to the AGM. A fax and/or email will be sent to all Workplace Reps with instructions to distribute to all Members. [2023]
- 5.2.5 In the event that only one nomination is received for a particular position and the nomination has been received on time by the Chair of the Nominations Committee, the Member shall be declared Elected.
- 5.2.6 In the event that no nominations are received for a particular position, nominations from the floor will be accepted at the A.G.M.

5.3 Election Procedures

- 5.3.1 Election shall be determined by a majority vote by secret ballot, by those present, qualified to vote and voting, in accordance with OSSTF Election Procedures or the process outlined in Article 10 – Electronic Meeting – Voting. [2021]

Bylaw 6: Vacancies

- 6.1 Should a vacancy occur before the Annual General Meeting, in any of the elected positions of the District, the following procedure will take place:
- 6.1.1 The remaining District Executive Members shall meet within fifteen (15) days of the vacancy becoming known.
- 6.1.2 There will be a call for nominations from within the District Executive to fill the vacant position for the remainder of the term of office.
- 6.1.3 If the vacant position is that of the President, the First Vice President shall assume the duties of the President for the remainder of the term of the vacancy or until the President is deemed ready to resume their duties.
- 6.1.4 If the First Vice President declines to fill the vacancy, the Second Vice President will be offered the position for the remainder of the term of the vacancy or until the President is deemed ready to return to resume their duties.
- 6.1.5 If both Vice Presidents decline the position, there will be a Call for Nominations from amongst the remaining Members of the District Executive.
- 6.1.6 If more than one Executive Member lets their name stand, an election will be held. The District Executive will vote by secret ballot with the outcome decided by a simple majority of those present, qualified to vote and voting.
- 6.1.7 Notwithstanding the above, Executive Members may decline the offer to fill a vacancy.
- 6.1.8 If there are no District Executive Members willing to fill the vacant position, the District Executive shall call for Nominations from within the membership of District 2, Algoma to fill the vacancy.
- 6.1.9 The District Executive shall convene a District Executive Meeting and select the successful candidate to fill the vacancy by conducting a vote by secret ballot with the outcome decided by a simple majority of those present, qualified to vote and voting. [2018]

DISTRICT AWARDS

SECTION 1: DISTRICT 2, ALGOMA- EXCELLENCE IN EDUCATION AWARDS

1.1 OSSTF DISTRICT 2, ALGOMA - EXCELLENCE IN EDUCATION AWARDS

(Established May 2001)

1.2 District 2, Algoma shall have an award called the OSSTF District 2, Algoma - Excellence in Education Award.

1.3 This Award may be presented annually by the District to OSSTF Members (present and or retired), a student, a parent, a volunteer or coach, a school team, a community group, or a prominent graduate.

1.4 Criteria to be used in determining the nomination of an Individual or Group Award:

a) an outstanding contribution to public elementary or secondary school education over an extended period of time

OR.

b) an outstanding single, but important contribution to public elementary and/or secondary education in the District of Algoma.

OR

c) a graduate of a public secondary school in Algoma, who through words and actions, continues to be a strong supporter of public education

1.5 All recipient(s) shall receive an individual plaque and his/her name will be engraved on the "OSSTF District 2 – Algoma – Excellence in Education Award" plaque that is located in the Federation Office.

1.6 A maximum of up to three (3) Awards will be presented annually by the District.

1.7 The District President with the assistance of the Educational Services Representative will distribute and receive the Nomination Forms.

- 1.8 The District President shall distribute the Nomination Forms to all Members of District 2, Algoma. The Nomination Form will include the criteria and Terms of Reference for the Award
- 1.9 The deadline for the distribution of the Nomination Forms is April 15st.
- 1.10 The deadline for the receipt of nominations is May 18st.
- 1.11 The District President or Designate, shall be the Chair (non-voting), the Educational Services Representative or Designate (voting), and one (1) representative from each Bargaining Unit (voting) shall be members of the Selection Committee.
- 1.12 Selection of the successful candidates will be done by secret ballot by those present, qualified to vote and voting. Only in the event of a tie, will the President be deemed eligible to vote on a second secret ballot.
- 1.13 Once the Selection Committee has selected a maximum of up to three (3) recipients, the District President or Designate shall present, at the next District Meeting, the names of the Committee's choices. All other names considered by the Selection Committee shall remain confidential.
- 1.14 The District Executive, through a motion, shall approve the recipient(s) of the Award. The names of the recipient(s) will be kept confidential until the last Meeting of the District in the Federation year.
- 1.15 In the event that the District Executive does not approve the name of one of the recipient(s) chosen by the Selection Committee, the District Executive has the right to veto the candidate. The decision(s) of the District Executive is binding.
- 1.16 The District President or Designate shall arrange, with the assistance of the nominator(s), to have the recipient(s) attend the Meeting where the presentations of the Awards will be made.
- 1.17 Any costs incurred by the Recipient(s) and one guest per recipient, in order to attend the District Presentation of the Award(s), will be reimbursed by the District to recipient(s).

NOTE: The Provincial Expenditure Guidelines will be used in determining the amounts to be reimbursed.

1.2 OSSTF, DISTRICT 2, ALGOMA - EXCELLENCE IN EDUCATION AWARDS

N O M I N A T I O N F O R M

District 2, Algoma OSSTF Members have established an Award called “OSSTF District 2, Algoma - Excellence in Education Award” to be presented annually at the last District Meeting of the Federation year.

CRITERIA:

1. (a) The nominee has made outstanding contributions to public elementary or secondary school education in the District of Algoma over an extended period of time.

OR

1. (b) The nominee has made an outstanding single, but important contribution to public elementary or secondary education in the District of Algoma.

OR

1. (c) The nominee is a graduate of a public secondary school in Algoma, who through words and actions, continues to be a strong supporter of public education.

DEADLINE FOR APPLICATIONS: the third (3rd) Friday in May (4:00 P.M.)

We hereby nominate _____ for the Annual “OSSTF OSSTF District 2, Algoma, Excellence In Education Award” for the following reasons:

If you require additional space, please attach the information under separate cover. Please indicate if you wish any of the information provided to remain confidential.

Nominated by: _____ Date: _____

School: _____

**PLEASE RETURN TO: The District President
674 Pine Street, Sault Ste. Marie, ON P6A 3G1**

SECTION 2: DISTRICT PRESIDENT'S AWARD(S) [Established May 2003]

- 2.1 There shall be a District President's Award(s) that will be presented annually to a deserving OSSTF Member from amongst the members of the District.
- 2.2 The recipient may be a member of any of the Bargaining Units in District 2.
- 2.3 The District President, in consultation with a Vice President and another Member of the Executive, shall make the selection based on the following criteria:
 - i) The Member has made an outstanding contribution to the District and/or Bargaining Unit over an extended period of time and/or
 - ii) The recipient has been a member of a Bargaining Unit Executive, Bargaining Unit Council, District Council or a Workplace Representative and/or
 - iii) The Member is known for promoting and/or representing OSSTF in the workplace and/or in the community at large and/or
 - iv) the Member demonstrates leadership within OSSTF District 2, Algoma and/or
 - v) Through his/her action encourages other members to get involved in OSSTF.
- 2.4 There may be up two (2) Awards presented annually.
- 2.5 The Award(s) will be presented by the District President at the District Annual Awards Dinner or at the last District Executive Meeting of the year.
- 2.6 The names of the recipient(s) will be kept confidential until the date of the presentation(s).
- 2.7 The recipient(s) shall receive an individual plaque and his/her name will be Engraved on the "*District President's Award*" plaque that is located in the Federation Office.

SECTION 3: DISTRICT 2, ALGOMA STUDENT RECOGNITION AWARD
[Established 2014]

DISTRICT 2, ALGOMA STUDENT RECOGNITION AWARD
Established by District 2, Algoma 2014

3.1: STATEMENT

The Ontario Secondary School Teachers' Federation – District 2, Algoma established this Award to financially assist the child of an OSSTF/FEESO Member in the amount of five-hundred dollars (\$500) who will be entering a college, university or apprenticeship/trades program. The student must be in his/her graduating year.

3.2: AIMS AND OBJECTIVES OF THE AWARD

- To support a student who has successfully and independently overcome a challenge(s) that may have created a barrier for them during their years of education at the secondary school level.
- To reward the student who best exemplifies the philosophy of the educational system in which they have been educated.
- To reward a student who has displayed the characteristics of good citizenship.
- To recognize a student who models the attributes of *Character Education* and has learned to value themselves and others with dignity and respect.
- To reward a student who has developed and realized their full potential – intellectually, emotionally, physically, socially or spiritually.
- Finally, to support a student who has contributed in a positive way to the well-being of the school and/or community but may not be a recipient of an academic or athletic award.

3.3: CRITERIA

- 3.3.1 The applicant must be a dependent child or ward of an OSSTF/FEESO member of District 2, Algoma.
- 3.3.2 The applicant must have applied to enter a publicly-funded post-secondary college or university program or an apprenticeship that includes an academic portion offered through a college or trade school (apprenticeship program).
- 3.3.3 The Award will be made conditional upon the recipient being enrolled in the program and/or an employer providing a letter of confirmation indicating that the student is accumulating hours towards an apprenticeship.

3.4: APPLICATION PROCEDURE

1. The applicant's responsibility is to ensure that the **Application Form** and all relevant documentation are submitted to the:

OSSTF District 2, Algoma Office
Attention: District President
674 Pine Street
Sault Ste. Marie, ON P6B 3G1

NOTE:

Email on-line applications can be forwarded to:

Marnie Devoni-St. Germain, District Executive Assistant
marnie.devoni@d02.osstf.ca

2. Applicants will receive a confirmation notice indicating that The District President/ Executive Assistant received their application.
3. All applications must be received by **Third (3rd) Friday in May (4:00 P.M.)**
4. A Selection Committee will be made up of five (5) members of the District Executive chaired by the District President or Designate. The duties of this Committee will be to determine who the recipient of the Award is based on the merits of the submission and whether or not the applicant met the Aims and Objectives of the Award.
5. A motion to approve the endorsement of the Selection Committee will be passed at the District Meeting.
6. The Award will be presented at the District Annual Awards Dinner that takes place in June.
7. The cheque for the Award will be issued when the recipient provides proof that s/he is enrolled in the program and/or an employer provides a letter of confirmation indicating that the student is accumulating hours towards an apprenticeship.

APPLICATION FORM * ATTACHMENT

District 2, Algoma

DISTRICT 2, ALGOMA STUDENT RECOGNITION AWARD

Established 2014

APPLICATION FORM

AIMS AND OBJECTIVES OF THE AWARD

***A suitable recipient/nominee MUST possess some of the qualities listed below:**

- To support a student who has successfully and independently overcome a challenge(s) that may have created a barrier for them during their years of education at the secondary school level.
- To reward the student who best exemplifies the philosophy of the educational system in which they have been educated.
- To reward a student who has displayed the characteristics of good citizenship.
- To recognize a student who models the attributes of *Character Education* and has learned to value themselves and others with dignity and respect.
- To reward a student who has developed and realized their full potential – intellectually, emotionally, physically, socially or spiritually.
- Finally, to support a student who has contributed in a positive way to the well-being of the school and/or community but may not be a recipient of an academic or athletic award.

PLEASE COMPLETE THE APPLICATION FORM IN AS MUCH DETAIL AS POSSIBLE. ATTACH ANY ADDITIONAL INFORMATION TO THIS FORM.

PART 1: PERSONAL INFORMATION

DATE: (SUBMITTED): _____

FIRST NAME: _____ **LAST NAME:** _____

SECONDARY SCHOOL: _____

ADDRESS: (to which you want correspondence sent) _____

Postal Code: _____

HOME PHONE: _____ **OTHER TELEPHONE:** _____

PART 2: DECLARATION

PARENT/GUARDIAN'S NAME: (FIRST) _____ **LAST NAME:** _____

OSSTF BARGAINING UNIT: (CIRCLE ONE)

- ☐ Educational Support Staff
- ☐ Early Childhood Educators
- ☐ Huron-Superior Catholic District School Board Noon Hour Aides
- ☐ Occasional Teachers
- ☐ Teachers

WORK LOCATION: _____ **CONTACT PHONE NUMBER:** _____

PART 3: PARENT/GUARDIAN DECLARATION: (Student under 18 years of age)

I hereby consent to the collection and use of the above-noted information by the Ontario Secondary School Teachers' Federation (OSSTF/FEESO) District 2, Algoma. This information shall be used exclusively for the purpose of union Administration—specifically for the consideration of the District 2, Algoma Student Recognition Award.

Signature: _____

Date: _____

PART 4: POST-SECONDARY EDUCATION

Name of the post-secondary institution where you will be attending:

Name of the program you are enrolled in: Length of the program: (number of years/months):

PART 5: OTHER (IF APPLICABLE)

Name of Apprenticeship Program:

Name of Employer (if applicable):

PART 6: WRITTEN OR VIDEO SUBMISSION

In five hundred (500) words or less, indicate why you believe you are the best candidate for this Award. You should select or highlight some of the following topics:

- Obstacles that you feel you have had to overcome in order to achieve personal success (explain fully)
- Volunteer activities
- Any community involvement
- Extra-curricular interests
- Part-time employment
- Co-operative Education Experience(s)
- Long-range goals or plans for yourself
- What character attributes best describe and/or define who you are and what you want to become
- Any other information that you believe should be considered

NOTE:

IF THE APPLICANT CHOOSES TO SUBMIT A VIDEO SUBMISSION IT MUST BE UP TO FIVE (5) MINUTES IN LENGTH.

PART 7: REFERENCES - TESTIMONIALS

CHARACTER REFERENCE [*NOT RELATED TO THE APPLICANT]

Please provide the Selection Committee with the name of one educator (Educational Assistant, Teacher, etc.) at the Secondary School level who you believe will support your nomination.

NAME: _____

SCHOOL: _____

SIGNATURE: _____ DATE: _____

CONTACT INFORMATION: _____

****Attach any letters of reference and/or testimonials to support your application.**

NOTE:

- **BEFORE you submit your application, please ensure that you have all SEVEN (7) PARTS of the Application process completed.**
- **INCOMPLETE OR LATE APPLICATIONS WILL NOT BE CONSIDERED.**

DEADLINE FOR SUBMISSION: Third (3rd) Friday in May 4:00 P.M.

NOTE: APPENDIX 3 –

SECTION 4: POLICY STATEMENTS

4.1 **POLICY STATEMENT 2001-001 [established in 2001]**

It will be the Policy for OSSTF- District 2, Algoma that the following procedures will be followed if the District Executive is approached by any Group and/or Individuals requesting information on how to become organized under OSSTF or how to establish a Bargaining Unit under OSSTF, District 2, Algoma:

- 4.1.1 The Group or Individuals must put their request, in writing, and direct it to the District President.
- 4.1.2 The District President will:
 - i) Seek assistance and direction from the Provincial Liaison Member who is assigned to the District.
 - ii) Schedule a District Executive Meeting within thirty (30) days of receipt of the letter.
 - iii) Notify and request the Group or Individuals to attend the Executive Meeting and present their rationale for the request.
- 4.1.3 Once the presentation and question period is completed, the District President will call for a recess and the Group or Individuals will be excused from the rest of the Meeting.
- 4.1.4 The President will inform the presenters that a decision will be made within seven (7) days. A letter will be sent to the Group or Individuals as soon as the decision has been made.
- 4.1.5 The District President will reconvene the Meeting to seek input and direction.
- 4.1.6 If the District Executive supports and recommends organizing the Group or Individuals application and the Provincial Guidelines are adhered to, the following steps will be implemented:
 - a) A motion must be passed at the District Executive Meeting approving the request.

- b) A formal letter will be written by the District President to the Provincial Executive requesting Provincial Assistance.
- c) Copies of the Provincial Response will be forwarded to District Executive Members.

4.1.7 In the event that the District Executive does not recommend organizing the Group or Individuals, a motion is required.

4.1.8 The Executive decision is final and not subject to appeal. Any decisions made by the District Executive cannot contravene language in the Letters Patent for the Provincial organization known as OSSTF.

SECTION 4.2

4.2 DISTRICT FINANCIAL POLICIES AND PROCEDURES MANUAL [ESTABLISHED MAY 2012]

SECTION 5:

5.1 Anti-Harassment/Bullying Policies and Procedures for Employees and District Members

5.1.1 Anti-Harassment/Bullying Policy for Employees

5.1.2 Anti-Harassment/Bullying Policy for Members

5.2.1 Anti-Harassment/Bullying Policy and Procedures – for District Office Employees

5.2.2 Anti-Harassment/Bullying Statement

Employees of OSSTF District 2 have the right to a workplace free from harassment and bullying. This includes harassment and bullying by other OSSTF employees and OSSTF District 2 Members. Harassment and discrimination are not joking matters. They have a destructive effect on the work- place 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 in nature. They can involve a wide-range of actions including comments, gesture or looks, messages, pictures, touching or more aggressive actions. These acts may be direct or overt; they may be isolated or repeated. They are, however, always degrading, unwelcome, and coercive. They are always unacceptable.

As a union and as an employer, our goals 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 members or employees. We cannot condone these behaviours when we witness them.

OSSTF District 2 takes seriously its responsibility to ensure that employees are treated with respect and dignity in the workplace and at all OSSTF functions and meetings.

Employees who feel targeted by harassment, bullying or discrimination must be able to speak up and know their concerns will be responded to immediately in accordance with Provincial OSSTF Policies and Bylaws and the Resolution and Complaint Procedures as approved by OSSTF District 2.

5.2.3 Resolution and Complaint Procedure

An employee who believes s/he has been the target of harassment, bullying or discrimination is encouraged to take immediate action to ensure this behaviour is stopped.

All efforts will be made to keep the complaint and resulting procedure confidential to the parties involved in the process.

As a first step, the employee should make it clear to the perpetrator that s/he finds the behaviour offensive and unwanted, and ask that it be stopped. This can be done personally, either in writing or verbally, or with the assistance of a third party.

If the behaviour reoccurs or persists, or if the employee does not feel safe in approaching the perpetrator directly, s/he should speak with the District President, in the event that the perpetrator holds the position of District President, the complaint should be taken to the District Anti-Harassment Representative.

The District President (or District Anti-Harassment Representative) will investigate the complaint promptly, including separately interviewing the parties involved and any witnesses, with a view of resolving the problem informally. This can include mediation in order to allow the parties to resolve the issue.

If the complaint cannot be resolved informally, the complainant will be asked to put the complaint and all relevant information in writing. This complaint will then be filed with the District President (or District Anti-Harassment Representative).

How the complaint is handled will vary according to the position of the alleged perpetrator.

If the complaint is made against a member of OSSTF District 2, the employee will bring the complaint to the attention of the President of the Bargaining Unit to which the member belongs who will then follow the procedures as outlined in the Anti-Harassment Policy that governs OSSTF District 2 Members.

If the complaint is made against an employee of OSSTF District 2, the issue will remain with the District President. The District President will report and make recommendations, if required, to the District 2 Executive. The District Executive will consider these recommendations and act accordingly. This can include, but is not limited to, progressive discipline.

If the complaint is made against an employee of OSSTF Provincial Office, the complaint will be filed with the General Secretary, and will come under the purview of OSSTF Provincial Office Policies and Procedures.

Nothing in the procedures outlined above restricts the rights of the member(s) to file a complaint with the Human Rights Commission or make a complaint to the Police.

5.3 Anti-Harassment/Bullying Policy and Procedures – District 2, Algoma Members

The purpose of this Policy is to promote a respectful workplace through prevention and prompt resolution of harassment.

5.3.1 Policy Requirements for OSSTF District 2 Meetings and Functions

All OSSTF District 2 Functions and Meetings shall have a designated Anti

-Harassment Representative, appointed by the District President or Chairperson of the Meeting. This individual has been appointed by the District Executive and will be identified at the beginning of the function/meeting.

A copy of the Anti-Harassment /Bullying Policy and Procedures shall be distributed to all individuals at all functions and meetings. [For a series of Meetings – District Executive Members will be provided with copies at the first meeting of the year]

5.3.2 Representation Rights

A member of the District Executive shall have the right to representation by a District Executive Member or his/her Bargaining Unit.

The use of this process shall not restrict the right of the Bargaining Unit to grieve on behalf of a member. Where a grievance is filed, the time lines shall not be affected by the time taken to use the Harassment/Bullying Complaint Procedure referred to in Article 2.4.4.

5.3.3 Role of the Anti-Harassment Representative

The Anti-Harassment Representative provides initial assistance for a member who believes that s/he has experienced harassment or bullying.

The Anti-Harassment Representative will remain neutral, objective, and knowledgeable about human rights issues. The Representative will be able to provide information and explain the member's choices for dealing with a problem up to and including the following:

- ☐ Using OSSTF's informal and/or formal procedures
- ☐ Accessing the Bargaining Unit grievance procedures
- ☐ Filing a complaint with the Police
- ☐ Filing a complaint with the Ontario Human Rights Commission.

5.3.4 Anti-Harassment/Bullying Complaint Procedure

The following procedure is to be used by any member who feels victimized by harassment or bullying in any form so that, where possible, complaints can be resolved internally.

1. If you believe you are being harassed or bullied, speak up right away. The member should make it clear to the perpetrator that s/he finds the behaviour offensive, and ask that it be stopped immediately. This can be done personally, either in writing or verbally, or with the assistance of a third party.

Regardless of what method the harassed/bullied member uses make sure to keep a journal. Date and keep copies of the correspondence. Record all unwelcome or harassing behaviour.

2. If the harassing or bullying behaviour continues or if the member is unable to deal directly with the person harassing or bullying him/her, report it to the designated Anti-Harassment Representative and advise the Representative about the harassment or bullying before further action is taken. The member may also go to the District or Bargaining Unit President or to the police (for a case of sexual or physical abuse).
3. Once a member reports harassment or bullying, the designated Anti-Harassment Representative will conduct an investigation following the procedures as referenced in the Provincial OSSTF Policy Guidelines (Article 4.11 – Item 4 to 4.9)
4. The designated Anti-Harassment Representative will ensure that all issues are kept confidential.

5.3.5 Informal Procedures

1. If a member uses the Informal Procedures, the designated Anti-Harassment Representative will help the member communicate with the other person or speak to the person on behalf of the member.
2. The designated Anti-Harassment Representative may act as a mediator to help settle the complaint, if the parties agree. However, either party has the right to refuse mediation.
3. If mediation becomes part of the process, each person has the right to be accompanied and assisted during mediation sessions by someone with whom the person feels comfortable.

4. The Anti-Harassment Representative will not be involved in investigating the complaint, and will not be asked to represent District 2, Algoma at any stage of the proceedings related to the complaint.

5.3.6 Formal Stages

1. If mediation, through the Informal Procedures, is not accepted or is unsuccessful, the member can file a formal complaint with the District President. In the event that the complaint is directed against the District President, the complaint should be filed with the District Provincial Councillor.

If these two positions belong to the same person, the complaint should be filed with the Secretariat Member assigned to the District who will carry out the duties of the District President or Provincial Councillor under this policy.

2. The District President (or Secretariat Member assigned to the District) will appoint an investigator who is a member of the District Executive/.
3. The investigator will interview the complainant, the alleged harasser and any witnesses. All members have the responsibility to co-operate in the investigation and to respect the confidentiality of anyone involved in a complaint.
4. Upon being appointed, the investigator shall set out the framework for completion of the investigation. The timeframe shall be communicated to the parties, the District President and/or Secretariat Member.

5.3.7 Timeframe

1. If the investigator decides the complaint is valid, the investigator will report in writing to the District President, Provincial Councillor and/or Secretariat Member, within five (5) working days of completing the investigation.
2. The investigator will recommend appropriate remedies and disciplinary action and any other necessary action.
3. The District President, Provincial Councillor and/or Secretariat Member will recommend what action(s) should be taken and will inform both parties of

the decision, in writing, within twenty (20) working days of the report being submitted.

5.3.8 Remedies

In substantiated complaints, the Secretariat Member shall determine an appropriate remedy for the victim.

5.3.8 Corrective Action for Harassers/Bullies

The District Executive in consultation with OSSTF Provincial Office shall determine appropriate corrective actions for harassers who are members of OSSTF, District 2, Algoma.

5.3.10 Appeal

Nothing within this Article restricts the rights of the member(s) to use the Grievance Procedures, file a complaint with OSSTF-Provincial Office, the Algoma District School Board, the Ontario Human Rights Commission or Police.

[May 2009]

SECTION 6: DEFINITIONS

In the Constitution:

6.1 **OSSTF** shall mean the Ontario Secondary School Teachers' Federation.

6.2 **District** shall mean the District organization of OSSTF District 2, Algoma.

6.3 **AGM** shall mean the Annual General Meeting of the District.

6.4 **AMPA** shall mean the Annual Meeting of Provincial Assembly.

6.5 **Bargaining Unit** shall refer to the following members organized under OSSTF District 2, Algoma:

- 6.6 **Part X.1 Teachers-** Teachers' Bargaining Unit including Continuing Education Teachers.
- 6.7 **(ESS)** Educational Support Staff Bargaining Unit.
- 6.8 **(OT)** refers to Occasional Teachers Bargaining Unit.
- 6.9 **(HSCDSB)** Huron-Superior Catholic District School Board Noon Hour Aides Bargaining Unit.
- 6.10 **A Member** shall mean an active member of O.S.S.T.F. as defined by the OSSTF Provincial Office.
- 6.11 **Constitution** shall mean a system of fundamental principles according to which OSSTF District 2, Algoma is organized and governed
- 6.12 **By-laws** shall mean standing rules governing the membership of OSSTF District 2, Algoma, made under the Constitution on matters of internal regulation and matters which are entirely within the control of OSSTF District 2, Algoma.
- 6.13 **Policy** shall mean a stand or position taken by District 2, Algoma, in accordance with its By-laws on matters whose resolution is beyond the internal legislative power of the District.
- 6.14 **General Meeting** shall mean meeting(s) of the membership of OSSTF District 2, Algoma, called to conduct the business of District 2, Algoma.
- 6.15 **Objects** for the purpose of this Constitution shall mean objectives.
- 6.16 **Days** shall refer to calendar days, unless otherwise stated.

SECTION 7: DISTRICT/BARGAINING UNIT SURPLUS FUNDS AND REPRESENTATIVE RELEASE – LEVY ACCOUNTS (BARGAINING UNITS)

7.1 DISTRICT/BARGAINING UNIT SURPLUS FUNDS

7.1.1 Any year-end surplus in the General Operating Account of the District/Bargaining Units may be placed into the following fund/account:

- i) The District Reserve Account

7.1.2 This Account has been established to:

- a) Provide additional funds to cover extra-ordinary expenses that were not anticipated or projected in the yearly budget.
- b) The funds in the District Reserve Account will be accessed to provide for the purchase, replacement or repair of office equipment (including laptops, printers, copiers, etc.), repairs and maintenance of the District Office building and all other unexpected and approved expenditures associated with the operation of the District and Bargaining Units.
- c) Expenditures from this Account must be brought to and approved by the District Executive through a formal motion.
- d) Any expenditures in excess of \$25,000 must be approved at a District General Meeting.

7.1.3 The procedures for accessing and approving such expenditures shall comply with the terms and conditions established in **Article 12: District Reserve Account** of the District Constitution.

7.2 REPRESENTATIVE RELEASE – LEVY ACCOUNTS (BARGAINING UNITS)

7.2.1 All fees for Representative Release that are paid by the membership to a particular Bargaining Unit shall be:

- a) Collected and recorded in a separate Levy Account for each identified Bargaining Unit.
- b) Administered by their Bargaining Unit Executive, Council and/or Membership through an established and approved protocol as outlined in their respective Bargaining Unit Constitutions.
- c) These established Levy Funds shall be the sole right and responsibility of the Bargaining Unit to which they belong and cannot be accessed or used by the District or other Bargaining Unit unless properly authorized by the

Bargaining Unit(s) Executive(s) that is authorizing the accessing.

- d) All transfers of money from any of the specified Bargaining Unit Levy Accounts shall be made in accordance with the established reporting, practices and voting procedures as outlined in the Constitution of the affected Bargaining Unit.

SECTION 8 – APPLICATION FORMS

- 8.1 Appendix 1 - Application Form for District/OTIP Incentive Funds
- 8.2 Appendix 2 – Application Form for Excellence in Education Awards
- 8.3 Appendix 3 – Application for Student Recognition Award

APPENDIX – FORMS

1. APPLICATION FOR DISTRICT /OTIP INCENTIVE PLAN FUNDING



***District 2, Algoma
APPLICATION FORM
FOR DISTRICT/OTIP INCENTIVE PLAN FUNDING***

District Name: District 2 Algoma
Bargaining Unit or Contact Person(s): _____

Contact Information: Email: _____ Phone: _____
Email: _____ Phone: _____

Geographic Area(s): _____

(Tentative) Date of the Event: _____

Amount of Funding you are applying for: _____

PURPOSE OF THE REQUIRED FUNDS:

Outline the program, activity or event being proposed, including the number of expected participants, geographic area, and all other relevant particulars:

(attach additional pages if necessary)

FINANCIAL PROPOSAL:

Outline the approximate planned expenditures related to the program, activity or event. A proposed Budget that includes all the estimated costs associated with the event must be attached. For example: hall rental, food, speaker costs, travel costs, etc.)

ANY ADDITIONAL COMMENTS/INFORMATION:

SIGNATURES AND DATE:

_____ Date: _____

_____ Date: _____

**FORWARD FULLY COMPLETED APPLICATION FORMS TO THE DISTRICT
PRESIDENT – Terri-Lyn Della Penta by:**

email: terrilyn.dellapenta@d02.ossf.ca OR FAX – 1-705-759-0160

hard copy - OSSTF District Office 674 Pine Street, Sault Ste. Marie, ON P6B 3G1

NOTE: Requests for funding must be received a minimum of EIGHT (8) WEEKS PRIOR TO THE EVENT in order to secure the approval and funding.

DISTRICT OFFICE ONLY:

Received (date):_____ by (Name) _____

Notification date of receipt to Applicant(s):_____

APPROVAL DATE:_____ (District Executive Motion #)_____

Date of Notification to Applicant(s):_____ by:_____

**Completed copies submitted to Marnie Devoni-St. Germain, Executive
Assistant**

***APPENDIX 2 – APPLICATION FORM FOR DISTRICT 2, ALGOMA –
EXCELLENCE IN EDUCATION AWARD***

OSSTF, DISTRICT 2, ALGOMA - EXCELLENCE IN EDUCATION AWARDS

N O M I N A T I O N F O R M

District 2, Algoma OSSTF Members have established an Award called “OSSTF District 2, Algoma - Excellence in Education Award” to be presented annually at the last District Meeting of the Federation year.

CRITERIA:

1. (a) The nominee has made outstanding contributions to public elementary or secondary school education in the District of Algoma over an extended period of time.

OR

1. (b) The nominee has made an outstanding single, but important contribution to public elementary or secondary education in the District of Algoma.

OR

1. (c) The nominee is a graduate of a public secondary school in Algoma, who through words and actions, continues to be a strong supporter of public education.

DEADLINE FOR APPLICATIONS: the third (3rd) Friday in May (4:00 P.M.)

We hereby nominate _____ for the Annual “OSSTF OSSTF District 2, Algoma, Excellence In Education Award” for the following reasons:

If you require additional space, please attach the information under separate cover. Please indicate if you wish any of the information provided to remain confidential.

Nominated:by _____ Date: _____

School: _____

**PLEASE RETURN TO: The District President
674 Pine Street, Sault Ste. Marie, ON P6A 3G1**

**APPENDIX 3 – APPLICATION FORM FOR DISTRICT 2, ALGOMA STUDENT
RECOGNITION AWARD**

District 2, Algoma

**DISTRICT 2, ALGOMA STUDENT RECOGNITION AWARD
Established 2014
APPLICATION FORM**

AIMS AND OBJECTIVES OF THE AWARD

***A suitable recipient/nominee MUST possess some of the qualities listed below:**

- To support a student who has successfully and independently overcome a challenge(s) that may have created a barrier for them during their years of education at the secondary school level.
- To reward the student who best exemplifies the philosophy of the educational system in which they have been educated.
- To reward a student who has displayed the characteristics of good citizenship.
- To recognize a student who models the attributes of *Character Education* and has learned to value themselves and others with dignity and respect.
- To reward a student who has developed and realized their full potential – intellectually, emotionally, physically, socially or spiritually.
- Finally, to support a student who has contributed in a positive way to the well-being of the school and/or community but may not be a recipient of an academic or athletic award.

PLEASE COMPLETE THE APPLICATION FORM IN AS MUCH DETAIL AS POSSIBLE. ATTACH ANY ADDITIONAL INFORMATION TO THIS FORM.

PART 1: PERSONAL INFORMATION

DATE: (SUBMITTED): _____

FIRST NAME: _____ **LAST NAME:** _____

SECONDARY SCHOOL: _____

ADDRESS: (to which you want correspondence sent) _____

Postal Code: _____

HOME PHONE: _____ **OTHER TELEPHONE:** _____

PART 2: DECLARATION

PARENT/GUARDIAN'S NAME: (FIRST) _____ **LAST NAME:** _____

OSSTF BARGAINING UNIT: (CIRCLE ONE)

- ☐ Educational Support Staff
- ☐ Early Childhood Educators
- ☐ Huron-Superior Catholic District School Board Noon Hour Aides
- ☐ Occasional Teachers
- ☐ Teachers

WORK LOCATION: _____ **CONTACT PHONE NUMBER:** _____

PART 3: PARENT/GUARDIAN DECLARATION: (Student under 18 years of age)

I hereby consent to the collection and use of the above-noted information by the Ontario Secondary School Teachers' Federation (OSSTF/FEESO) District 2, Algoma. This information shall be used exclusively for the purpose of union administration—specifically for the consideration of the District 2, Algoma Student Recognition Award.

Signature: _____

Date: _____

PART 4: POST-SECONDARY EDUCATION

Name of the post-secondary institution where you will be attending:

Name of the program you are enrolled in: Length of the program: (number of years/months):

PART 5: OTHER (IF APPLICABLE)

Name of Apprenticeship Program:

Name of Employer (if applicable):

PART 6: WRITTEN OR VIDEO SUBMISSION

In five hundred (500) words or less, indicate why you believe you are the best candidate for this Award. You should select or highlight some of the following topics:

- Obstacles that you feel you have had to overcome in order to achieve personal success (explain fully)
- Volunteer activities
- Any community involvement
- Extra-curricular interests
- Part-time employment
- Co-operative Education Experience(s)
- Long-range goals or plans for yourself
- What character attributes best describe and/or define who you are and what you want to become
- Any other information that you believe should be considered

NOTE:

IF THE APPLICANT CHOOSES TO SUBMIT A VIDEO SUBMISSION IT MUST BE UP TO FIVE (5) MINUTES IN LENGTH.

PART 7: REFERENCES - TESTIMONIALS

CHARACTER REFERENCE [*NOT RELATED TO THE APPLICANT]

Please provide the Selection Committee with the name of one educator (Educational Assistant, Teacher, etc.) at the Secondary School level who you believe will support your nomination.

NAME: _____

SCHOOL: _____

SIGNATURE: _____ DATE: _____

CONTACT INFORMATION: _____

****Attach any letters of reference and/or testimonials to support your application.**

NOTE:

- **BEFORE you submit your application, please ensure that you have all SEVEN (7) PARTS of the Application process completed.**
- **INCOMPLETE OR LATE APPLICATIONS WILL NOT BE CONSIDERED.**

DEADLINE FOR SUBMISSION: Third (3rd) Friday in May 4:00 P.M.