



District 21 Constitution & Bylaws

Revised May 2023

ARTICLES

ARTICLE 1 – DEFINITIONS

- 1.1 All definitions shall be as specified in Article 1 of the OSSTF/FEESO Constitution.
- 1.1.1 “**AMPA**” shall mean Annual Meeting of the Provincial Assembly.
 - 1.1.2 “**Bylaws**” shall mean standing rules governing the membership of OSSTF/FEESO District 21, made under this Constitution on matters of internal regulation and matters which are entirely within the control of OSSTF/FEESO District 21.
 - 1.1.3 “**Chairperson**” shall mean the Presiding Officer of an official body of District 21.
 - 1.1.4 “**Constitution**” shall mean the system of fundamental principles according to which the District 21 OSSTF/FEESO is governed, and the basic organization of OSSTF/FEESO District 21.
 - 1.1.5 “**District**” shall mean District 21 of the OSSTF/FEESO.
 - 1.1.6 “**District Federation Year**” shall be from July 1 to the following June 30
 - 1.1.7 “**Member**” shall mean an Active Member of District 21 in good standing.
 - 1.1.8 “**OSSTF/FEESO**” shall mean the Ontario Secondary School Teachers' Federation.
 - 1.1.9 “**Policy**” shall mean a stand, position, or goal governing the membership of OSSTF/FEESO District 21 on matters whose resolution is beyond the internal legislative power of OSSTF/FEESO District 21.
 - 1.1.10 “**Procedure**” shall mean the method by which a Bylaw is implemented.
 - 1.1.11 “**Unit**” shall mean a Bargaining Unit of the OSSTF/FEESO District 21.
 - 1.1.12 “**Workplace**” shall mean any location where an active member of District 21 is employed.

ARTICLE 2 – COMPLIANCE WITH PROVINCIAL OSSTF/FEESO

- 2.1 This Constitution cannot contravene the Provincial OSSTF/FEESO Constitution, Bylaws, Policies or Procedures.
- 2.2 This Constitution is established under the Constitution and Bylaws of the Ontario Secondary School Teachers' Federation, a provincial body, which is a federation affiliate of the Ontario Teachers' Federation, and, where silent on a matter, the Constitution, Bylaws and Policies of the Ontario Secondary School Teachers' Federation shall be used.

ARTICLE 3 – PARLIAMENTARY AUTHORITY

- 3.1 Meetings of the District shall be conducted in accordance with the Rules of Order as outlined in the current OSSTF/FEESO Constitution and Bylaws.

ARTICLE 4 – NAME AND BARGAINING UNITS

- 4.1 This organization shall be known as “District 21, Hamilton-Wentworth” and shall include the Bargaining Units as follows:
- 4.1.1 Hamilton-Wentworth District School Board Teachers’/Occasional Teachers’ Bargaining Unit (T/OT)
 - 4.1.2 Hamilton-Wentworth District School Board Office Clerical and Technical Bargaining Unit (OCTU)
 - 4.1.3 Hamilton-Wentworth District School Board Professional Student Services Personnel Bargaining Unit (PSSP)
 - 4.1.4 Hamilton-Wentworth District School Board English as a Second Language Instructors Bargaining Unit (ESL)
 - 4.1.5 Hamilton-Wentworth Catholic District School Board Professional Educators & Childcare

Workers Bargaining Unit (PECW)

ARTICLE 5 – AMENDMENTS TO THE ARTICLES

5.1 Amendments to this Constitution may only be made at a General 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 President of the District Executive at least twenty (20) days prior to the date of a District General Meeting.

5.1.2 by a nine-tenths (9/10) vote of the Members qualified to vote, present and voting, when previous notice as in Article 5.1.1 has not been given.

ARTICLE 6 – DISTRICT EXECUTIVE

6.1 The District Executive, hereafter referred to as the Executive, shall consist of the following voting members:

6.1.1 The President of each Bargaining Unit, each in one of the following roles:

6.1.1.1 District President;

6.1.1.2 District Vice President;

6.1.1.3 District Secretary; and

6.1.1.4 one of two District Executive Officers.

6.1.2 The following Officers, as determined by the Bylaws:

6.1.2.1 District Treasurer;

6.1.2.2 District Health & Safety Officer;

6.1.2.3 District Status of Women Officer;

6.1.2.4 District Communications & Political Action Officer;

6.1.2.5 District Human Rights Officer; and

6.1.2.6 District Constitution Officer.

6.2 All members of the Executive must be active members of the District.

ARTICLE 7 – ELECTRONIC MEETINGS

7.1 As necessary, meetings of the District may be held electronically. Under no circumstances can any part of the electronic meeting be recorded.

ARTICLE 8 – STANDING COMMITTEES

8.1 The Executive may establish a committee of District members to facilitate the management of the affairs of the District in accordance with this Constitution.

ARTICLE 9 – BYLAWS

9.1 The District, in an Annual General Meeting called in accordance with the Bylaws, may pass Bylaws not inconsistent with this Constitution or its Bylaws concerning:

9.1.1 the procedures for the selection of its office holders;

9.1.2 the management of its own internal organization and administration;

9.1.3 the time, place, and conduct of its Annual General Meeting, and its other meetings;

9.1.4 the establishment, amendment, or deletion of District Procedures and / or Policies;

9.1.5 the conducting of the District financial affairs, including the appointment of the auditors.

BYLAWS

BYLAW 1 – Executive Officer and Executive Committee Duties

1.1 Duties of the President

1.1.1 It shall be the duty of the President to:

1.1.1.1 call and preside over all Executive and General Meetings;

1.1.1.2 fulfill the duties of the District President as outlined in the OSSTF/FEESO Constitution and Bylaws;

1.1.1.3 be an ex-officio member of all District Committees;

1.1.1.4 attend Provincial, Regional and/or District Workshops and Meetings;

1.1.1.5 to act as a signing officer of the District

1.1.1.6 to be the official District 21 liaison to the Hamilton and District Labour Council.

1.2 Duties of the Vice – President

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

1.2.1.1 to assist the District President in performing their duties.

1.2.1.2 carry out duties assigned by the President;

1.2.1.3 perform the duties of the President in the President's absence; and,

1.2.1.4 assume the office of President should the President be unable to complete the term of office.

1.3 Duties of the Secretary

1.3.1 It shall be the duty of the Secretary to:

1.3.1.1 keep a record of all meetings of the Executive and General meetings in the form of Minutes;

1.3.1.2 submit minutes for approval.

1.4 Duties of the Executive Officers

1.4.1 It shall be the duty of the Executive Officers to:

1.4.1.1 perform the duties as assigned by the President.

1.5 Duties of the Treasurer

1.5.1 It shall be the duty of the Treasurer to:

1.5.1.1 act as the official Treasurer of the District;

1.5.1.2 review District Financial records on a monthly basis;

1.5.1.3 provide financial statements for the District to the Units on a monthly basis;

1.5.1.4 arrange for an annual audit of District 21 finances, as necessary;

1.5.1.5 act as Chairperson for the District Finance Committee;

1.5.1.6 act as a liaison between the Unit Treasurers and Provincial OSSTF/FEESO on financial matters as necessary;

1.5.1.7 present a report on the status of the Reserve Fund to all Unit Annual General Meetings.

1.5.1.8 prepare a draft budget for presentation to the Unit Executive; and,

1.5.1.9 be one of the two signing authorities for all financial transactions of the District.

1.6 Duties of the Health and Safety Officer

1.6.1 It shall be the duty of the Health and Safety Officer to:

1.6.1.1 act as chair of the Health and Safety Committee;

1.6.1.2 carry out the duties as outlined in the OSSTF/FEESO Bylaws;

1.6.1.3 report on a timely and regular basis to the Executive and Members;

1.6.1.4 investigate Health and Safety complaints from members;

1.6.1.5 provide assistance to members during work refusal situations;

1.6.1.6 carry out inspections of work sites as a member of the Joint Health and Safety Committee; and,

1.6.1.7 attend Provincial, Regional and/or District Health and Safety meetings and workshops.

1.7 Duties of the Status of Women Officer

1.7.1 It shall be the duty of the Status of Women Officer to:

1.7.1.1 act as chair of the Status of Women Committee;

1.7.1.2 carry out the duties as outlined in the OSSTF/FEESO Bylaws;

1.7.1.3 report on a timely and regular basis to the Executive and Members; and,

1.7.1.4 attend Provincial, Regional and/or District Status of Women meetings and workshops.

1.8 Duties of the Communications & Political Action Officer

1.8.1 It shall be the duty of the Communications & Political Action Officer to:

1.8.1.1 act as chair of the Communications & Political Action Committee;

1.8.1.2 carry out the duties as outlined in the OSSTF/FEESO Bylaws;

1.8.1.3 report on a timely and regular basis to the Executive and Members; and,

1.8.1.4 attend Provincial, Regional and/or District Communications/Political Action meetings and workshops

1.9 Duties of the Human Rights Officer

1.9.1 It shall be the duty of the Human Rights Officer to:

1.9.1.1 act as chair of the Human Rights Committee;

1.9.1.2 carry out the duties as outlined in the OSSTF/FEESO Bylaws;

1.9.1.3 report, on a timely and regular basis, to the Executive and Members; and

1.9.1.4 attend Provincial, Regional and/or District Human Rights meetings and workshops.

1.10 Duties of the Constitution Officer

1.10.1 It shall be the duty of the Constitution Officer to:

1.10.1.1 facilitate revisions of the District Constitution, Bylaws and Procedures;

1.10.1.2 report to the Executive; and,

1.10.1.3 report to any District General Meetings.

1.11 Duties of the District Executive

1.11.1 It shall be the duty of the District Executive to:

1.11.1.1 ensure the dissemination of information to and among the Units;

1.11.1.2 receive, review, and approve the District budget from the District Finance Committee;

1.11.1.3 receive, review, and approve any contracts for office staff from the Budget Committee;

1.11.1.4 appoint a District Office Manager;

1.11.1.5 appoint the District Constitution Officer;

1.11.1.6 administer the District Office Anti-Harassment Policy; and

1.11.1.7 administer the District Anti-Harassment Policy.

BYLAW 2 – Election and Appointment Procedures

2.1 Executive Elections and Appointments

2.1.1 Elections shall be held in the June Executive meeting for the following positions:

2.1.1.1 President

2.1.1.2 Vice President

2.1.1.3 Secretary

2.1.1.4 two Executive Officers

2.1.2 The President shall appoint the Elections Officer, who shall not be running for office.

2.1.3 The Elections Officer shall make nomination forms available to the members ten (10) days

before nominations are due.

2.1.4 Only Bargaining Unit Presidents are eligible to be nominated.

2.1.5 Nominations for executive positions must be in writing and must include the names and signatures of the nominator and seconder.

2.1.6 Nominations are due five (5) days prior to the June Executive meeting.

2.1.7 Nominations from the floor are not permitted, except where there has not been an on-time nomination for a position.

2.1.8 Each President may only be nominated for one position.

2.1.9 At the June Executive, each candidate will be allotted two (2) minutes to make a campaign speech.

2.1.10 Each candidate will only be afforded time for one speech, regardless of the intent to drop down for another position.

2.1.11 The order of speeches will be determined randomly by position in the following order: President, Vice-President, Secretary, two Executive Officers.

2.1.12 Elections shall be held prior to the June Executive meeting from among the relevant Unit Officers/Roles for the following positions:

2.1.12.1 District Treasurer

2.1.12.2 District Health & Safety Officer

2.1.12.3 District Status of Women Officer

2.1.12.4 District Communications & Political Action Officer

2.1.12.5 District Human Rights Officer

2.1.13 The District Constitution Officer shall be appointed by the District Executive.

2.1.13.1 The District Constitution Officer shall be a voting member of a District Executive.

2.2 Voting

2.2.1 The Elections Officer shall oversee the counting of the ballots.

2.2.2 Each candidate may appoint a scrutineer.

2.2.3. Voting shall be done by secret ballot.

2.2.4 A candidate who receives a majority of the votes cast on any ballot shall be declared elected.

Should no candidate receive a majority on the first ballot, the candidate receiving the fewest number of votes shall be dropped from succeeding ballots until a majority is reached. In the event of the two lowest candidates receiving the same number of votes, with more than three candidates on the ballot, both the tied candidates shall be dropped.

2.2.5 A defeated candidate for any position shall automatically be considered a candidate for one (1) other position they have indicated on their nomination form.

2.3 Term of Office

2.3.1 The term of office for all District Executive, except those otherwise specified, shall be one year, with the term beginning on July 1 and ending on June 30.

2.4. Vacancies

2.4.1 Units shall fill any of vacancies held by a Unit President using the procedures required by their Constitution.

2.4.2 All other vacancies, shall be filled by the same body which elected/appointed the original member, in accordance with the procedures of the electing body.

2.4.3 the elected/appointed member shall serve until the return of the incumbent or the end of term, whichever comes first.

BYLAW 3 – Executive Meetings

- 3.1 The Executive shall meet at the call of the President.
- 3.2 The Executive will hold its first meeting before September 30 and shall meet no less than five (5) times per year.
- 3.3 A special meeting of Executive may be called by the President or by written request of any two members of the Executive. The written request shall specify the purpose of the special meeting.
- 3.4 All meetings must allow for simultaneous aural communication.
- 3.5 A quorum of fifty percent of the Executive members shall be required for conducting Executive business (passing motions).
- 3.6 Executive Session
 - 3.6.1 The Executive shall move into Executive Session whenever it must consider either matters relating to personnel or matters of serious importance to the body.
 - 3.6.2 All matters discussed in Executive Session shall remain absolutely confidential to those members present during the Session. Violation of this provision of confidentiality is punishable under the disciplinary procedures of OSSTF/FEESO. The Minutes of an Executive Session shall be read and acted upon only in an Executive Session.
 - 3.6.3 The Minutes of an Executive Session shall be kept in a secure location for a period of seven years, whereafter they shall become part of the District's public record unless the Executive specifically directs otherwise.
 - 3.6.4 Within Executive Session, the standard rules of order shall be followed unless the Executive specifically directs otherwise.
 - 3.6.5 A resolution to rise from Executive Session shall be moved at the end of the Session.
 - 3.6.6 The resolutions directing the Executive to move into and rise from Executive Session are the only public record of the Executive Session.
 - 3.6.7 Any resolution arising from Executive Session which requires public action shall be reported in the resolution to rise from Executive Session.

BYLAW 4 – General Membership Meetings

- 4.1 Calling a General Meeting
 - 4.1.1 A General Meeting of the District shall be called at least once per school year.
 - 4.1.2 General Meetings may be called by a:
 - 4.1.2.1 vote of the Executive; or
 - 4.1.2.2 petition to the President by a minimum of 25% of the members of the District of whom no more than half may be from one Unit.
 - 4.1.3 Twenty-eight calendar days' advance notice of General Meetings of the District must be given by the President in writing to the members.
 - 4.1.4 Notwithstanding 4.1.3, a Special General Meeting may be called by the President at the direction of the Executive. The agenda for the Special Meeting must be stated. This agenda may be changed only by a 90% majority vote of the members present at the Special Meeting and voting. Such Special Meetings may be called on 48 hours' notice to the members.
- 4.2 Voting
 - 4.2.1 All voting shall occur under the Rules of Orders determined under the Bylaws of the OSSTF/FEESO.
 - 4.2.2 All meetings must allow for simultaneous aural communication.
- 4.3 Executive Session
 - 4.3.1 The General Membership shall move into Executive Session whenever it must consider either

matters relating to personnel or matters of serious importance to the body.

- 4.3.2 All matters discussed in Executive Session shall remain confidential to those members present during the Session. Violation of this provision of confidentiality is punishable under the disciplinary procedures of OSSTF/FEESO. The Minutes of an Executive Session shall be read and acted upon only in an Executive Session.
- 4.3.3 The Minutes of an Executive Session shall be kept in a secure location for a period of seven years, whereafter they shall become part of the District's public record unless the Membership specifically directs otherwise.
- 4.3.4 Within Executive Session, the standard rules of order shall be followed unless the Membership specifically directs otherwise.
- 4.3.5 A resolution to rise from Executive Session shall be moved at the end of the Session.
- 4.3.6 The resolutions directing the Membership to move into and rise from Executive Session are the only public record of the Executive Session.
- 4.3.7 Any resolution arising from Executive Session which requires public action shall be reported in the resolution to rise from Executive Session.
- 4.4 Special or ad-hoc committees shall be established from time to time to meet the needs of the Membership.
- 4.5 The quorum for a General Membership meeting shall be those members present, qualified to vote, and voting.

BYLAW 5 – Annual General Meeting (AGM)

- 5.1 The Annual General Meeting shall be convened on or before May 31.
- 5.2 At the Annual General Meeting, any honours or awards shall be presented.
- 5.3 Written notice of the Annual General Meeting shall be provided to the membership at least thirty (30) working days prior to the meeting.
- 5.4 All voting shall occur under the Rules of Orders determined under the Bylaws of the OSSTF/FEESO.
- 5.5 The Annual General Meeting will be held virtually, unless otherwise stipulated, and must allow for simultaneous aural communication.
- 5.6 The quorum for a General Membership meeting shall be those members present, qualified to vote, and voting.
- 5.7 Executive Session
 - 5.7.1 The General Membership shall move into Executive Session whenever it must consider either matters relating to personnel or matters of serious importance to the body.
 - 5.7.2 All matters discussed in Executive Session shall remain absolutely confidential to those members present during the Session. Violation of this provision of confidentiality is punishable under the disciplinary procedures of OSSTF/FEESO. The Minutes of an Executive Session shall be read and acted upon only in an Executive Session.
 - 5.7.3 The Minutes of an Executive Session shall be kept in a secure location for a period of seven years, whereafter they shall become part of the District's public record unless the Membership specifically directs otherwise.
 - 5.7.4 Within Executive Session, the standard rules of order shall be followed unless the Membership specifically directs otherwise.
 - 5.7.5 A resolution to rise from Executive Session shall be moved at the end of the Session.
 - 5.7.6 The resolutions directing the Membership to move into and rise from Executive Session are the only public record of the Executive Session.

5.7.7 Any resolution arising from Executive Session which requires public action shall be reported in the resolution to rise from Executive Session.

BYLAW 6 – Electronic Meetings

6.1 Platform

6.1.1 The platform in which these electronic meetings can be held is designated by the President.

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

6.1.3 The designated platform must require members, participating in the electronic meeting, to log in to satisfy the process of verification of membership of meeting participants.

6.1.4 These electronic meetings shall be subject to all rules adopted by the District membership, executive, or committees, or by OSSTF/FEESO Rules of Order.

6.2 Voting

6.2.1 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.

6.2.2 Voting on the designated platform can only occur for motions pertaining to the business of the District membership, executive, or committees. Election voting MUST be setup through Provincial OSSTF/FEESO in the “My Vote” centre.

6.3 Electronic Meeting: Platform Features

6.3.1 The Public Chat function must be turned off. Private Chat function can be turned on if it is being used as a mechanism for members to be recognized in debate.

6.3.2 The Voting or Polling system can be used as long as it displays the results of the vote.

6.3.3 The mute-all function should be turned on so that the chair can control who has assignment of the floor.

6.4 Electronic Meeting: Rules

6.4.1 Proper Notice of Meeting and Meeting Information (link, login, agenda, minutes, time and date) shall be sent out to members as per the constitution bylaw.

6.4.2 The meeting link shall open at least 15 minutes prior to the start of the meeting.

6.4.3 Members shall login, identify themselves, and maintain internet and audio connection throughout the meeting when present but shall sign out upon any departure prior to adjournment.

6.4.4 Quorum shall be as designated as per the constitution bylaw.

6.4.5 The chair can mute or force a disconnection of a member if the member is causing interference with the meeting.

6.4.6 Members seeking recognition of the floor shall notify the chair by raising their virtual hand. For Larger online meetings, it is advised that someone be assigned to assist the chair by creating a Spotter’s List.

6.4.7 Motions must be displayed to the membership until it is disposed of.

6.4.8 Votes shall be anonymous and shall be conducted via the platform designated for the electronic meeting. When ordered or required, other methods of voting can be used as per the constitution bylaw.

BYLAW 7 – Quorum

7.1 Unless otherwise stated in a Bylaw, quorum shall be fifty percent (50%) of the members of the District body.

BYLAW 8 – Amendments to the Bylaws

- 8.1 Amendments to these By-Laws shall be made consistent with the Constitution and By-Laws of the Provincial OSSTF/FEESO and with the Constitution and By-Laws of the District.
- 8.2 Amendments to Bylaws of this Constitution may be made by a simple majority (1/2) vote of the members present, qualified to vote, and voting, at a General Meeting of the District, providing that notice of the amendment has been given in writing to the District President no fewer than twenty working days prior to the General Meeting and provided to the Membership no fewer than ten (10) working days prior to the General Meeting.
- 8.3 Amendments may be made by a three-quarters (3/4) vote of the members present, qualified to vote and voting at a General Meeting when notice of the amendment has not been given in writing to the District President and membership twenty working days prior to the General Meeting.

BYLAW 9 – Standing Committees & AMPA Delegation

9.1 District Finance Committee

- 9.1.1 The District Finance Committee shall consist of all the Unit Treasurers of District 21 who shall be voting members.
- 9.1.2 The District Treasurer shall be the Chair of the Finance Committee.
- 9.1.3 It shall be the duty of the District Finance Committee:
 - 9.1.3.1 to recommend, at the end of the fiscal year, the disposition of any funds surplus to the needs of the District.
 - 9.1.3.2 to act as an advisory body to the District Executive on financial and budgetary matters.
- 9.1.4 The District Finance Committee shall meet:
 - 9.1.4.1 at the call of the Chairperson.
 - 9.1.4.2 no fewer than two (2) times per Federation year.

9.2 District Communications & Political Action Committee

- 9.2.1 The District Communications & Political Action Committee shall consist of the Unit Communications & Political Action Officers and representatives as per each Unit Constitution.
- 9.2.2 The District Communications & Political Action Officer shall be the Chair of the committee.
- 9.2.3 It shall be the duty of the District Communications & Political Action Committee to:
 - 9.2.3.1 implement programs approved at District and Unit Annual Meetings
 - 9.2.3.2 implement special programs as approved from time to time by the District Executive.
 - 9.2.3.3 review a written copy of its monthly expenditures and approve such expenditures.
 - 9.2.3.4 to respond to Provincial Communications & Political Action Committee initiatives.
 - 9.2.3.5 To provide advice and assistance to Bargaining Unit Executives and the District Executive in regard to lobbying governments, political parties and Trustees on matters of concern to the Federation.
 - 9.2.3.6 to assist Bargaining Unit Executives and the District Executive in developing communications and public relations strategies to support the priorities of the Federation.
 - 9.2.3.7 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 Executive.
- 9.2.4 The District Communications & Political Action Committee shall meet no less than 5 times per Federation year.

9.3 District Health & Safety Committee

- 9.3.1 The District Health and Safety Committee shall consist of all Unit Health and Safety Officers and representatives as per each Unit Constitution.

9.3.2 The Chairperson shall be the District Health and Safety Officer.

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

9.3.3.1 make recommendations to the District Executive and to the Unit Executives and Councils on general matters of health and safety.

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

9.3.3.3 to receive and pursue District health and safety concerns.

9.3.4 The District Health and Safety Committee shall meet:

9.3.4.1 at the call of the District Health and Safety Officer.

9.4 District Status of Women Committee

9.4.1 The District Status of Women Committee shall consist of all Unit Status of Women Officers and representatives as per each Unit Constitution.

9.4.2 The District Status of Women Officer shall be the Chair of the Committee.

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

9.4.3.1 implement programs approved at District and Unit Annual Meetings

9.4.3.2 implement special programs as approved from time to time by the District Executive.

9.4.3.3 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 Executive.

9.4.4 The District Status of Women Committee shall meet no less than 5 times per Federation year.

9.5 District Human Rights Committee

9.5.1 The District Human Rights Committee shall consist of all Unit Human Rights Officers and representatives as per each Unit Constitution.

9.5.2 The District Human Rights Officer shall be the Chair of the Committee.

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

9.5.3.1 implement programs approved at District and Unit Annual meetings.

9.5.3.2 recommend to the Unit Executives and District Executive goals to be achieved in order to safeguard all of the human rights of members.

9.5.3.3 to recommend to the Unit Executives and the District Executive policies and actions that will uphold the objects of the Federation to ensure equity and inclusiveness in the workplace.

9.5.3.4 to provide a forum to inform, discuss, and advise on human rights issues relevant to the professional careers of all members.

9.5.3.5 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.

9.5.3.6 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 Executive.

9.5.4 The District Human Rights Committee shall meet no less than 5 times per Federation year.

9.6 District Steering Committee

9.6.1 the District Steering Committee shall be appointed, at the first Executive meeting of the Federation Year.

9.6.2 The District Steering committee shall consist of up to 5 members, but no less than 3 members, from the District and Unit Executive committees.

9.6.3 It shall be the duty of the District Steering Committee:

9.6.3.1 to produce a written set of rules of order for the orderly and efficient conduct of District

General Meetings for approval at the District General meeting.

9.6.3.2 to recommend, from time to time as necessary, changes in the procedures for the conduct of the District General meetings.

9.6.3.3 to meet prior to any General Meeting to sequence and determine the orderliness of submitted resolutions.

9.6.4 The District Steering Committee shall meet no less than 2 times per Federation year.

9.7 AMPA Delegation

9.7.1 The AMPA Delegation shall be elected and/or appointed as per Procedure #4.

BYLAW 10 – Finances and Budget

10.1 Finance Committee

10.1.1 It shall be the duty of the Finance committee to:

10.1.1.1 solicit budget requests and consider input from all District Committee Officers and the District Budget committee by March 31 for the upcoming year's budget proposal;

10.1.1.2 set a budget in time for consideration by the Executive for the next Federation year; and,

10.1.1.3 recommend to the Executive for approval, a compensation rate for mileage.

10.2 Budget Committee

10.2.1 The Budget Committee shall consist of the:

10.2.1.1 District President,

10.2.1.2 the District Vice-President,

10.2.1.3 the District Treasurer; and

10.2.1.4 the Office Manager, if the President or Vice-President is not the Office Manager.

10.2.2 The Budget Committee shall elect a Chair from amongst its members.

10.2.3 It shall be the duty of the Budget Committee to:

10.2.3.1 provide a recommended draft budget to the Finance Committee; and

10.2.3.2 provide a recommended draft contract for any staff to the District Executive.

10.2.4 The Budget Committee shall meet at the call of the Chair and no less than 2 times per year.

10.3 District Executive

10.3.1 It shall be the duty of the Executive to:

10.3.1.1. approve the budget for the following fiscal year.

10.3.1.2 approve the contracts for any employees.

BYLAW 11 – Policies and Procedures

11.1 External Policies

11.1.1 The District may, from time to time, approve external policies for the purpose of setting out publicly the District's official view and stance on any issue when it is considered to be in the interest of the members of the District to do so.

11.1.2 New policies may be approved and existing policies may be amended:

11.1.2.1 at a meeting of the Executive by a simple majority of the members qualified to vote, present and voting, provided that at least ten (10) days prior to the meeting:

11.1.2.1.1 notice of the proposed policy(ies) or amendment(s) has (have) been duly circulated to the members of the Executive and

11.1.2.1.2 by a two-thirds vote of the members qualified to vote, present and voting, if previous notice as set out in 11.1.2.1 and 11.1.2.1.1 has not been given.

11.1.2.2 at a General Meeting of the Unit by a simple majority of the members qualified to vote,

- present and voting, provided that at least ten (10) days prior to the meeting:
- 11.1.2.2.1 notice of the proposed policy(ies) or amendment(s) has (have) been given and
- 11.1.2.2.2 by a two-thirds vote of the members qualified to vote, present and voting, if previous notice as set out in 11.1.2.2 and 11.1.2.2.1 has not been given.

11.2 Internal Procedures

- 11.2.1 The District may, from time to time, approve internal procedures for the purpose of setting out publicly the District's official process for completing as specific task when it is considered to be in the interest of the members of the Unit to do so.
- 11.2.2 New procedures may be approved and existing procedures may be amended:
 - 11.2.2.1 at a meeting of the Executive by a simple majority of the members qualified to vote, present and voting, provided that at least ten (10) days prior to the meeting:
 - 11.2.2.1.1 notice of the proposed procedure(s) or amendment(s) has (have) been duly circulated to the members of Executive and
 - 11.2.2.1.2 by a two-thirds vote of the members qualified to vote, present and voting, if previous notice as set out in 11.2.2.1 and 11.2.2.1.1 has not been given.
 - 11.2.2.2 at a General Meeting of the Executive by a simple majority of the members qualified to vote, present and voting, provided that at least ten (10) days prior to the meeting:
 - 11.2.2.2.1 notice of the proposed procedure(s) or amendment(s) has (have) been given and
 - 11.2.2.2.2 by a two-thirds vote of the members qualified to vote, present and voting, if previous notice as set out in 11.2.2.2 and 11.2.2.2.1 has not been given.

BYLAW 12 – Anti-Harassment Policy and Procedure

12.1 Anti-Harassment Policy and Procedure

- 12.1.1 There shall be an Anti - Harassment Policy and Procedure in effect for all functions of the District, including but not limited to, all General, Council, Executive, and Committee Meetings.
- 12.1.2 There shall be an Anti - Harassment Appeals Procedure in effect allowing members to challenge findings arising from the aforementioned Policy.

12.2 Anti-Harassment Policy Appeals Procedure

- 12.2.1 Members of the District affected by a decision resulting from a complaint under the District's Anti - Harassment Policy may appeal this decision using the following procedure:
- 12.2.2 Within 5 days of the decision, the affected member (herein called the Appellant) shall submit a request in writing to the District President, or designate, for an Appeal Hearing.
- 12.2.3 Within 2 days of receiving the request, the District President shall appoint 3 members of the District Appeals Committee to consider the appeal.
- 12.2.4 Within 3 days, the District Appeals Committee shall meet to consider the appeal.
- 12.2.5 The District Appeals Committee shall review the complaint, the investigation process and findings, and the decision.
- 12.2.6 Following the review, the Committee shall either confirm or modify the decision.
- 12.2.7 The decision of the District Appeals Committee shall be consistent with the District's Anti – Harassment Policy.
- 12.2.8 The District Appeals Committee shall report the decision on the Appeal to the District President within 5 days after the meeting at which the Appeal is considered.
- 12.2.9 Within 2 days of receiving the decision of the District Appeals Committee, the District President shall communicate the decision to the Appellant in writing.

12.2.10 The decision of the District Appeals Committee shall be considered final and not subject to any appeal.

BYLAW 13 – Dependent Care

13.1 If a District Officer attends an OSSTF/FEESO meeting or workshop after school or on the weekend and incurs childcare costs in order to attend the meeting or workshop, the rate of remuneration shall be in line with living wage with Hamilton, payable by the District.

BYLAW 14 – District Reserves Account

14.1 The District Reserves Account shall comprise such funds as are declared surplus by the District Finance Committee.

14.2 The District Reserves Account shall be used for:

14.2.1 unforeseen or unbudgeted expenditures approved by the District Executive by motion; and

14.2.2 release time for District Officers.