TEACHERS' BARGAINING UNIT (TBU)

Constitution and By-Laws

District 18 Upper Grand

Amended
Wednesday May 6, 2026

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CONSTITUTION

Article 1: Definitions and Interpretations

(A) Interpretations:

1. References to words such as "Member," "Executive," "Council," and "General Meeting" shall refer to those for the Teachers' Bargaining Unit (TBU), unless specifically modified otherwise by the use of "District," "Provincial," or like words.
2. Definitions will be listed automatically in alphabetical order.
3. Cross-references needing changes because of the adoption of amendments will be changed correspondingly automatically.
4. If the law of Ontario prohibits any particular clause herein from being in force, then such a clause is inoperative until such time as the law does permit the action again.

(B) Definitions in the Constitution, By-laws, Policies and Special Rules:

1. "AGM" shall mean Annual General Meeting of the Bargaining Unit.
2. "AMPA" shall mean the Annual Meeting of the Provincial Assembly.
3. "Bargaining Unit" or "BU" shall be used to designate the OSSTF organization of those members for whom OSSTF holds bargaining rights under the appropriate legislation.
4. "BO" shall mean "Benefits Officer."
5. "Board" shall mean the English Language Public District School Board Number 18.
6. "CBC" shall mean Collective Bargaining Committee.
7. "Council" shall mean members of the Council.
8. "Councillor" shall mean a member of the Council.
9. "District" shall mean the District structure of OSSTF of which the TBU is a unit.
10. "ES" shall mean Educational Services.
11. "General Meeting" shall mean a meeting for all members of the BU.
12. "Member" shall mean an Active Member unless stated otherwise.
13. "Officer" shall be any person elected or appointed by a General Meeting, the Council, or the Executive to represent the BU within assigned responsibilities. An Officer shall report to the Executive of the appointing body.
14. "OSSTF" shall mean the Ontario Secondary School Teachers' Federation.
15. "OTF" shall mean the Ontario Teachers' Federation.
16. "Policy" shall mean a stated position or stand taken by the BU in accordance with its Constitution and By-Laws on matters whose resolution is beyond the internal legislative power of the BU.
17. "Provincial" shall refer to the organizational structure of OSSTF.
18. "Representative" is a person who has been appointed by the Council to represent the BU on that body after the BU has been invited to send a representative.
19. "Standing Rules" shall mean the relevant Rules of Order used at the last AMPA preceding the AGM.
20. "Spending Authority" shall mean a person empowered under the by-laws to authorize expenditure of funds.
21. "Special Rules" shall mean rules related to the administration of the BU or rules of order for the BU not covered by the Provincial Constitution and Regulations, or the District Constitution and By-Laws.
22. "Statutory Leave" shall mean the following types of leave as per the Employment Standards Act: pregnancy, parental, personal emergency, family caregiver, family medical, critically ill child care, organ donor, reservist, and crime-related child death or disappearance leave.

23. "TPA members" means the members of OSSTF under the requirements of the Teaching Profession Act who are contract teachers, until the Occasional Teachers' Bargaining Unit is consolidated with it, after which time it shall mean the members of OSSTF who are Part X Education Act Members.
24. "Vote" shall mean a vote of those members of the relevant body who are present at the meeting, qualified to vote, and voting.
25. "Workplace" shall be a location where an OSSTF member is employed.

Article 2: Repugnancy

(A) Any part of the Constitution, By-Laws, Policies, or Special Rules or any amendment thereto, which is repugnant to the Provincial Constitution and Regulations, or the District Constitution or By-Laws is hereby declared null and void.

(B) All former Constitutions of the BU are hereby declared null and void.

(C) All existing By-Laws, Policies and Special Rules of the BU, insofar as they are repugnant to any part of this Constitution are hereby declared null and void.

(D) Meetings of Bargaining Unit and the Branches shall be conducted in accordance with the Rules of Order as outlined in the current OSSTF/FEESO Constitution and Regulations.

(E) All meetings must allow for simultaneous aural communications as per the most recent editions of the OSSTF/FEESO Internal Rules of Order.

Article 3: Name, Membership and Rights

(A) The name of the TBU of the District shall be Upper Grand.

(B) Each member must be:
1. A member in good standing of OSSTF;
2. Employed by the Board; and
3. Eligible under legislation of the Province of Ontario to be a member.

(C) Each member has the same rights, duties and responsibilities under the by-laws of OSSTF.

(D) All Executive, Council and Branch Executive members must be members of the TBU at their election or appointment and during their term of office, and be Active Members of OSSTF.

Article 4: Organization

(A) There shall be an Executive consisting of at least the following offices. Each of these offices will have one vote on Executive and on Council unless otherwise stated. Where one individual holds two or more offices, that individual may have only one vote:
1. Past President (non-voting)
2. President (voting)
3. First Vice President (voting)
4. Second Vice President (voting)

5. Secretary (voting)
6. Treasurer (voting)
7. Chief Negotiator (voting)
8. Benefits Officer (voting)
9. Parliamentary Chairperson/Constitution Officer (non-voting)
10. Political Action Officer (voting)
11. Health and Safety Officer (voting)
12. Educational Services Officer (voting)
13. Equity and Anti-Racism, Anti-Oppression Officer (voting)

(B) The number of Executive offices shall be expanded beyond the minimum number of officers identified above when:
1. There is such a requirement under the Provincial Constitution and Regulations; or
2. Additional By-Laws are adopted by a General Meeting describing such office and duties, stating that such an officer is a member of the Executive.

(C) The number of members on the Executive may be expanded by including members of the BU who fill a position on the District Executive, upon adoption of a motion for this purpose by the Executive and ratification by Council.

(D) Nomination Procedures:
1. The secretary or a designate determined by the Executive, shall receive the nominations for elected officer positions.
2. The membership will be informed in writing at least six (6) weeks prior to the General Meeting which officer positions are up for election that year.
3. Members running for office each year must be nominated by two other members and those nominations be received by the secretary, or the designate, at least two (2) weeks prior to the Annual General Meeting.
4. The names of all nominees will be distributed to members via the TBU email distribution list, and where possible in work sites, at least one (1) week prior to the Annual General Meeting.
5. Nominees may be available at the Annual General Meeting to answer any questions from those members in attendance.
6. Offices which remain vacant on the day of the Annual General Meeting may be filled by nominations from the floor and as necessary by elections.

(E) Terms and Years:
1. A year of office in the Bargaining Unit and Branches shall be from July 1st to June 30th.
2. The Officers elected at the Annual General Meeting shall have a term of office for two years.
3. The following offices shall be arranged for election at the Annual General Meeting:
   Even-numbered years: President, Treasurer
   Odd-numbered years: Vice-Presidents, Secretary
4. The following offices shall be appointed by Executive, subject to the approval of Council, at the last Council meeting in the Federation Year.
   Even-numbered years: Parliamentary Chairperson/Constitution Officer, Educational Services Officer, Equity and Anti-Racism, Anti-Oppression Officer
   Odd-numbered years: Benefits Officer, Health and Safety Officer, Political Action Officer
5. The Chief Negotiator will be appointed as per By-Law 21: Chief Negotiator Section (C)

(F) There shall be a Council, of which each member will have one vote, consisting of:
    1. The Executive; and
    2. Each Branch President and Branch Vice-President, or their designate.

(G) There shall be Committees consisting of the terms and parameters outlined in By-Law 5.

(H) a. Workgroups, and parameters of the workgroup, will be established by a motion passed by one of the following bodies of the TBU:
    i) the Executive;
    ii) the Council; or
    iii) the AGM

    b. The term of a workgroup shall be a maximum of 1 year, unless otherwise established by the motion which creates the workgroup.

Article 5: Branches

(A) Each secondary school operated by the Board shall constitute a Branch, comprised of the OSSTF contract secondary teachers who have been assigned to that school.

(B) Those OSSTF contract secondary teachers that are not assigned to a secondary school operated by the Board shall constitute a Branch Specialized Program Teachers, or Branch SPT for short.

(C) Where an OSSTF contract secondary teacher is assigned to multiple Branches, they will be a member of each Branch, but may only take on an active OSSTF TBU Branch role (ex. Branch Representative, Branch Voting Delegate) at the one (1) Branch where the majority of their time is assigned at the time of the OSSTF TBU role.

Article 6: General Meetings

(A) Power and Quorum:
A General Meeting as the supreme legislative body of the BU may perform any lawful act of any body of the BU. The quorum required at a General Meeting, excluding the Annual General Meeting, is 50 members representing at least three (3) Branches.

(B) Annual General Meeting
    1. There shall be an Annual General Meeting:
        a. To discuss the business of the BU, to receive reports;
        b. To elect Executive members as determined by the Constitution and By-Laws;
        c. To elect AMPA Delegates as determined by the By-Laws;
        d. To amend the Constitution and By-Laws;
        e. To approve a change in the levy.
    2. The quorum required is 40% of the voting delegates representing at least three (3) Branches.

(C) Other General Meetings
    1. There shall be a General Meeting at such other times as may be determined by the Executive; or
    2. As outlined in By-Law 1: General Meetings Section (B).

Article 7: Provincial Organization

(A) There shall be a Provincial Councillor as specified in the Provincial Constitution and Regulations.

(B) There shall be Representatives to the Provincial Assembly of the OSSTF as specified in the Provincial Constitution and Regulations.

Article 8: By-Laws

(A) The BU may adopt any By-Laws not inconsistent with the Constitution and By-Laws of the BU, District, and Provincial OSSTF Constitution and Regulations concerning:
    1. The management of its property, its funds, and its own internal organization and administration;
    2. The establishment of special and standing committees; and
    3. All other matters deemed necessary and convenient for the good and welfare of the members, or of the conduct of the business of the BU.

Article 9: Amendments of Constitution or By-Laws

(A) Proposing Amendments with Notice:
    1. Any member proposing an amendment to the Constitution or By-Laws shall give notice in writing to the BU Secretary or directly to the Parliamentary Committee along with a copy of the proposed amendment not less than thirty (30) days from the date of the AGM.
    2. At least one (1) week prior to the AGM, the Secretary shall send the information in writing to the President and Parliamentary Committee and to the Branch Presidents for notification to the members.
    3. The vote on the proposed amendment shall occur at the AGM.
    4. The vote required for adoption of a Constitution amendment is two thirds (2/3) vote, and for By-Law amendment is a simple majority (1/2).

(B) Amendments without Notice:
Apart from the process in Article 9(A), any proposed amendments shall require at an AGM subject to a nine-tenths (9/10) vote for adoption of a Constitution amendment and three-quarters (3/4) for adoption of a By-Law amendment.

(C) Council Authority:
In addition to the established procedure for amending the Constitution and By-Laws at an AGM, the Council may adopt amendments by a simple majority vote only under the following conditions:
    1. Recent meeting of Provincial Assembly approved a change to the Provincial Constitution and Regulations; and
    2. Such change produced an inconsistency in the BU's Constitution or By-Laws; and
    3. The Parliamentary Committee proposes supplementary changes which will preserve the intent of the change produced by the recent action but which will remove the inconsistency.

BY-LAWS

By-Law 1: General Meetings

(A) Convening:
1. All General Meetings shall be held in a central geographical location unless otherwise approved by a two-thirds (2/3) vote at Council.
2. To be a properly called meeting:
    a. Branch Representatives must receive the notice from the BU Secretary at least two (2) full school days before the meeting is to be held, and
    b. The notice must state the time, place, and exact purpose of the General Meeting

(B) A General Meeting must be called upon the receipt by the Secretary of a written petition signed by at least fifty (50) members representing at least three (3) Branches. The General Meeting shall be set for a date within 15 school days after the Secretary has received the required number of signatures. If the signatures appear on more than one petition, then the required number of signatures must be received by the Secretary within 14 calendar days of the receipt of the first such petition.

(C) Secret Ballots:
1. A secret ballot will be taken:
    i. For the election of offices at the Annual General Meeting, as per Article 4 (E) (3), when there is more than one candidate; otherwise, the position will be filled by acclamation
    ii. When a motion has been passed at the General Meeting to hold a secret ballot on a specific motion.
2. When a secret ballot is to be taken, the Executive shall provide ballots, voting stations and poll clerks.
3. Members receiving ballots might be required to verify their membership and their right to vote.
4. The Executive shall appoint members to count the ballots and to report to the presiding officer.
5. For the purposes of the election of offices with more than one candidate:
    i. To be elected to office the candidate must receive a majority of the votes cast (greater than 50%). If no candidate receives a majority of the votes cast, the candidate with the fewest votes will be dropped from the ballot and a further ballot shall be held.
    ii. In the event of a tie between candidates, a further ballot will be held between these candidates. If a tie occurs a second time, a third ballot will be held between the tied candidates. If a tie occurs following a third ballot, the candidates shall draw lots to determine who is elected.
6. All ballots will be destroyed at the end of the meeting where the secret ballot was held.

(D) Annual General Meetings:
1. Annual General Meetings shall be open to all Members of the Bargaining Unit.
2. Voting Delegates for the Annual General Meeting are:
    a. The voting members of BU Executive, and
    b. Two (2) members of each Branch Executive with one additional delegate for each 25 (or major fraction thereof) of each Branch's Full-time Equivalent membership.
3. Where one individual holds two or more offices, that individual will have only one vote.
4. Each Branch President shall inform the BU President of the names of the Branch's voting delegates 14 calendar days prior to the BU AGM.

5. Standing Rules will be used. These rules will be available to AGM delegates, and will be explained by the Speaker at the beginning of the meeting.

By-Law 2: Duties of Members

(A) It shall be the duty of the members:
1. to elect the officers as required under the Constitution and By-Laws;
2. to receive and act upon reports and communications from the OSSTF;
3. to receive, determine action to be taken, and act upon reports and communications received from the Executive, Council, and Committees established by the membership;
4. to consider matters of general interest to education as they affect the OSSTF;
5. to adopt By-Laws necessary for the transaction of any article of the Constitution;

By-Law 3: Council

(A) Meetings:
1. There shall be a Council meeting at least five (5) times during the school year.
2. Council shall meet:
    a. At the call of the President, or
    b. At the request of three (3) Councillors, who make their request in writing to the Secretary
3. Only members of Council shall have the right to vote at Council meetings
4. A quorum for a Council meeting shall consist of a minimum of twelve (12) Council members, with a minimum of seven (7) Branches represented.
5. When the Chair of Council deems necessary, Standing Rules may be implemented.

(B) Duties:

It shall be the duty of the Council:
1. To receive, determine actions to be taken, and act upon reports and communications from the OTF, OSSTF, Provincial Committees, and BU or District Committees appointed by Council, and members;
2. To consider matters of general interest to education as they affect the OSSTF;
3. To approve or amend the budget;
4. To determine the appointments of:
    a. The non-elected Executive members according to the By-Laws;
    b. The representatives of the BU to Board Committees and/or joint BU/Board Committees;
    c. The representatives of the BU to the other bodies, but which representatives are not elected by the members of the BU;
5. To ratify the actions of the Executive, or censure members of Executive and representatives of the BU appointed by Council;
6. To meet when called;
7. To adopt Special Rules and Policies when necessary;
8. To act in the name of the Bargaining Unit between General Meetings.

By-Law 4: Executive

(A) Meetings:
1. There shall be an Executive Meeting at least four (4) times during the school year.
2. The Executive shall meet:
    a. At the call of the President;

b. Upon written request of two (2) members of the Executive to the Secretary.

3. A quorum for an Executive meeting shall consist of a minimum of four (4) voting Executive members.

(B) Duties:

It shall be the duty of the Executive and its members:

1. To promote within the BU the aims and objectives of the OSSTF;
2. To meet as specified in part (A) above;
3. To carry out the instructions of the Provincial OSSTF Executive and the Council;
4. To deal with all matters brought before it by Branches, Committees, and/or members, and which, in its opinion, require action before the next regular Council meeting;
5. To send to the TBU Secretary an electronic copy of their report to Council five (5) days prior to a regularly scheduled Council meeting to keep the membership informed of its activities through a written report at each regularly scheduled Council meeting;
6. To inform the Provincial Executive of any matters adversely affecting the welfare of the OSSTF or one or more of its members;
7. To act as a committee dealing with all areas of responsibility and ethics affecting the TBU members within the District;
8. To act in the name of the BU between meetings of the Council, with such actions being subject to the ratification of Council at its next meeting;
9. To annually review all BU appointments subject to the approval of Council;
10. To appoint an alternate to represent the Bargaining Unit for all or part of a Provincial Council meeting should the Bargaining Unit President be unable to attend;
11. To appoint an alternate to represent the Bargaining Unit for all or part of the CBC Regional meeting and/or Special Meeting of the Presidents and Chief Negotiators should the Bargaining Unit Chief Negotiator be unable to attend; and

By-Law 5: Committees

(A) It shall be the duty of the Chairperson:

1. To call and chair meetings of the committee;
2. To ensure the functioning of the committee in accordance with the Constitution and By-Laws and the terms of reference set by the establishing body;
3. To report in writing to the Executive, the Council, and the establishing body the activities, findings, and/or recommendations of the Committee;
4. To act as the liaison to other Committees, the establishing body, Executive, and Council;
5. To keep the President informed of the time, date, and place of each Committee meeting; and
6. To supervise the organizing of the Committee

(B) Standing Committees:

1. Shall be composed of the Chairperson and at least one (1) other person, such person having a one (1) year term from July 1st to June 30th.
2. Standing Committees have an obligation to keep the membership informed of their activities.
3. All Standing Committees shall keep accurate minutes of each meeting of the Committee and a copy of the minutes shall be sent within fifteen (15) days of the meeting to the BU's Secretary and President.
4. The minutes of the Standing Committee shall be confidential to the Committee and Executive.

5. Should the Council or membership wish to reverse a decision established by a Standing Committee, the Council may do so by a two-thirds (2/3) vote, or the membership by a simple majority (1/2) vote at a General Meeting.
6. Each Standing Committee may recommend to the Executive a candidate for appointment as Chairperson in the case where the Executive has the responsibility for making an appointment.

(C) Decisions:
The decision to publish findings, to implement suggested policies, or to embark on courses of action recommended by a Committee shall be the responsibility of the establishing body or it's designate.

(D) The Standing Committees are:
1. Collective Bargaining Committee:
    a. The Collective Bargaining Committee shall consist of:
        i. The Chief Negotiator who will become the Chairperson of the committee; and
        ii. The Branch Collective Bargaining Committee Officer or designate.
    b. It shall be the duty of the Committee:
        i. To collect information from members, and provide recommendations on the proposed negotiable concerns to the Table Team; and
        ii. To monitor the implementation of the Collective Agreement.
2. Grievance Committee:
    a. The Grievance Committee shall consist of:
        i. The Grievance Officer; and
        ii. The President
    b. It shall be the duty of the Committee:
        i. To file grievance with the Board when it is in the collective interest of the BU.
3. Grievance Appeals Committee:
    a. The Grievance Appeals Committee shall consist of:
        i. The BU Executive excluding members of the Grievance Committee.
    b. It shall be the duty of the Committee:
        i. To deal with grievance appeals according to the Grievance Appeals Procedures.
    c. Grievance Appeals Procedures:
        i. The Grievance Officer must inform the potential Griever of the right to appeal the Grievance Committee's decision.
        ii. If the Grievance Committee denies that the complaint is a grievance, the Griever has the right of appeal to the Grievance Appeals Committee.
        iii. In the event of an appeal, the Grievance Officer must explain to the Grievance Appeals Committee, in Executive Session, the reason for the Grievance Committee's decision.
        iv. If the Grievance Appeals Committee denies the appeal the Grievance Appeals Committee must inform the Griever that the appeal was denied.
        v. The decision made by the Grievance Appeals Committee shall by final.
4. Benefits Committee:
    a. The Benefits Committee shall consist of:
        i. the Benefits Officer, who becomes the Chairperson of the committee;
        ii. the Branch Benefits Officer or designate;
        iii. the Chief Negotiator;
        iv. the Treasurer; and
        v. observers invited to attend who will have speaking rights, but no voting rights.
    b. It shall be the duty of the Committee;
        i. to provide information to members on the various OSSTF benefits programmes and the procedures involved;

ii. to maintain a record of enquiries; and
iii. to advise the Executive on the management of the TBU Benefits package.

c. A quorum of the Committee is eight (8) voting members of whom at least six (6) must be Branch representatives.
d. When consensus on a decision is not available within the committee, then a motion to decide the issue will require at least 65% in favour of those present, qualified to vote, and voting.

5. Parliamentary Committee:
   a. The Parliamentary Committee shall consist of:
      i. The Parliamentary Chairperson/Constitution Officer, who becomes the Chairperson of the committee; and
      ii. at least one (1) other person as appointed by Council at the last Council meeting of the previous Federation year.
   b. It shall be the duty of the Committee;
      i. To become familiar with and knowledgeable of parliamentary rules of order and the BU Constitution, By-Laws, Policies and Special Rules;
      ii. To advise the Executive, Council and General Meeting on proper parliamentary procedures;
      iii. To interpret the Constitution, By-Laws, Policies, and Special Rules of the BU as required; and
      iv. Review the Constitution, By-Laws, Policies, and Special Rules, and proposed amendments thereto.
6. Health and Safety Committee:
   a. The Health and Safety Committee shall consist of:
      i. The Health and Safety Officer who becomes the Chairperson of the committee; and
      ii. The Branch Health and Safety Representative or designate.
   b. It shall be the duty of the Committee:
      i. To meet a minimum of three (3) times for training and sharing information regarding their duties; and
      ii. To participate in Health and Safety training programs as available.
7. Educational Services Committee
   a. The Educational Services Committee shall consist of:
      i. The Educational Services Officer who will become the Chairperson of the committee; and
      ii. The Branch Educational Services Officer or designate.
   b. It shall be the duty of the Committee:
      i. To assist Branch ES Officers in organizing in-school PD;
      ii. To supervise the allocation of BU PD monies and establish criteria for such requests;
      iii. To act as liaison with sources of funding outside the BU; and
      iv. To ensure there are members, where the Committee deems necessary, to act as the BU's representative in dealing with other affiliates in PD matters.
   c. For the purposes of altering reimbursement criteria of TBU PD monies to members for personal professional development, a quorum of 7 voting committee members is required.
8. Finance Committee:
   a. The Finance Committee shall consist of:
      i. The Treasurer who will become the Chairperson of the committee; and
      ii. Up to four other TBU Members, as appointed by Council at the last Council meeting of the previous Federation year.
   b. It shall be the duty of the Committee:

i. Receive and consider requests for the next year's proposed budget, and prepare a proposed balanced budget, along with any recommendations; and
ii. Consider and report on any financial matters referred to it by the Executive, the Council or a BU Committee.

9. Political Action Committee:
    a. The Political Action Committee shall consist of:
        i. The Political Action Officer who will become the Chairperson of the committee; and
        ii. The Branch Member Engagement and Political Organizing Representative
        iii. Other at large TBU members
    b. It shall be the duty of the Committee:
        i. To advise the Executive on matters concerning political action aimed at serving the interests of members at all levels of government
        ii. To implement political action activities approved by Provincial OSSTF and/or the TBU Executive
        iii. To keep members informed on political issues and concerns relevant to their role(s)
10. Equity Committee
    a. The Equity Committee shall consist of:
        i. The Equity, Anti-Racism & Anti-Oppression Officer who will become the Chairperson of the committee; and
        ii. Up to three (3) other TBU members as appointed by Council at the last Council meeting of the previous Federation year.
    b. It shall be the duty of the Committee:
        i. To meet up to three (3) times per year
        ii. To advise the Executive on matters concerning diversity, equity and inclusion, as it may relate to policies and/or concerns of the membership
        iii. To assist in the creation and maintenance of accessible and inclusive local practices and processes to remove barriers to participation
        iv. To provide training opportunities to the membership regarding diversity, equity and inclusion

By-Law 6: Provincial Assembly

(A) Representatives and Alternates:
Representatives and alternates to the Provincial Assembly shall:
1. Be elected at a General Meeting, called for such election prior to the Provincial Assembly which they will be attending, and have a one-year term of office from July 1st to June 30th;
2. Attend the Assembly as a representative of the electing unit;
3. Review all information necessary for the Assembly;
4. Meet together in order to select items of importance to the BU;
5. Receive the comments of the branches on the information;
6. Report to the members via the Council;
7. Constitute the BU's Assembly Committee; and
8. Resign if they find their attendance at the Assembly Committee meetings or at the full Assembly is not possible so that a replacement may be appointed.

(B) Alternate's Duties:
It is the duty of the alternates:
1. To be in the Assembly hall during meetings to replace the Representatives as necessary; and
2. To act as a representative as assigned by the President.

(C) Electing Representatives and Alternates:

1. Election of Representatives may occur at the Annual General Meeting.
2. The President shall fill a position of an elected Representative immediately after being elected as the Bargaining Unit President.
3. The election of Representatives and Alternates will be held by having each voting member cast one vote for up to the remaining number assigned by the Provincial Office. On the balloted returns, the votes will be ranked by vote count. The position of Representatives and Alternates will be filled in order of the number of positions allowed by Provincial Office
4. The second Alternate will be tentatively scheduled to attend the Annual Meeting of the Provincial Assembly, unless the Council decides otherwise no later than the month of January immediately prior to the Annual Meeting of the Provincial Assembly.
5. The returns list for the position of Representatives and Alternates shall be filed with the President in order of vote count.

(D) Vacancies for Representatives and Alternates:

1. When a vacancy occurs in the position of Representatives or Alternates then the position shall be filled by a person according to the order on the returns list of the vote count at the previous General Meeting for election for those offices, subject to the person's consent.
2. If there are no names on the returns list after the allowed number of Representatives and Alternates, or
3. If there are no persons consenting to be appointed to fill the vacancy, then the position will be advertised if time permits.
4. In cases of emergency not covered by (1), (2), or (3), the President may appoint replacement candidates.

By-Law 7: Branch Organization

(A) Branch Representation

It shall be the duty of the Branch President and Vice-President, or their representatives:

1. To represent at Council the interest of their Branches;
2. To act as liaison between Executive and Council, and the Branch members;
3. To advise and direct the Executive at Council;
4. To keep their Branch members informed by holding Branch meetings regularly;
5. To send one copy of the minutes of Branch meetings to the BU Secretary within ten (10) days of the meeting; and
6. To discuss all Branch motions concerning TBU matters at Council before forwarding these motions to the Board or its Administration.
7. To hold a Branch meeting at least 14 days prior to the Annual General Meeting and elect the assigned number of voting delegates; and
8. To assign one Delegate to act as the Delegation Leader who may appoint alternates for the Branch at the AGM if required.

(B) Branch Operation:

1. Each branch may have a Constitution, but shall file a copy with the BU Secretary. It must not conflict with the Constitution and By-Laws of the BU, the District, and the Provincial OSSTF Constitution and Regulations.
2. The minimum number of Offices shall be President and Vice-President. Other offices may be used as necessary by the Branch.
3. The Term of Office for the Branch Executive shall be July 1st to June 30th.
4. The President of the BU shall be an ex-officio member of each Branch.
5. Any vacancy to a term of office for a Branch Officer will be filled as per By-Law 13: Leaves & Vacancies from Federation Office Section (C).

(C) Standard Branch Constitution:
The Branch Constitution in Appendix A shall apply to each Branch in the BU, unless a Branch specifically adopts a Branch Constitution which is in agreement with By-Law 7: Branch Organizations Sections (A) and (B) but different from the one in said Appendix, and files notice of the new one with the BU Secretary.

By-Law 8: Policies and Procedures

(A) Creation of Policies and Procedures
1. Policies and procedures may be created by the BU Executive, Standing Committee Chairpersons, and the BU Council but must be approved at the Annual General Meeting; or
2. By the Council at a Council meeting under the conditions that
   a. A previous notice of at least the previous Council meeting has been given;
   b. The content of the proposed policy statement or action has been given in the notice of the meeting;
   c. The vote is a two-thirds vote; and
   d. All motions under section (2) shall be considered interim until ratified or rescinded at the next Annual General Meeting notwithstanding part (1), (2b) and (2c)

(B) Policies may be amended by TBU General Meetings by a:
1. Majority vote of the members qualified to vote, present and voting, provided that notice of the proposed policy or amendment shall have been given in accordance with Article 9; or
2. Three quarters vote of the members qualified to vote, present and voting if no notice is given.

By-Law 9: Levy

(A) The TBU Levy pays for the cost of members on Federation Leave.

(B) The TBU levy will be based on a report and recommendations from the Treasurer which will include consideration of the surplus of the Levy account from the previous years and the projected rebate from the Employment Insurance in calculations.

(C) The District Annual General Meeting may approve an additional levy, with such recommended amounts being sufficient to pay, in appropriate pro-rated percentage factor form, for both the cost of release time of members on Federation Leave for District service and secretarial time for the District Office.

(D) The Levy, as authorized by the Members, shall be deducted from the members' first paycheque in each school year, and the levy deduction amount shall be included on the T4 slips with the OTF or Union deductions in the year in which the deduction is made.

By-Law 10: Finances

(A) Budget:
The Council:
1. Shall adopt a budget at the September Council meeting; and
2. May amend the budget at later meetings.

(B) Spending Authorities:
1. The Treasurer and President are Spending Authorities.
2. The Chairperson of a Committee is a Spending Authority for its expenses.
3. Any disagreement among Spending Authorities shall be resolved by motion by the Executive
4. By motion, the Executive, the Council, or a General Meeting may authorize the expenditure of funds.

5. Between July 1st and the budget being passed by Council, the Treasurer and the President have authorization as the Spending Authority.

(C) Expenses:

1. Expenses for reimbursement to members must be supported in writing prior to reimbursement.
2. Receipts are required for all expenses, where such receipts are obtainable.
3. Any expenditure beyond the approved budget values shall require by motion the prior approval of Council. A General Meeting is not bound by the process of the preceding sentence.

(D) TBU Mileage Rate

1. The TBU Mileage rate will be set for the Federation fiscal year (July 1st to June 30th) based upon the annual CRA 'Reasonable per Kilometre Allowance Rate' from the previous January, and that 10 cents/km be added for each additional passenger when carpooling.

(E) Reserve Funds:

1. Reserve funds are generated from surpluses in the Operating, Educational Services, Benefits, and Levy accounts.
2. Reserve funds will not exceed the equivalent of the full true cost of these accounts and a Local Member Protection Account that can reach the difference between strike pay and a local strike pay top-up of 2 weeks for all TBU Members at 75%.
3. The Reserve funds may be used for the accounts that generated the reserve fund or the Local Member Protection Account by a motion of the Executive.

By-Law 11: Officers and Representatives

(A) An Officer shall be any person elected or appointed by a General Meeting, the Council, or the Executive to represent the BU within assigned responsibilities. An Officer shall report to the Executive and the appointing body.

(B) All Representatives to an external body must receive Council approval, where a Representatives is a person who has been appointed by the Council to represent the BU on that body after the BU has been invited to send a representative. Such representatives may be nominated to Council by committees within the BU.

(C) Unless constrained by the By-Laws or specified otherwise at the time of election or appointment, the term of office of a Representative shall be one year from July 1st to June 30th.

(D) A Representative shall file a report with the Executive and the appointing body for each of their meetings after each meeting of the body or associated activity.

By-Law 12: Procedures for an Appointment to Office

(A) Notwithstanding By-Law 21: Chief Negotiator Section (B), a notice of an Appointment to Office will be sent to the Membership a minimum of 10 days prior to the Executive Meeting where the appointment will be made.

1. Interested candidates must submit a letter of interest, which includes the names and contact information of at least two nominating TBU members to the TBU President or designate by the deadline stated in the notice of an Appointment in order for the individual to be considered a candidate for appointment
2. All candidates will be invited to a meeting of Executive at which an appointment would be made.
3. In Executive Session with the TBU Executive only, each candidate, will have the opportunity to meet with the Executive and answer questions. The candidates will meet with the Executive in the following order: the candidate who is the incumbent, followed alphabetically by any other candidate who is an Executive Member and then alphabetically by any other candidate.

4. Appointment will be made by ballot.
5. Balloting will happen after all candidates have had an opportunity to address Executive. Each Executive Member will have one vote.
6. In order for a candidate to be appointed, they must receive a majority of the votes.
7. The phrase "receive a majority of the votes" shall mean that the candidate's vote total exceeds 50% of the number of Executive present, qualified to vote and voting.
8. If no candidate receives a majority of the eligible ballots, the candidate with the fewest votes will be dropped from the ballot and a further ballot shall be held.
9. In the event of a tie between candidates, a further ballot will be held between these candidates. If a tie occurs a second time, a third ballot will be held between the tied candidates. If a tie occurs following a third ballot, the candidates shall draw lots to determine who is elected.
10. If one candidate remains on the ballot and does not receive a majority of the votes, the position for appointment will be re-advertised.
11. All ballots will be destroyed at the end of the Executive meeting.

By-Law 13: Leaves & Vacancies from Federation Office

(A) Leaves:

1. When an Executive or Branch Officer is on a statutory leave, sick leave or board approved leave, the officer will notify the TBU President and TBU Parliamentary Officer whether or not they will be able to continue to fulfil the duties of their role while on the leave. If the officer is unable to fulfil the duties of their role while on the leave, a temporary vacancy of the role will be declared.
2. Leaves are subject to the term of office, and shall not supersede re-election to office.
3. A leave does not constitute a permanent vacancy. A Bargaining Unit Executive position that is vacant as a result of a leave shall be filled temporarily, where possible, as per By-Law 12: Procedures for an Appointment to Office. A Branch Officer position that is vacant as a result of a leave shall be filled temporarily as per the procedures in By-Law 13: Leaves & Vacancies from Federation Office Section (C).
4. A vacancy due to a leave shall be deemed temporary and the Executive member or Branch Officer shall return to their position held prior to the leave upon their return.

(B) Vacancies of Bargaining Unit Officers:

1. A vacancy during the term of office of a BU Officer shall be filled by a member appointed by the Executive.
2. The BU Executive will publicize the vacancy as per By-Law 12: Procedures for an Appointment to Office and will collect the names of all interested candidates to be discussed at an Executive meeting.
3. The appointment to fill a vacancy is subject to the approval of Council.

(C) Vacancies of Branch Officers:

1. A vacancy during the term of office of a Branch Officer shall be filled by a member appointed by their Branch Executive.
2. The Branch President will publicize the vacancy at least 1 week prior to a meeting of the Branch Executive.
3. The appointment to fill a vacancy is subject to the approval of the simple majority of the Branch Executive.
4. Notwithstanding (3) above, should there be only one applicant to fill the vacancy, that applicant shall be acclaimed to the position.

By-Law 14: Removal from Office

Members may be removed from office following procedures outlined in Regulation 6: Judicial Council of the Provincial OSSTF Constitution and Regulations.

By-Law 15: Negotiations

(A) Table Team:
1. The Table Team will consist of the Chief Negotiator, President and up to four (4) additional members selected by the Chief Negotiator after considering input from the CBC and Executive.
2. The Table Team will prepare the proposed brief, present the proposed brief to the Board, and negotiate with the Board.

(B) Agreements:
1. All negotiable concerns which are to be presented to the Board shall be presented at an information meeting consisting of members of the Executive, Council and the CBC Committee, before the Table Team meets with the Board Negotiators.
2. Following the Table Team reaching a tentative Collective Agreement with the Board it will be presented to the Executive for possible recommendation to the membership, prior to an information meeting of the membership.
3. If possible, two (2) information meetings at which members will receive an explanation of the tentative Collective Agreement from the Table Team representative(s) will be held. Information meetings may be held in-person or virtually. At minimum there will be one (1) information meeting.
4. The tentative Collective Agreement/ or Amendments to the Collective Agreement must be provided to the membership at least the working day before the ratification vote.
5. Ratification Vote:
    a. The vote on the tentative Collective Agreement shall be held at each of the UGDSB Secondary Schools and the District 18 Office by a secret ballot following procedures published to each member at least 48 hours in advance of the vote.
    b. The ballots shall not be counted at the voting location, but shall be taken to the District Office to be counted there together without identifying voting locations.
    c. During pandemic restrictions electronic balloting can be used.

(C) Resumption by the Provincial OSSTF:
In Resumption by the Provincial OSSTF of Collective Bargaining by the Provincial Executive of OSSTF, the membership may approve the terms of the Memorandum of Agreement between the BU and the Province. This Memorandum of Agreement may contain clauses conflicting with the Constitution, By-Laws, Policy, or Special Rules of the Bargaining Unit, and such Memorandum of Agreement shall take precedence over the above documents with respect to Collective Bargaining for the duration of any such Resumption by the Provincial OSSTF.

(D) Central negotiations and ratifications will follow the Provincial OSSTF Constitution, Regulations, Policy and/or Rules.

By-Law 16: Past President

(A) It shall be the duty of the Past President to act in an advisory capacity to the President and the Executive.

(B) The retiring President shall be the Past President at the conclusion of the term of office as President providing they continue to be a member of the TBU.

(C) The maximum term of office for the Past President is two (2) years.

By-Law 17: President

(A) Duties:
It shall be the duty of the President:

1. To be a voting member of the Executive;
2. to act as the official representative of the BU;
3. to be an ex-officio member of all BU committees;
4. to maintain contact with BU work;
5. to call Executive, Council, and General Meetings;
    a. as such meetings are required under the By-Laws; and
    b. as the need arises in the opinion of the President;
6. to represent the Bargaining Unit at AMPA;
7. to serve as the Bargaining Unit's Provincial Councillor;
8. to disseminate pertinent data from the Provincial Council / Provincial Office to the Executive and the membership;
9. to carry the concerns of the BU to the Provincial OSSTF as required;
10. to organize and conduct a retirement information workshop at the President's discretion or at Council's request;
11. to assist and support Branch representatives in the resolution of site- based issues that affect the membership;
12. to advocate for members facing disciplinary or contractual issues that cannot be resolved through the Branch representative process
13. to liaise with the employer through labour-management meetings;
14. to participate in the Board staffing process and to advocate for staff allocations that impact members;
15. to participate in Board committees that develop policy which directly impacts the membership;
16. to represent the interests of the TBU membership at District Executive meetings;
17. to attend Board meetings, or delegate such duties as may be necessary;
18. to attend all Central Bargaining meetings as called by the Provincial Executive;
19. to represent the bargaining unit for the vote on whether or not to endorse the central bargaining unit brief;
20. to represent the bargaining unit for the vote on whether or not to recommend ratification of the central bargaining unit tentative agreement;
21. to inform each Branch President of the number of voting delegates for the AGM at least six (6) weeks prior to the Annual General Meeting;
22. to assist and support Executive Officers and their committees;
23. to establish meeting dates and to set the TBU calendar for the following Federation year; and
24. to prepare the Agenda of Council Meetings, Executive Meetings and the AGM.

(B) The President's position will be arranged for election at the AGM in even-numbered years.

(C) The two year term of office of the President shall commence July 1st and end June 30th two years later.

(D) Access to Files:
The President of the BU shall have access to any and all files held by the Board or the work place administrator pertaining to the salary, benefits, home addresses, home telephone numbers and seniority information of the members.

By-Law 18: Vice-Presidents

(A) (1) It shall be the duty of the First Vice-President:

a. To be a voting member of the Executive;
b. To act in the name of and perform the duties of the President at their written request;
c. To perform other duties as request by the President;
d. To organize the Maternity/Parental leave workshops for the Membership and act as the liaison for the Membership;
e. To Monitor Board Policy development and revision;
f. To act as the Board contact for the Calendar Committee;
g. To organize New Member meetings including Board orientation and individual meetings promoting OSSTF;
h. To support and assist other Executive Members; and
i. To organize training and workshops for Members.

(2) It shall be the duty of the Second Vice-President;

a. To be a voting member of the Executive;
b. To organize and promote activities to engage Members and raise the TBU profile in the Community;
c. To act as the liaison for District engagement opportunities; and
d. To perform the duties as requested by the President.
e. To communicate pertinent information to the membership during the school years;
f. To support the use of the TBU email system; and
g. To support the use of the TBU Social Media presence with all postings:
    i. Preapproved by the President or
    ii. Preapproved by the Executive.

(B) The Vice-Presidents' positions will be arranged for election at the AGM in odd-numbered years.

(C) The two year term of office of the Vice-Presidents shall commence July 1st and end June 30th two years later.

By-Law 19: Secretary

(A) It shall be the duty of the Secretary:

1. To be a voting member of the Executive;
2. To record all minutes of Executive, Council and General meetings;
3. To receive, to answer subject to direct by Executive or Council or a General Meeting, and to keep the correspondence;
4. To keep all non-financial records;
5. To forward as directed by the Executive or Council or a General Meeting representations, recommendations, and resolutions to the Provincial Office;
6. To receive and keep the records of all BU Committees and the minutes of Branch meetings at the BU Office;
7. To prepare and distribute, at least 2 days prior to a Council meeting a report package that includes a report from all the Executive Members, Provincial, and the minutes of the last Council meeting;
8. To prepare and distribute, at least 2 days prior to an Executive meeting a report package that includes a report from Provincial and the minutes of the last Executive meeting;
9. To prepare and distribute, at least one week prior to and not more than one month in advance of the Annual General Meeting, the AGM Report Package that includes a report from all the Executive Members, Provincial, and the minutes of the General Meetings for which the minutes have not been read and approved; and

10. To keep a permanent record of the names of the membership of the Executive, Council, and Committees.

(B) The Secretary's position will be arranged for election at the AGM in odd-numbered years.

(C) The two year term of office of the Secretary shall commence July 1st and end Jun 30th two years later.

By-Law 20: Treasurer

(A) It shall be the duty of the Treasurer:
1. To be a voting member of the Executive;
2. To keep records of all monies received and disbursed;
3. To deposit all monies received in a chartered bank or financial institutions within the boundaries of District 18;
4. To issue receipts where necessary for monies received;
5. To pay all authorized accounts in accordance with such By-Laws as may be established by the BU;
6. To present to the membership at the Annual General Meeting a report of income and expenses of the previous fiscal year and interim report of the Annual General Meeting;
7. To require receipts, where appropriate, and statement, in writing, for claims for payment;
8. To administer the Health and Dental Benefit reimbursement and to maintain a record of the Benefit surplus money;
9. To sit on the Benefits Committee and make recommendations to the Committee on financial matters relevant to Health and Dental premiums;
10. To invest BU surplus funds to maximise returns without risking the principal and
11. To follow the accounting procedures as recommended by the Provincial Auditor from OSSTF.

(B) The Treasurer's position will be arranged for election at the AGM in even-numbered years.

(C) The two year term of office of the Treasurer shall commence July 1st and end June 30th two years later.

By-Law 21: Chief Negotiator

(A) It shall be the duty of the Chief Negotiator:
1. To be a voting member of the Executive;
2. To be the grievance officer of the BU, and be a member of the Benefits committee as a voting member
3. To keep their respective committee, Executive and membership informed of progress;
4. To attend all Central Bargaining meetings as called by the Provincial Executive;
5. To represent the bargaining unit for the vote on whether or not to endorse the Central Bargaining Unit Brief if the president is unable to attend; and
6. To represent the bargaining unit for the vote on whether or not to recommend ratification of central bargaining unit tentative agreement

(B) Appointment Process:
1. The Executive shall appoint the Chief Negotiator, who shall become the Chairperson of the Collective Bargaining Committee, and be responsible to the Executive
2. The Collective Bargaining Committee shall be invited by the Executive to make recommendations to the Executive for a candidate to fill the position of Chief Negotiator.

(C) Prior to commencing a new round of negotiations the Chief Negotiator's performance shall be reviewed by the TBU Executive in consultation with the TBU President and Collective Bargaining Committee. Following the

consultation process above, the TBU Executive may renew the current Chief Negotiator's tenure to declare the position vacant and advertise the vacancy.

By-Law 22: Grievance Officer

(A) The Grievance Officer who is the Chief Negotiator shall:
1. Attend all Provincial and /or District workshops pertaining to the grievance process or appoint a member from the Executive as approved by the President to attend in place of the Grievance Officer;
2. Inform the President and Executive for all requests for assistance and potential grievances;
3. Assist the President in the evaluation of alleged grievances, analysis of relevant contract terms, and development of arguments and policies in pursuing the grievance procedures;
4. Develop detailed knowledge of arguments and positions of the bargaining unit on each grievance;
5. Seek advice from appropriate sources and determine to what extent and in what areas legal counsel is required ie. Provincial/District to be confirmed by the BU Executive; and
6. Consult with any member who feels she/he has a grievance, collect relevant information, and advise the member of:
    a. Ramifications if the BY assumes and peruses the grievance,
    b. Possible alternatives to a grievance and potential remedies for a grievance, and
    c. The right and process to appeal should the grievance Committee decline to file a grievance on their behalf.

(B) See By-Law 21: Chief Negotiator Section (B) for appointment of Grievance Officer

(C) See By-Law 21: Chief Negotiator Section (C) for term of office for Grievance Officer.

By-Law 23: Benefits Officer

(A) The Benefits Officer shall:
1. Be a voting member of the Executive;
2. Prepare, distribute at Council, maintain an outline of OSSTF benefits and savings programmes available to all members, and make available all forms related to these; and
3. Act as liaison with the District and Provincial Committees and Superannuated teachers regarding benefits, and with the administrator and members of pension plans established for OSSTF members.
4. Assist Members applying for Workplace Safety & Insurance Board (WSIB) benefits, liaise with appropriate Board officials, and advocate for Members;
5. Assist Members who are experiencing difficulties at work due to health issues, liaise with appropriate Board Officials, and advocate for Members to ensure proper accommodations are in place;
6. Assist Members in their Return to Work (RTW) from health issues, liaise with appropriate Board Officials, and advocate for Members to ensure proper accommodations are in place; to ensure successful return to work; and
7. Assist Members with Long Term Disability (LTD) process, act as a resource in completing applications, follow up in support of claims, and plan and attend RTW meetings.

(B) The Benefits Officer shall be appointed by the Executive, in odd-numbered years, subject to the approval of the Council.

(C) (1) The two year term of office of the Benefits Officer shall commence July 1st and end June 30th two years later.

(2) Vacancy in Office for the Benefits Officer (BO):
    a. The Executive will advertise any vacancy in the office of the BO.

b. The Benefits Committee shall be invited by the Executive to make recommendations to the Executive for a candidate to fill the position of the BO.
c. The Executive shall appoint the BO, who shall be responsible to the Executive.

By-Law 24: Parliamentary Chairperson/Constitution Officer

(A) The Parliamentary Chairperson/Constitution Officer shall:
1. Be a voting member of the Executive and Council with the right to vote only when their vote will change the outcome under the Provincial Rules of Order, and shall count for quorum purposes at Executive or Council meetings; and
2. Be the Chairperson of all Executive, Council and General Meetings, or shall appoint a designate to chair such meetings.

(B) The Parliamentary Chairperson/Constitution Officer shall be appointed by the Executive, in even numbered years, subject to the approval of Council.

(C) The two year term of office of the Parliamentary Chairperson/Constitution Officer shall commence July 1st and end June 30th two years later.

By-Law 25: Political Action Officer

(A) It shall be the duty of the Political Action Officer:
1. To be a voting member of the Executive;
2. To assist the District and Provincial Office in political action initiatives;
3. To coordinate the political action activities of the BU;
4. To advise the Executive on political action

(B) The Political Action Officer shall be appointed, in odd numbered years, by the Executive subject to the approval of the Council.

(C) The two year term of office of the Political Action Officer shall commence July 1st and end June 30th two years later.

By-Law 26: Health and Safety Officer

(A) The Health and Safety Officer shall:
1. Be a voting member of the Executive;
2. Monitor the Acts and Regulations concerning Health and Safety, Board activities related to health and Safety, and their application to members of the OSSTF TBU;
3. Be a member of the multi-site Joint Health and Safety Committee (JHSC), who will report back to the TBU Health and Safety Committee;
4. Keep the Executive and Council informed of all matters related to occupational health and safety in the schools;
5. Promote and ensure the fair and equitable implementation of the Acts and Regulations concerning occupational health and safety as they pertain to members of OSSTF;
6. Call a minimum of three (3) meetings per year of the Branch Health and Safety Committee Representatives for training and sharing information regarding their duties;
7. Participate in Health and Safety training programs as available;
8. Collaborate with the President and the Second Vice-President to engage the membership in health and safety matters of interest to our professions; and
9. Report to Council, Executive and the AGM on Health and Safety issues.

(B) The Health and Safety Officer shall be appointed, in odd numbered years, by the Executive subject to the approval of Council.

(C) The two year term of office of the Health and Safety Officer shall commence July 1st and end June 30th two years later.

By-Law 27: Educational Services Officer

(A) The Educational Services Officer shall:
1. Be a voting member of the Executive;
2. Be the Chairperson of the Educational Services Committee (ESC);
3. Collect and approve all requests for PD funds and then submit those requests to the BU treasurer for payment;
4. Call ESC meetings on a regular basis;
5. Act as liaison between the ESC and the BU Executive; and
6. Act as liaison between the ESC and the BU Council.

(B) The Educational Services Officer shall be appointed, in even numbered years, by the Executive subject to the approval of Council.

(C) The two year term of office of the Educational Services Officer shall commence July 1st and end June 30th two years later.

By-Law 28: Equity and Anti-Racism, Anti-Oppression Officer

(A) It shall be the duty of the Equity and Anti-Racism, Anti-Oppression Officer:
1. To be a voting member of the Executive;
2. To act as a resource person in the Bargaining Unit which may include reviewing local OSSTF/FEESO policies, bylaws, events, communications and processes from an equity perspective to advance equity at the local level;
3. To build awareness on equity, anti-racism, and anti-oppressive issues;
4. To liaise with other Bargaining Units' Equity, Anti-Racism & Anti-Oppression Officers to collaborate and share resources; and
5. To support and amplify, and liaise with members of First Nations, Metis and Inuit and equity-seeking groups within the Bargaining Unit

(B) (i) The Equity and Anti-Racism, Anti-Oppression Officer shall be appointed, in even numbered years, by the Executive subject to the approval of Council.

(ii) Membership of an equity-seeking and/or equity-deserving group may be taken into consideration.

(C) The two year term of office of the Equity and Anti-Racism, Anti-Oppression Officer shall commence July 1st and end June 30th two years later.

By-Law 29: Anti-Harassment and Anti-Bullying Policy

(A) The District 18 TBU shall have an Anti-Harassment and Anti-Bullying Policy and Procedures to be followed at all OSSTF workplaces and functions.

(B) The Anti-Harassment and Anti-Bullying Policy and Procedures and any amendments to it shall be approved by the TBU membership at the AGM.

By-Law 30: Dependent Care / Pet Care

(A) Dependent Care

1. If a member of the TBU attend an OSSTF meeting or workshop (on behalf of the TBU) after school or on a non-school day and incurs Dependent Care costs in order to attend the meeting or workshop, the rate of remuneration shall be up to $15.00 per hour OR at the Living Wage established for the community in which the Member resides (whichever is higher). The maximum reimbursement for a day will be 10 hours, regardless of the number of dependents. If overnight care is needed, up to $50.00 will be provided for overnight care. Reimbursement will include immediate family members, excluding parents and guardians as eligible caregivers. A TBU Dependent Care Reimbursement Form must be submitted to receive remuneration.

(B) Pet Care

1. If any member of the TBU attends an OSSTF meeting or workshop (on behalf of the TBU) on a non-school day and incurs Kennel costs in order to attend the meeting or workshop, the rate of remuneration shall be $20.00 per day, payable by the TBU. Receipts from the Kennel must be provided.

By-Law 31: Meeting Format

All meetings of the TBU membership, including but not limited to, Executive, Council or Committee meetings, will be held either in-person or electronically. No hybrid meetings shall be held.

By-Law 32: Electronic Meetings

(A) Electronic Meetings and Rules

1. As necessary, meetings of the TBU may be held electronically.
2. Under no circumstances can any part of the electronic meeting be video or audio recorded.
3. The TBU Constitution & By-laws shall apply equally to electronic meetings as they do in person meetings.
4. Members seeking recognition of the floor shall notify the chair. For larger online meetings, it is advisable to assign someone to assist the chair by creating a Spotter's List.

(B) Electronic Meeting Platform(s)

1. The platform(s) in which these electronic meetings can be held will be designated by the TBU Executive, and paid for by the TBU as necessary.
2. The designated platform(s) must have the following features:
   i) Ability to admit participating members by the Chair of the meeting;
   ii) Ability to have a process to allow verification of members, as necessary;
   iii) Ability to identify those seeking recognition to speak;
   iv) Show text of pending motions;
   v) Show the results of a vote on a motion;
   vi) Ability for the Chair to remove non-verified participants, as necessary.
3. Platform features available for the meeting will be communicated at least 24 hours in advance to attendees. In the event of a change in attendee, the incoming attendee shall receive the same materials and instructions, where possible, prior to the meeting.
4. The 'mute all' function may be used, at the discretion of the Chair, to help manage participation and ensure the orderly assignment of the floor.

(C) Electronic Meeting: Voting

1. Where a secret ballot is required, the procedure for submitting ballots during an electronic meeting shall be communicated to members at least twenty-four (24) hours in advance, including, where applicable, the method by which ballots shall be securely destroyed.
2. Any voting or polling system/platform can be used as long as it displays the results of the vote.

APPENDICES

APPENDIX A: Standard Branch Constitution

(A) All previous Branch Constitutions of the Branch are hereby declared null and void. Anything in this Constitution, or action adopted at a meeting, which is contrary to the Constitution and by-laws of the BU, or the District, or of the Provincial OSSTF Constitution and Regulations is hereby declared null and void.

(B) The offices of the Branch Executive shall be:
1. President who will act as the Treasurer
2. Vice-President who will act as the Secretary
3. Collective Bargaining Committee member
4. Educational Services Committee member
5. Benefits Information Representative
6. Health and Safety Representative
7. Member Engagement and Political Organizing Representative

(C) All offices of the Branch Executive shall be elected by members of the Branch.

(D) Duties:
1. The President shall
    a. Fulfill the duties of the OSSTF Representative as outlined in the Provincial OSSTF Handbook; and
    b. Be responsible to the Branch membership for the Branch funds.
    c. Attend TBU Council meetings on behalf of Branch members, or appoint a designate to attend on their behalf.
2. The Vice-President shall
    a. assist the President in fulfilling the President's designated duties; and
    b. Take and keep any minutes of the Branch meetings;
    c. Send a copy of any Branch minutes to the BU Secretary.
    d. Attend TBU Council meetings on behalf of Branch members, or appoint a designate to attend on their behalf.
3. The Member Engagement and Political Organizing Representative shall
    a. Attend TBU Political Action Committee meetings,
    b. Liaise between the Political Action Officer and their Branch,
    c. Encourage members at their Branch to participate in TBU events, including, but not limited to, political action
    d. Identify members at their school who are interested in political action
    e. Assist with the planning of member engagement and political events

(E) When the BU or District Constitution or by-laws require a member to be selected from each Branch then the Branch shall select such member. Such person shall report to the Branch Executive and be responsible to the Branch through the Branch Executive.

(F) Term of Office:
1. The members of the Branch Executive shall have a term of office from 1st July to 30th June.
2. The persons selected to fill positions on Committees as established in the District or BU Constitution and by-laws shall have a term of office from 1st July to 30th June.

(G) If a vacancy occurs in any Branch office the Branch Executive may appoint a Branch member to fill the unexpired portion of the term office as per By-Law 13: Leaves & Vacancies from Federation Office Section (C).

(H) The quorum at a properly constituted Branch meeting shall be five (5) Branch members.

(I) Properly Constituted Meetings:
1. Regular meetings of the Branch shall require at least two (2) working days' notice by publication in evident locations frequented by the Branch members.
2. Special meetings of the Branch shall require at least once hour's notice during the school day by the same notice as for a regular meeting.

(J) Amendments may be made to the Constitution adopted by the Branch under the conditions that:
1. The proposed amendment has had one month's notice of motions; and
2. The amendment receives a majority vote of those members present, qualified to vote, and voting.

(K) Delegates to Annual General Meeting:
1. Each Branch is responsible for electing voting delegates to represent the Branch at the TBU Annual General Meeting:
    a. The Bargaining Unit President will inform the Branch Executive of the number of voting delegates annually.
    b. Prior to the Annual General Meeting, the Branch President will hold a Branch meeting to elect the assigned number of voting delegates.
    c. Voting delegates must be active members of the Branch.
    d. The Branch President will inform the BU President of the names of the voting delegates 21 calendar days prior to the Annual General Meeting.

APPENDIX B: OSSTF District 18 Campaign Procedures

In accordance with the TBU District 18 Constitution, members running for office must be nominated by two (2) other members and those nominations must be received by the Nominations Committee Chairperson at least two (2) weeks prior to the Annual General Meeting. The Nominations Chair will publish the names of all nominees in every worksite at least one (1) week prior to the AGM.

After nominations close (2 weeks prior to the AGM) all candidates running for office will be contacted by the secretary, or designate, identifying all nominees. Each candidate may provide one page (8 ½" x 11") of campaign literature to the secretary, or designate, between 8 and 14 days prior to the Annual General Meeting. Literature could include: Federation experience, credentials, and reasons why that person would be able to provide leadership on the Teachers' Bargaining Unit Executive. 1 week prior to the AGM campaign literature will be posted to the TBU website and distributed via the TBU email distribution list. These are to be the only platforms by which campaign literature will be distributed to members.

At the AGM, candidates will have the opportunity to address the General Assembly. The length of speeches shall be no more than the following:

President 5 minutes
Vice-Presidents 3 minutes
Treasurer 3 minutes
Secretary 3 minutes

If a candidate is unable to attend the General Assembly, they may submit a written statement to be read by the Chair of the meeting. The written statement may not exceed the length of speeches provided above.

Campaign material may not be distributed at the AGM.

Appendix C: District 18 TBU Anti-Harassment Policy

Anti-Harassment Statement:

Let us not take thought for our separate interests, but let us help one another.

It is the policy of the Teachers' Bargaining Unit of District 18 that a member of OSSTF has the right to a workplace and union environment free from harassment and bullying.

Harassment and discrimination are not joking matters. They have a destructive effect on the workplace environment, individual wellbeing, and union solidarity. Such actions are not only destructive, they can be illegal.

Inadvertent, hidden and systemic harassment and discrimination must be identified and addressed. The roots of systemic harassment and discrimination include but are not limited to racism, sexism, and homophobia and transphobia. The District 18 TBU does not condone harassment or discrimination on the basis of age, national and ethnic origin, colour, religion, sex, gender identity, sexual orientation, race, socio-economic status or mental or physical disability.

Harassment and discrimination can take many forms and may be verbal, physical or psychological. They can involve a wide range of actions including comments, gestures or looks, pictures, messages, touching, or more aggressive actions. These actions may be indirect or overt; they may be isolated or repeated.

Acts of harassment and discrimination are always degrading, unwelcome and coercive. They are always unacceptable.

As members of OSSTF, District 18 TBU, our goal must be to protect human rights, to promote mutual respect and trust, and to foster inclusion. We cannot condone or tolerate intimidating, demeaning, hostile and aggressive behaviour against another member. We cannot condone these behaviours when we witness them. As OSSTF members, we must speak out against this conduct and stand together to protect human rights. We must take action.

OSSTF is committed to strengthening member solidarity, and in addition to representing members' interests in the workplace, takes seriously its own responsibility to ensure that members are treated with respect and dignity at all District 18 TBU sponsored events and meetings.

Any member who feels targeted by harassment or discrimination must be able to speak up and know their concerns will be responded to immediately in accordance with OSSTF Policies and By-laws and the Resolution and Complaint Procedure.

Resolution and Complaint Procedure

A member who believes they have been the target of harassment or discrimination at a District 18 TBU meeting or event is encouraged to take immediate action to ensure this behaviour is stopped.

As a first step, the member should make it clear to the perpetrator that they find the behaviour offensive, and ask that it be stopped. This can be done personally, either in writing or verbally, or with the assistance of a third party.

If the behaviour recurs or persists, or if the member does not feel safe in approaching the perpetrator directly, they should speak with the designated anti-harassment officer(s) and ask them to act. If no anti-harassment officer has been designated, the member should speak with the Chair/President to ask that one be appointed.

The designated anti-harassment officer(s) will investigate the complaint promptly, including separately interviewing the parties involved and any witnesses, with a view to resolving the problem informally. During this process, the designated anti-harassment officer(s), with the approval of the Chair/President, may remove the respondent temporarily from the meeting if circumstances warrant.

The investigation shall be handled confidentially; however, all complaints will be reported by the designated officer(s) to the Chair.

If the complaint cannot be resolved informally, the complainant will be asked to put the complaint and all relevant information in writing. If the complainant chooses to provide such a written complaint, it will be submitted to the Chair/President to conduct an investigation, determine if the behaviour falls under the definition of harassment, and decide on appropriate remedial action. While conducting the investigation the Chair/President will be informed by an understanding of the systemic roots of discrimination and harassment as expressed in the OSSTF Equity statement. The parties involved will receive a written report stating the findings and any action taken.

Resolutions may include but are not limited to apologies, mediation, warnings, temporarily limiting access, or removal/exclusion from the meeting or event. If a decision is made to remove or exclude that member, and where this member is representing a branch, a confidential letter outlining the reasons for this decision will be sent to the president of the appropriate body.

Decisions may be reviewed by the Appeals Committee, who will consist of the TBU Executive excluding any member of the Executive who served as the anti-harassment officer and the Chair/President who was involved previously in the resolution process upon the request of a member.

The Chair shall forward all records and reports related to the investigation of written complaints to the TBU President to be kept for a period of five years.

None of the above restricts a member's right to file a complaint with the Ontario Human Rights Commission or make a complaint to police.

Appeals Procedure

Members of D18 TBU affected by a decision resulting from a complaint under the District 18 TBU Anti-Harassment Policy may appeal this decision using the following procedure:

- Within 5 school days of the decision, the affected member (herein called the Appellant) may submit a request in writing to the Bargaining Unit President for an Appeal Hearing. In the event that the Bargaining Unit President is involved in the complaint, the appeal may be submitted to either Vice-President or a TBU Executive Officer for action.
- Within 10 school days of receiving the request, the Bargaining Unit President, or designate, shall call a meeting of an Appeals Committee as per the District 18 TBU Anti-Harassment Resolution and Complaint Procedure to consider the appeal.

- The Appeals Committee shall review the complaint, the investigation process and findings, and the decision.
- Following the review, the Appeals Committee shall either confirm or modify the decision.
- Within 5 school days of the meeting of the Appeals Committee, the committee shall report the decision on the Appeal to the Appellant and Bargaining Unit Executive in writing.
- The decision of the Appeals Committee shall be considered final and not subject to any appeal within the Bargaining Unit.

Appendix D: Retained Constitutional Language

Registered Retirement Savings Plan (RRSP)

(A) This by-law applies to three groups of members:
   1. Those teachers hired effective on or after 1st September 2006 AND currently employes as a Secondary Teacher by the Upper Grand District School Board (as of 31st October in the school year in which the payment will be made); and
   2. Those teachers hired effective on or after 1st September 1998 AND currently employed as a Secondary Teacher by the Upper Grand District School Board (as of 31st October in the school year in which the payment will be made); and
   3. Those teachers hired by the former Wellington County Board of Education on or after 1st September 1971 up to and including 31st August 1998 AND currently employed as a Secondary Teacher by the Upper Grand District School Board (as of 31st October in the school year in which the payment will be made).

(B) Each eligible teacher must complete a form from Educators Financial group.

(C) Members who terminate their employment with the Upper Grand District School Board also terminate their membership in the Plan in perpetuity, or until such time as they are rehired and qualify under Section (A). The member's plan will be reinstated to a lifetime maximum of $3000 basic contribution.

(D) This RRSP is in place of the Retirement Gratuity available under the Collective Agreement.

(E) Eligibility:
   1. Those teachers hired on or after 1st September 1998 AND currently employed as a Secondary School Teacher by the Upper Grand District School Board (as of 31st October in the school year in which the ayment wil be made) AND who have note yet received their full $3000.00 initial RRSP deposit.
   2. Those teachers hired on or after 1st September 1998 who have received their full $3000.00 initial RRSP deposit: OR those teachers hired by the former Wellington County Board of Education on or after 1st September 1971 up to and including 31st August 1998; AND are currently employed as a Secondary School Teacher by the Upper Grand District School Board (as of 31st October in the school year in which the payment will be made).

(F) With the exception of teachers on LTD or on maternity leave, all teachers will be pro-rated according to their Full Time Equivalent (FTE) status as well as the number of days worked in the previous school year. Teachers on LTD or on maternity leave will be pro-rated to their FTE status held immediately prior to going on said leave.

(G) The calculation will be shown as a by-law with the examples provided.

(H) OSSTF reserves the right to obtain the necessary data for each eligible member from the Upper Grand District School Board and Educators Financial required to administer the plan.

(I) OSSTF will use this information for the sole purpose of administering the plan.

(J) The monies will be transferred to Educators Financial Group by 31st January of the following year (for example, by 31st January 2011 for the 2012 tax year).

(K) Teachers on recall as defined in the Collective Agreement shall be suspended from the Plan until such time as they are no longer on recall. (They will be treated as an FTE = 0 teacher).

(L) Appeals and disputes concerning the calculation will be directed to the TBU Executive in writing for resolution.

(M) RRSP Calculations:

2. Definitions:

a. **GROUP A**: Consists of those teachers hired on or after 1st September AND currently employed as Secondary School Teachers by the Upper Grand District School Board AND who have not yet received their full $3000.00 initial RRSP deposit.

A = the number of FTE teachers in Group A

b. **GROUP B**: Consists of teachers how have received their initial $3000.00 RRSP contribution AND are currently employed as a Secondary School Teacher by the Upper Grand District School Board, as well as those teachers employed by the former Wellington County Board of Education on or after 1st September 1971 up to and including 31st August 1998 AND currently employed as a Secondary School Teacher by the Upper Grand District School Board.

B = the number of FTE teachers in Group B

c. **GROUP C**: Consists of those teachers hired effective on or after 1st September 2006 and currently employed as a Secondary School Teacher with the Upper Grand District School Board and who have not yet reached their full $3000.00 initial RRSP deposit or until such time as they are rehired and qualify under section (A). The member's plan will be reinstated to a lifetime maximum of $3000.00 basic contribution.

C = the number of FTE teachers in Group C

d. **T** = the amount of money transferred to the Teachers' Bargaining Unit from the Upper Grand District School Board in the current school year for the purpose of administering the RRSP.

e. **R** = remainder, which is the amount of money left in excess of T after making the required basic contributions to members in Group A and C. (Note: there should always be the equivalent of one year's contribution in the RRSP account since deposits to members are delayed by one year.)

R = amount in RRSP account – basic payment to A & C – T

(N) Extra Contribution Calculation:

The remainder as defined in (M)(1)(e) above will be divided equally amount those in group A, group B or group C and prorated according to their FTE status and is calculated as follows:

Extra contributions = R / (A+B+C)

Summary:

Group A teachers receive $1000.00 plus the Extra Contributions pro-rated to their FTE status.

Group B teachers receive the Extra Contributions pro-rated according to their FTE status.

Group C teachers receive $750 plus the Extra Contributions pro-rated according to their FTE status.

REVISIONS:

2014 AGM Thursday, May 22nd, 2014

For further clarification of changes please refer to minutes and motions package.

Number	Article/By-Law	Description
CON 1-2014	Article 2	New sections added (D) & (E)
CON 2-2014	Article 3	Removed (with the possible exception of the Provincial Councillor as outlined in Article 4)
CON 3-2014	Article 3	District 18 replaced by Upper Grand
BYL 1-2014	Article 6(A)	Addition of statement “representing at least three Branches”
BYL 2-2014	By-law 4 (B)	Addition of section (12)
BYL 3-2014	By-law 8 (A)(1)	Replaced with new statement
BYL 4-2014	By-law 9 (A)(B)	Replaced with new statement
BYL 5-2014	By-law 10(D)(4)	Replaced with new statement
BYL 6-2014	By-law 15(A)	Additions of sections (20), (21) & (22)
BYL 7-2014	By-law 18(A)(4)	Replaced with new statement
BYL 8-2014	By-law 19(A)(3)	Deletion of The Chief Negotiator shall also keep the District CBC Chairperson informed of progress
BYL 9-2014	By-law 19(A)	Added sections (4), (5) & (6)
BYL 10-2014	By-law 19	Inserted (E) and updated numbering system to (F) & (G)
BYL 11-2014	By-law 28	Removed and all subsequent By-law numbers updated accordingly

REVISIONS:

2015 AGM Thursday May 21st, 2015

For further clarification of changes please refer to minutes and motions package.

Number	Article/By-Law	Description
CON 1-2015	Article 1 (B)	Replaced Annual General Meeting with AGM and re numbered
CON 2-2015	Article 6 (B)	Added sections (5), (6) & (7)
CON 3-2015	Article 6 (C)	Added sections (1) and (2)
CON 4-2015	Article 9 (A)(1)	Added proposed amendment
CON 5-2015	Article 9 (A)(3)	Updated section (3)
CON 6-2015	Article 9 (B)	Replaced Annual General Meeting with AGM
CON 7-2015	Article 9 (C)	Replaced Annual General Meeting with AGM
CON 8-2015	Article 9 (C)	Deletion of statement
CON 9-2015	Article 4 (A)(9)	Addition of Constitution officer
BYL 1-2015	By-law 4 (A)	Addition of section (3)
BYL 2-2015	By-law 4 (B)	Addition of section (13)
BYL 3-2015	By-law 10(D)	Deletion of (4)
BYL 4-2015	By-law 15 (A)	Deletion of (10) and renumbering
BYL 5-2015	By-law 19 (D)(2)	Updated statement
BYL 6-2015	By-law 19 (E)	Addition of section (2)
BYL 7-2015	By-law 19 (F)(1)	Replaced Collective Bargaining team with table team
BYL 8-2015	By-law 19 (F)(4)	Replaced CBC with table team
BYL 9-2015	By-law 19 (F)(4)	Replaced proposed with Tentative
BYL 10-2015	By-law 19 (F)	Replaced proposed with Tentative sections (5) and (6)(a)
BYL 11-2015	By-law 20 (E)(1)	Replaced Apples with Officer
BYL 12-2015	By-law 22 (A)	Amended section (1)
BYL 13-2015	By-law 22 (A)	Addition of Constitution Officer
BYL 14-2015	By-law 9	Amended section (A)

REVISIONS:

2016 AGM Thursday May 19th, 2016

For further clarification of changes please refer to minutes and motions package.

Number	Article/By-Law	Description
CON 1-2016	Article 5 (C)	Add Branch to Bargaining Unit
CON 2-2016	Article 4 (E)	Added sections (4), & (5)
CON 3-2016	Article 9 (A)(2)	Amended to At least ten days
BYL 1-2016	By-law 20 (E)	Addition/replacement with Grievance Appeals Committee
BYL 2-2016	By-law 19 (F)(4)	Amended the locations
BYL 3-2016	By-law 29(A)	Addition/replacement with Anti-Harassment and Anti-Bullying Appeals Committee
MAC 2-2016	Appendix	Appendix B added

REVISIONS:

2017 AGM Wednesday 26th, 2017

For further clarification of changes please refer to minutes and motions package.

Number	Article/By-Law	Description
BYL 1- 2017	By-Law 1	Added Section (D)
CON 1-2017	Article 6	Added section (B)(2)
MAC 2-2017	Appendix A	Added Section (J)
BYL 2-2017	By-Law 7	Added (A)(7) & (8)
BYL 3-2017	By-Law 15	Added (A)(22)
BYL 4-2017	By-law 10	Added Section (E)

REVISIONS:

2018 AGM Thursday April 26th, 2018

For further clarification of changes please refer to minutes and motions package.

Number	Article/By-Law	Description
CON 1-2018	Article 1	Added Section (22)
BYL 1-2018	By-Law 12	Added
CON 2-2018	Article 4 (A)(7)	Changed from CBC to Chief Negotiator
BYL 2-2018	By-Law 15	Removed (10) added 23 24 25
BYL 3-2018	By-Law 16	Added (A)(1)d,e,g,h,I (2) b, c
BYL 4-2018	By-Law 17	Edited (7) and inserted (8)
BYL 5-2018	By-Law 18	Edited (A)5
BYL 6-2018	By-Law 15	Added and numbering adjusted
BYL 7-2018	By-Law 19	Removed (E)(F)(G)
BYL 8-2018	By-Law 19	Changed Collective Bargaining to Chief Negotiator
BYL 9-2018	By-Law 20	Removed (B) and renumbered
BYL 10-2018	By-Law 21	Added (4)(5)(6)(7)
BYL 11-2018	By-Law 23	Removed (A)(5)
BYL 12-2018	By-Law 24	
BYL 13-2018	By-Law 25	Added Officer
BYL 14-2018	By-Law 26	Removed (3) and added (5)(6)
BYL 15-2018	By-Law 4	Removed (10) edited (5)
BYL 16-2018	By-Law 5	Amended committees
BYL 17-2018	By-Law 10	Delete (A)
BYL 18-2018	By-Law 19	Delete (D)
BYL 19-2018	By-Law 20	Delete (B)(D)(E)
BYL 20-2018	By-Law 21	Delete (D)
BYL 21-2018	By-Law 22	Delete (D)
BYL 22-2018	By-Law 25	Delete (D)
MAC 1-2018	Appendix A	Edited (B)

REVISIONS:

2019 AGM Thursday April 7th, 2019

For further clarification of changes please refer to minutes and motions package.

Number	Article/By-Law	Description
CON 1-2019	Article 1	Added Section (20) and renumbered
BYL 1-2019	By-Law 1	Added Section (D) 5
BYL 2-2019	By-Law 3	Added Section (A) 5
BYL 3-2019	By-Law 12	Inserted by-law 12 and renumbered to By-Law 32
BYL 4-2019	By-Law 10	Deleted and Inserted (D)

REVISIONS:

2020 AGM Virtual September 23, 2020

For further clarification of changes please refer to minutes and motions package.

Number	Article/By-Law	Description
BYL 1 – 2020	By-Law 16: Negotiations (B) (4)	Addition of "During pandemic restrictions a virtual information meeting can be used."
BYL 1 – 2020	By-Law 16: Negotiations (B) (6)	Addition of "During pandemic restrictions electronic balloting can be used."

REVISIONS:

2021 AGM Virtual May 5TH, 2021

For further clarification of changes please refer to minutes and motions package.

Number	Article/By-Law	Description
BYL 1 – 2021	By-Law 29: Communications Officer (A)(4)	be amended by the deletion of “oversee” and the insertion of “will support the use of”
BYL 1 – 2021	By-Law 29: Communications Officer (A)(5)	be amended by the deletion of “oversee” and the insertion of “will support the use of” and the addition of “or preapproved by the Executive” after President. Addition of “During pandemic restrictions electronic balloting can be used.”

REVISIONS:

2022 AGM VIRTUAL MAY 4TH, 2022

For further clarification of changes please refer to minutes and motions package.

Number	Article/By-Law	Description
Con 1-2022	Proc 3-2022	Replaced her/his with their
Con 2-2022	Article 6(A)	Amended with the addition of excluding the Annual General Meeting
Con 3/4/5-2022	Proc 5-2022	Addition of Equity and Anti-Racism, Anti Oppression Officer
BYL 4-2022	By-Law 9 (D)	Substitution of the members authorize any levy
BYL 5-2022	By-Law 22 (C)	deletion of “”and the Benefits Committee”
BYL 6-2022	By-Law 10 (B)	New section added.
BYL 7-2022	By-Law 5 (B)	Amended with “have a one year term from July 1st to June 30th
BYL 8-2022	By-Law 5 (D)	deletion of subsection (iii)
BYL 9-2022	By-Law 5(D)(8)(a)(ii)	the addition of “as appointed by Council”
BYL 10-2022	By-Law 5(D)(7)(a)(ii)	substitution of “one representative from each Branch
BYL 11-2022	By-Law 5(D)(5)(a)(ii)	amended by substitution
BYL 12-2022	By-Law 5(D)(1)(a)(ii)	amended by the substitution
BYL 14-2022	By-Law 33	Dependent Care/Pet Care added
BYL 15-2022	By-Law 31	Anti-Harassment Procedure
BYL 16-2022	By-Law 34	Electronic Meetings
BYL 17-2022	By-Law 29	Equity and Anti-Racism, Anti-Oppression Officer
BYL 18-2022	By-Law 29	Communications Officer deleted
BYL 19 -2022	By-Law 19 (A)(2)	Amended.;

REVISIONS:

2023 AGM Wednesday May 3rd, 2023

For further clarification of changes please refer to minutes and motions package.

Number	Article/By-Law	Description
CON 1-2023	Article 6 (F)	Remove reference to changing mileage
CON 2/3-2023, BYL 3-2023	PROC-4-2023	Removal of Communication Officer references
CON 4-2023	Article 2 (E)	Update to OSSTF Internal Rules of Order
BYL 1-2023	By-Law 10	Lang. to establish annual mileage rate
BYL 2-2023	By-Law NEW	Lang. to establish in-person or virtual TBU meetings only
BYL 4-2023	By-Law 1 (D)	Amended Branch AGM delegates due 14 days in advance
BYL 5-2023	By-Law 7(A)	Amended Branch meeting to select AGM delegates to 14 days in advance
BYL 6-2023	By-Law 2(A)	Deletion of ref. to District PD Day
BYL 7-2023	By-Law 5(B)	Substitution of 'by a Standing Committee'
BYL 8-2023	By-Law 5(D)	Substitution of 'the Branch Benefits Officer or designate'
BYL 9-2023	By-Law 5(D)	Substitution of 'the Branch Health and Safety Officer or designate'
BYL 10-2023	By-Law 5(D)	Addition of 'at the last Council meeting of the previous Federation year'
BYL 11-2023	By-Law 5(D)	Addition of 'at the last Council meeting of the previous Federation year'
BYL 12-2023	By-Law 5(D)	Deletion of conditions i and iii of Parliamentary Committee
BYL 17-2023	By-Law 13 & 14	Substitution of new By-Law 'Leaves & Vacancies from Federation Office'
BYL 18-2023	By-Law 7(B)	Addition of reference to new 'Leaves & Vacancies from Federation Office'
BYL 19-2023	By-Law 16(B)	Substitution of updated language
BYL 20-2023	By-Law 16	Addition re: Central language negotiations and ratifications to follow Provincial process
BYL 21-2023	By-Law 30(B)	Addition of the TBU 'membership at the AGM'
BYL 22-2023	By-Law 35	Move RRSP language to Appendix
APP 1-2023	Appendix A(C)	Substitution of updated duties for Branch President & VP, and removal of Branch Secretary-Treasurer reference
APP 2-2023	Appendix A(F)	Addition of reference to new 'Leaves & Vacancies from Federation Office'
APP 3-2023		Addition of TBU Anti-Harassment Policy to Appendix

REVISIONS:

2024 AGM WEDNESDAY MAY 1ST, 2024

For further clarification of changes please refer to minutes and motions package.

Number	Article/By-Law	Description
CON 1-2024	Article 4 (E)(3)	Removal of Educational Services Officer and Equity and Anti-Racism, Anti-Oppression Officer
CON 2-2024	Article 4 (E)(4)	Addition of Educational Services Officer and Equity and Anti-Racism, Anti-Oppression Officer
BYL 1-2024	By-Law 27 (B)	Ed. Services Officer to be appointed during even numbered years
BYL 2-2024	By-Law 28 (B)	Equity & Anti-Racism, Anti-Oppression Officer to be appointed during even numbered years
BYL 3-2024	By-Law 28 (B)	Addition of membership of equity-seeking/equity-deserving group may be taken into consideration
BYL 4-2024	By-Law 12	Addition of Letter of Interest & 2 nominating members for applications to TBU Executive positions for appointment
BYL 5-2024	By-Law 5	Established Political Action Committee
MAC 1-2024		Following the end of the current term of office for the Educational Service's Officer and the Equity and Anti-Racism, Anti-Oppression Officer on June 30th, 2025, that each of these positions will be appointed by the Executive subject to the approval of Council for a 1 year term to run from July 1st, 2025 to June 30th, 2026, in order to align each of these positions to be appointed during an even numbered year moving forward, starting in June of 2026.
APP 1-2024	Appendix C	Updated TBU Anti-Harassment Policy to include Appeals process

REVISIONS:

2025 AGM WEDNESDAY MAY 7TH, 2025

For further clarification of changes please refer to minutes and motions package.

Number	Article/By-Law	Description
CON 1-2025	Article 9 (A)(2)	Updated time period that Secretary will send information regarding motions for amendments for the AGM to members
BYL 1-2025	By-Law 12 (A)(3)	Changed language from 'address Executive' to 'meet with the Executive'
BYL 2-2025	By-Law 5 (D)(10)	Addition of Equity Committee
BYL 3-2025	By-Law 28 (A)(3)	Subsection Deleted
BYL 4-2025	By-Law 28 (A)(6)	Insertion of 'and liaise with'
BYL 5-2025	By-Law 5 (D)(9)	Changed who the Political Action Committee will be comprised of
BYL 6-2025	By-Law 30 & 31	Deletion of By-Law's 30 and 31
APP 1-2025	Appendix A (B)	Addition of Member Engagement and Political Organizing Representative to offices of Branch Executive
APP 2-2025	Appendix A (B)(3)	Added description of the role of Branch Political Organizing Representative
Housekeeping		All references to Provincial OSSTF By-Laws updated to Provincial OSSTF Regulations, and references to AMPA Delegate updated to AMPA Representative

REVISIONS:

2026 AGM WEDNESDAY MAY 6TH, 2026

For further clarification of changes please refer to minutes and motions package.

Number	Article/By-Law	Description
CON 1-2026	Article 5	Amended by substitution to clarify which Branch a member belongs to, and updates the number of Branches with the opening of TRSS.
CON 2-2026, CON 3-2026, CON 4-2026, CON 5-2026, CON 6-2026, CON 7-2026, CON 8-2026, CON 9-2026, CON 10-2026	Article 4 (D) (1, 2, 3, 4, 5, 6)	Updated the nominations procedures for TBU Executive roles to be elected at the TBU AGM to better reflect current practices
BYL 1-2026	By-Law 5 (D)(7)	Added quorum to Ed. Services committee when decisions regarding criteria for PD monies
BYL 2-2026	By-Law 13 (1, 3)	Amended language regarding whether a temporary vacancy will be declared when a TBU Executive officer is on a leave
BYL 3-2026	By-Law 12 (X)	Added language re: process for when a tie occurs during the appointment of a TBU Executive officer
BYL 4-2026	By-Law 1 (C)	Update to establish when a secret ballot can be used at a General Meeting, the process for an election, and I there is a tie for an elected officer position
BYL 5-2026	By-Law 32	Updated language regarding electronic meetings to help streamline the process and procedures
APP 1-2026, APP 2-2026	Appendix A (C)(1), (2)	Clarification that Branch President & VP attend TBU Council meetings on behalf of the Branch, or their designate
APP 3-2026	Appendix B	Update clarifies timelines for submitting campaign literature, and updates the roles that are up for election at the TBU AGM
BYL 6-2026 *Late Motion	By-Law 26	Updating the references under the Health & Safety Officers position, correcting the title of the Joint Health & Safety Committee
BYL 7-2026, APP 4-2026 *Late Motion	By-Law 5 (D)(6) Appendix A (B)(5), (6)	Changing Branch position titles from officer to representative for Health & Safety and Benefits Information
BYL 8-2026 *Late Motion	By-Law 4 (B)(12)	Deleted
APP 5-2026 *Late Motion	Appendix A	Insertion to clarify that Branch Executives will be elected by members of the Branch