

**OCCASIONAL TEACHERS' BRANCH DISTRICT 13, O.S.S.T.F.
CONSTITUTION**

ARTICLE 1 - NAME AND DEFINITIONS

- SECTION 1. The organization shall be known as "Occasional Teachers' Branch, District 13, Ontario Secondary School Teachers' Federation".
- SECTION 2. A member must be an occasional teacher on the Durham District School Board's Secondary School Supply Teacher List.

ARTICLE 2 - OBJECTS

- SECTION 1. The objects of the Occasional Teachers' Branch shall be:
- a) to uphold and maintain the objects of the Ontario Secondary School Teachers' Federation;
 - b) to represent fairly the interests and concerns of its members with respect to their terms and conditions of employment;
 - c) to establish reasonable by-laws and policies governing its members which shall not contravene those established by either O.S.S.T.F. or District 13.

ARTICLE 3 - ORGANIZATION

- SECTION 1. There shall be an Executive consisting of the following voting members:
- a) President
 - b) Vice-President
 - c) Secretary-Treasurer
- SECTION 2. The collective bargaining committee shall consist of the following members:
- a) President of the Occasional Teachers' Branch;
 - b) at least one (1) other member of the Occasional Teachers' Branch, appointed by the Occasional Teachers' Executive;
 - c) District 13 Chief Negotiator;
 - d) at least one (1) other member of the District 13 Executive.
- SECTION 3. The Occasional Teachers' Branch may elect one representative to each of the following District Committees:
- a) Professional Development
 - b) Political Action
 - c) Excellence in Education
 - d) Communications
 - e) Health & Safety

ARTICLE 4 - AMENDMENTS

SECTION 1. Amendments to the Constitution, Bylaws and Policies may be made at a General meeting of the Branch:

- a) by a majority vote of the members qualified to vote, present, and voting provided that notice of the proposed amendment has been given to the Secretary-Treasurer at least 20 days prior to the General Meeting and provided that written notice of the proposed amendment has been posted to the membership of the branch 15 days prior to the general Meeting;
- b) by a two-thirds (2/3) majority vote of the members qualified to vote, present and voting if previous notice as in (a) above has not been given.

BY-LAWS

BY-LAW 1 - DUTIES

SECTION 1. It shall be the duty of the Branch Executive:

- a) to administer the business of the Branch between General Meetings;
- b) to establish interim policies and to amend existing policies in order to facilitate the business of the Branch, and to present those interim policies and amendments to the membership for ratification at the General Meeting;
- c) to communicate regularly to Branch members regarding Branch business;
- d) to prepare, in conjunction with the Secretary-Treasurer, a projected budget for presentation to the General Meeting;
- e) to give final approval to the Branch's negotiating brief;
- f) to appoint a member(s) to the Collective Bargaining Committee.

SECTION 2. It shall be the duty of the President:

- a) to be the presiding officer and the official representative of the Branch;
- b) to call Branch Executive meetings and General Meetings as required;
- c) to liaise regularly with the President of the District;
- d) to submit a report each year at the General Meeting;
- e) to represent the Branch at District 13 Council meetings;
- f) to be a member of the Collective Bargaining Committee.

SECTION 3.

It shall be the duty of the Vice-President:

- a) to perform the duties of the President in the President's absence;
- b) to carry out duties as may be delegated by the President.

SECTION 4.

It shall be the duty of the Secretary-Treasurer:

- a) to receive correspondence on behalf of the Branch;
- b) to arrange for the keeping of records of Branch Executive meetings and General Meetings;
- c) to keep accurate account of Branch finances and report to each Branch Executive meeting regarding the status of branch finances;
- d) to report to the General Meeting regarding the status of Branch finances and to present the projected budget on behalf of the Branch Executive for approval by the membership;
- e) to carry out duties as may be delegated by the President.

SECTION 5.

It shall be the duty of the Collective Bargaining Committee:

- a) to represent the membership in negotiations for a collective agreement with the Durham District School Board;
- b) to solicit input from members and the Branch Executive;
- c) to prepare the negotiating brief;
- d) to carry out negotiations with the Durham District School Board;
- e) to distribute information on negotiations to members;
- f) to arrange for information and ratification meetings.

BY-LAW 2 - MEETINGS

SECTION 1.

The Branch Executive shall meet at least three (3) times at regular intervals during the year, or at the request of two (2) members of the Branch Executive.

SECTION 2.

- a) A General Meeting shall be held annually with at least 21 days written notice.
- b) Resolutions to the General Meeting shall be posted in each secondary school in the District or shall be available by calling the District Office twelve (12) days prior to the General Meeting.
- c) A meeting of all members of the Branch may be held at the call of the Branch President or the District 13 President with seven (7) days' written notice being given to the membership.

- d) A meeting of all Branch members shall be arranged by the Branch President or the District President if requested by a least ten (10) members of the Branch; such request to be in written form and signed by each of the requesting members. The meeting shall be held within 21 days of the request being received.

SECTION 3.

- a) The meetings shall be conducted in accordance with the rules of order adopted by the Annual Meeting of the Provincial Assembly (1974) and amended from time to time by the Provincial Council and/or Annual Meeting of the Provincial Assembly.

SECTION 4.

- a) A quorum of the Executive shall be two (2) of the three (3) voting members of the Executive.
- b) A quorum for the General Meeting shall consist of those members qualified to vote, present, and voting.

BY-LAW 3 - ELECTIONS

SECTION 1.

- a) Election to the offices on the Branch Executive shall take place at the General Meeting.
- b) Election of the representatives to District committees shall take place at the General Meeting.

SECTION 2.

- a) Written nominations for Branch Executive offices shall be submitted to the District President. Any nominations received prior to twelve (12) days before the General Meeting shall be mailed to the District Office or shall be available by calling the District Office.
- b) Nothing in the above clause shall be construed as preventing nominations for any position from the floor of the General Meeting provided the assent of the nominee is obtained in writing or in person.

SECTION 3.

- a) Balloting for Branch Executive positions shall be carried out by the President of District 13 or designate.
- b) Persons elected to offices at the General Meeting must have a majority of the ballots cast to win. If there is no majority, the person with the least votes must withdraw and a further ballot must be held. This procedure continues until there is a majority vote.

SECTION 4.

The term of office for the Branch Executive shall commence on July 1st and shall end the following June 30th.

SECTION 5.

Vacancies which occur on the Branch Executive during the term of office shall be filled by appointment by the Branch Executive until the earlier of:

- a) the next General Meeting at which the position shall be filled by election;
- b) the expiry of the term of office for such position.

BY-LAW 4 - LOCAL LEVY

SECTION 1.

A local levy will be deducted to a maximum of \$22.00 per member per school year.