

CONSTITUTION, BY-LAWS AND POLICIES

Of

Ontario Secondary School Teachers' Federation

District 4

Near North

Educational Assistants

And

Professional Student Services Personnel

Revised: May 24, 2007

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CONSTITUTION

Definitions

In this Constitution:

1. "O.S.S.T.F." shall mean the Ontario Secondary School Teachers' Federation.
2. "Bargaining Unit" shall mean the Educational Assistants and Professional Student Services Personnel EA/PSSP, which is the O.S.S.T.F. organization of those members for whom O.S.S.T.F. holds bargaining rights under the appropriate legislation.
3. "District" shall mean O.S.S.T.F. District 4.
4. "Member" shall mean an active member (in good standing) of the EA/PSSP Bargaining Unit who is a member of O.S.S.T.F. (a member of the bargaining unit who works under the current Collective Agreement and pays union dues to O.S.S.T.F. is a member of O.S.S.T.F.)
5. "General Meeting" shall mean a meeting of the Bargaining Unit membership to conduct the business of the Unit.
6. "By-Laws" shall mean the standing rules governing the membership of the Bargaining Unit on matters, which are entirely within the control of the Bargaining Unit.
7. "Constitution" shall mean a system of fundamental principles by which the Bargaining Unit is governed, and includes a basic organization of the Bargaining Unit.
8. "Policy" shall mean a stand or position taken by the Bargaining Unit in accordance with its By-laws on matters whose resolution is beyond the internal legislative power of the Bargaining Unit.
9. "Procedures" shall mean detailed rules established by the Bargaining Unit Executive to govern the "day-to-day" operation of the Bargaining Unit, which are consistent with the constitution, by-laws, and policy.
10. "Immediate Past President" – for the purpose of interpretation of the Constitution and By-Laws, the "Immediate Past President" shall be the person who held the position of President in the year immediately prior to the year in which the person became the "Immediate Past President".
11. "Workgroup Representative" shall mean a Member of the Bargaining Unit who has been elected to represent one of the divisions of the bargaining unit – Educational Assistant or Professional Student Services Personnel.
12. "Negotiating Team" shall mean a group of Members selected in accordance with the By-Laws to negotiate a collective agreement with the employer.

ARTICLE 1 – Name and Authority

- 1.1 This Bargaining Unit shall be known as the Ontario Secondary School Teachers' Federation, District 4, Educational Assistants and Professional Student Services Personnel (EA/PSSP).
- 1.2 Any part of the Bargaining Unit Constitution, By-Laws, Policies, and/or Procedures that are in contravention to the O.S.S.T.F. and/or District Constitution, By-Laws, Policies and/or Procedures are null and void.

ARTICLE 2 – Objects

- 2.1 The objects of the EA/PSSP Bargaining Unit shall be those described in Article 3 of the Constitution of O.S.S.T.F.
- 2.2 The ethics of the EA/PSSP Bargaining Unit shall be those described in Article 4 of the Constitution of O.S.S.T.F.

ARTICLE 3 – Membership

- 3.1 Members shall include employees in the following classifications employed by the Near North District School Board as Educational Assistants and Professional Student Services Personnel who are Members of O.S.S.T.F.

ARTICLE 4 – Dues and Levies

- 4.1 Members shall pay annual dues as prescribed in the By-Laws of O.S.S.T.F.
- 4.2 In addition to the dues prescribed by O.S.S.T.F., this Bargaining Unit may require a levy. The amount of the levy shall be approved by a majority vote of those Members present, qualified to a vote and voting at the Annual General Meeting of the Bargaining Unit.

ARTICLE 5 – Organization

5.1 Bargaining Unit Executive

- 5.1.1 There shall be an Executive consisting of the following voting members:

- 5.1.1.1 Immediate Past President

- 5.1.1.2 President

- 5.1.1.3 Vice President
- 5.1.1.4 Treasurer
- 5.1.1.5 Secretary
- 5.1.1.6 Chief Negotiator
- 5.1.1.7 2 EA/PSSP Workgroup Representatives:
1 Educational Assistant and
1 Professional Student Services Personnel
- 5.1.1.8 Provincial Councillor
- 5.1.1.9 Grievance Officer
- 5.1.1.10 Three (3) area representatives: one (1) East Area Representative, one (1) North Area Representative, one (1) West Area Representative.

ARTICLE 6 – Meetings

6.1 Executive Meetings

6.1.1 Frequency of Executive Meetings shall be established in the By-Laws.

6.2 Annual General Meetings

6.2.1 There shall be an Annual General Meeting as defined in the By-Laws.

6.3 Special General Meetings

6.3.1 Special General Meetings may be convened in accordance with the By-Laws.

6.4 A Ratification Meeting to explain a tentative Collective Agreement will be held in accordance with the By-Laws.

ARTICLE 7 – Collective Bargaining

7.1 There shall be a Collective Bargaining Committee for the Bargaining Unit elected in accordance with the By-Laws.

7.1.1 The Collective Bargaining Committee shall be responsible to the Bargaining Unit Executive through the Chief Negotiator.

ARTICLE 8 – Standing Committees

- 8.1 There shall be Bargaining Unit Standing Committees as designated in the By-Laws.
- 8.1.1 The chairperson of any Bargaining Unit Standing Committee shall attend Bargaining Unit Executive Meetings and Annual General Meetings at the request of the President.

ARTICLE 9- Amendments

- 9.1 Amendments to the Constitution may be made at a General Meeting as provided in the By-Laws.

BY-LAWS

BY-LAW 1 – General Meetings

- 1.1 Notice of the date of the Annual General Meeting shall be given to members by the Bargaining Unit President or designate in writing at least thirty (30) calendar days prior to the date of the meeting.
- 1.2 Notice of other General Meetings shall be given to the members in writing at least seven (7) working days prior to the date of meeting.
- 1.3 The Bargaining Unit President shall call a General Meeting where ten (10) percent or more of the Members make such a request in writing to the President.
- 1.4 The Annual General Meeting shall be held on a rotation basis in West Parry Sound, East Parry Sound or North Bay as determined by the Executive.
- 1.5 The Annual General Meeting shall be held in May.

BY-LAW 2 – Meetings

- 2. Executive Meetings
 - 2.1 The Bargaining Unit Executive shall meet at the call of the President but not less than seven (7) times per year. Some of these meetings may be held via tele-conference or video-conferencing.
 - 2.1.1 The Bargaining Unit President shall call a meeting of the Executive when at least thirty percent (30%) of the members of the Executive make such a request in writing to the President.

BY-LAW 3 – Quorum

- 3.1 A quorum for meetings of the Executive shall be a simple majority of the total voting members of the Executive.
- 3.2 A quorum for the Annual General Meeting shall be ten percent (10%) of Membership.
- 3.3 A quorum for a General Meeting shall be those Members present, qualified to vote and voting.

BY-LAW 4 – Voting

- 4.1 Any O.S.S.T.F. Member of the Bargaining Unit may attend, speak and vote at any duly convened General Meeting.
- 4.2 Where a vote is held, any employee in the Bargaining Unit may vote by secret ballot on the ratification of a proposed Collective Agreement or a sanction against the employer.

BY-LAW 5 – Elections

- 5.1 Only Members of O.S.S.T.F. may be candidates for office.
- 5.2 Elections for Executive and Committee Officers shall be by secret ballot at the Annual General Meeting.
- 5.3 There shall be a nominations committee appointed by the Bargaining Unit Executive to bring forward a list of candidates for election to the Bargaining Unit Executive at the Annual General Meeting.
- 5.4 Candidates who wish their names to appear on the ballot may indicate their intention to run for office by submitting their name, supported by two other Members' signatures, to the Secretary of the Bargaining Unit, at least ten (10) calendar days prior to the election.
- 5.5 Any Member of the Bargaining Unit may be nominated "from the floor" supported by two other Members as the mover and seconder of the motion to nominate.
- 5.6 Elections for Executive, excluding the three (3) Area Representatives, shall be in the order listed in Article 5 of the Constitution.
- 5.7 The majority vote of those Members present, qualified to vote and voting shall elect everyone on the Bargaining Unit Executive.
- 5.8 Defeated candidates shall be considered for other offices remaining for election if they choose.
- 5.9 The term of office of the Bargaining Unit Executive, excluding the three (3) Area Representatives, shall be for two (2) years, from July 1 to June 30. The new Chief

Negotiator shall assume office when the former Chief Negotiator concludes the business of securing a new Collective Agreement.

- 5.10 Area Representatives will be elected **at** the last area meeting of the school year. The term of office for area representatives will be for a period of one (1) year from July 1 to June 30.

BY-LAW 6 – Duties of Members

- 6.1 It shall be the duty of every Member to comply with the duties of members of the Ontario Secondary School Teachers' Federation as defined in O.S.S.T.F. Provincial By-Law 5 - Rights, Privileges and Duties, By-Law 5.2 – Duties of Members.

BY-LAW 7 – Duties of the Bargaining Unit Executive

- 7.1 It is the duty of the Executive to:
- 7.1.1 Manage the affairs of the Bargaining Unit between General Meetings
 - 7.1.2 Propose a bargaining unit budget for presentation at the Annual General Meeting
 - 7.1.3 Establish procedures and policies in order to facilitate the business of the Bargaining Unit and to present those procedures and policies to the membership for ratification at the Annual General Meeting.
 - 7.1.4 Communicate regularly with the O.S.S.T.F. Members of the Bargaining Unit regarding the management of the EA/PSSP Bargaining Unit business.
 - 7.1.5 Establish procedures for the ratification of a Collective Agreement.
 - 7.1.6 Fill any vacant position on the Executive, with the exception of the position of President, which shall be filled in accordance with the By-Laws.
 - 7.1.7 To establish a grievance committee which shall investigate and determine the manner in which grievances are conducted.

BY-LAW 8 – Duties of Executive Members

- 8.1 The duties of the President shall be to:
- 8.1.1 Assume the role of Chief Executive Officer for the Collective Agreement.
 - 8.1.2 Call and preside over all Executive and General Meetings.
 - 8.1.3 Fulfill the duties of the Bargaining Unit President as may be outlined in the O.S.S.T.F. Handbook.

- 8.1.4 Be an ex-officio member of all Bargaining Unit committees.
- 8.1.5 Report to the Bargaining Unit Executive and Members the activities and concerns of the District.
- 8.1.6 Report to the Members at the Annual General Meeting.
- 8.1.7 Be a member of the Negotiating Team.
- 8.1.8 Represent all members of the Bargaining Unit fairly whether they are O.S.S.T.F. members or not.
- 8.1.9 Ensure that all vital functions of an office, which has been vacated, be carried out on an interim basis until the vacancy is filled.
- 8.1.10 Represent the EA/PSSP Bargaining Unit at the District Executive.
- 8.1.11 Represent the EA/PSSP Bargaining Unit at AMPA.
- 8.1.12 Represent the Bargaining Unit at all meetings of either ESS or PSSP Sector Council and to report back to the Bargaining Unit.
- 8.2 The duties of the Vice-President shall be to:
 - 8.2.1 Perform the duties of the President in the President's absence.
 - 8.2.2 Carry out the duties as may be assigned by the President.
- 8.3 The duties of the Secretary shall be to:
 - 8.3.1 Keep a record of the minutes of all General Membership and Executive meetings.
 - 8.3.2 Send a copy of the minutes of the General Membership meetings to each member of Executive, the District Secretary and to each workplace where there are members of the Bargaining Unit.
 - 8.3.3 Maintain a policy and procedure manual.
 - 8.3.4 The secretary will make all necessary housekeeping changes, as directed by the Executive, to this Constitution, By-Laws and Policies and any other policy and procedure manual of this Bargaining Unit, providing the meaning and intent is not altered.
- 8.4 The duties of the Treasurer shall be to:
 - 8.4.1 Carry out the duties as may be assigned by the President.
 - 8.4.2 Carry out the duties as may be assigned by the District Treasurer.

- 8.4.3 1. Organize and report on all financial matters related to the organization and operation of the OSSTF EA/PSSP Bargaining Unit, and
2. arrange for an annual audit of the OSSTF financial records in accordance with the Constitution and By-Laws of the OSSTF.
- 8.5 The duties of the immediate Past-President shall be to:
- 8.5.1 Carry out the duties as determined by the President.
- 8.6 The duties of the Work Group Representatives shall be to:
- 8.6.1 The E.A. Work Group Representative will represent the Bargaining Unit as a delegate at the ESS Sector Council if the President attends the PSSP Sector Council and the PSSP Work Group Representative will represent the Bargaining Unit as a delegate of the PSSP Sector Council if the President attends the ESS Sector Council.
- 8.6.2 Carry out the duties as determined by the President.
- 8.6.3 Carry out the duties as outlined in the By-Laws.
- 8.6.4 To be a member of the Grievance Committee
- 8.6.5 To be a member of the Collective Bargaining Committee.
- 8.7 The duties of the Chief Negotiator shall be to:
- 8.7.1 Be a member of the negotiating team.
- 8.7.2 Be the spokesperson for the negotiating team.
- 8.7.3 Chair the Bargaining Unit Collective Bargaining Committee.
- 8.7.4 Report on a timely and regular basis to the Executive and the Members.
- 8.7.5 Carry out the duties as determined by the President.
- 8.7.6 Determine bargaining priorities after consultation with the OSSTF District 4 Executive and Teachers' Bargaining Unit (TBU) Chief Negotiator.
- 8.8 The duties of the Grievance Officer shall be to:
- 8.8.1 Act as chair of Grievance Committee
- 8.8.2 Attend all approved Provincial, Regional and Super Regional and/or District workshops pertaining to the grievance process.

- 8.8.3 Inform the President and the Executive of all requests for assistance and potential grievances.
- 8.8.4 Assist the President in the evaluation of alleged grievances, analysis of relevant contract terms and development of arguments and policies in pursuing the grievance procedure.
- 8.8.5 Develop detailed knowledge of arguments and position of the Bargaining Unit on each grievance.
- 8.8.6 Determine to what extent and in what areas legal counsel is required and seek advice from appropriate sources i.e. Provincial/District, to be confirmed or rejected by the Bargaining Unit Executive.
- 8.8.7 Consult with any member who has a potential grievance, collect relevant information and advise the member of:
 - 1. ramifications if the Bargaining Unit assumes and pursues the grievance.
 - 2. possible alternatives to a grievance and potential remedies for a grievance.
 - 3. the right to appeal.
- 8.8.8 Present Bargaining Unit policies and arguments to any bodies or individuals as required by the appropriate articles on the Collective Agreement.
- 8.8.9 Be a member of the Collective Bargaining Committee.
- 8.9 The duties of the Area Representatives shall be to:
 - 8.9.1 Attend Executive meetings
 - 8.9.2 Bring information from Executive meetings to regional meetings.
 - 8.9.3 Carry out duties as assigned by the President.

BY-LAW 9 – Duties of Officers

- 9.1 The duties of the Communication Officer shall be to:
 - 9.1.1 Work with Bargaining Unit Executive, Bargaining Unit Standing Committees, District Executive and the Provincial Communications Committee.
 - 9.1.2 To coordinate the dissemination of information to Bargaining Unit members at the instruction of the Executive.
 - 9.1.3 To generate a newsletter at least four times a year as well as the election newsletter

- 9.1.4 Carry out the duties as determined by the President.
- 9.2 The duties of the Health and Safety Officer shall be to:
 - 9.2.1 Attend approved relevant meetings/workshops and keep membership current on the pertinent issues.
 - 9.2.2 Keep in contact with the District Health and Safety Officer.
 - 9.2.3 Provide a written report for the Annual General Meeting.
 - 9.2.4 Represent the Bargaining Unit on the Board's Health and Safety Committee.

BY-LAW 10 – Purpose of the Annual General Meeting

- 10.1 A general meeting of the Bargaining Unit may adopt or rescind By-Laws of the Bargaining Unit not inconsistent with the Constitution and By-Laws of O.S.S.T.F. concerning:
 - 10.1.1 Election procedures for Bargaining Unit Officers.
 - 10.1.2 The time, place, date and conduct of the Annual General Meeting and other special General Meetings of the Bargaining Unit.
 - 10.1.3 The formation of internal organizations and procedures.
 - 10.1.4 The establishment, amendment or revision of Bargaining Unit policy.
 - 10.1.5 All other matters as are deemed necessary or convenient for the promotion of the welfare and interests of Members or the conduct of the business of the Bargaining Unit.

BY-LAW 11 – Amendments

- 11.1 Amendments to the Constitution and By-Laws may be made at an Annual General Meeting of the Bargaining Unit.
- 11.2 Amendments to the Constitution may be made by a sixty (60%) majority vote of the Members present, qualified to vote and voting provided that notice of the proposed amendment has been given to the membership in writing not less than fifteen (15) calendar days prior to the date of the General Meeting.
- 11.3 Where such notice has not been given, a ninety (90%) majority vote of the Members present, qualified to vote and voting may make amendments.

- 11.4 Amendments to the By-Laws may be made by a simple majority vote of the Members present, qualified to vote and voting provided that notice of the proposed amendment has been given to the membership in writing not less than fifteen (15) calendar days prior to the date of the General Meeting.
- 11.5 Where such notice has not been given, a seventy-five (75%) majority vote of the Members present, qualified to vote and voting may make amendments.
- 11.6 Any amendments to Procedure or Policy shall be ratified, rescinded or amended at the next General Meeting by a simple majority vote of the Members present, qualified to vote and voting.

BY-LAW 12 – Vacancy

- 12.1 If a vacancy occurs in any Bargaining Unit Executive position, except the position of President, the Bargaining Unit Executive shall solicit nominations and appoint a Member to fill the vacancy until the end of the term of office.
- 12.2 Where no nominations are forthcoming, the Executive shall appoint a Member to fill the vacancy.
- 12.3 Where the vacancy occurs in the position of President, the Vice-President shall assume the position for the remainder of the term of office.
- 12.4 The position of immediate Past President shall remain vacant unless the immediately previous President assumes the position.
- 12.5 If a vacancy occurs in any Area Representative position, an area election at an area meeting will be held to fill the vacancy until the end of the term of office.
- 12.6 If the Area representative position is not filled at the regional meeting, the Executive shall appoint a Member to fill the vacancy.

BY-LAW 12 – Finance

- 13.1 The fiscal year of the Bargaining Unit shall be from July 1 to June 30.
- 13.2 The Treasurer shall be the administrator of the Bargaining Unit funds and shall disburse those funds in accordance with an approved budget.
- 13.3 The Treasurer shall prepare an up-to-date financial report of the Bargaining Unit for presentation at each of the Executive Meetings and the Annual General Meeting.
- 13.4 Authorization for payment drawn on the Bargaining Unit account shall require two (2) signatures of three (3) as designated by the Executive.

- 13.5 One of the signatories must be the Treasurer with the other being either the President or the Vice-President.
- 13.6 Expenses incurred on behalf of the Bargaining Unit shall be paid only if they are submitted on O.S.S.T.F. Bargaining Unit or District expense voucher forms with appropriate receipts, within spending guidelines and with appropriate approval.

BY-LAW 14 – Collective Bargaining Committee

- 14.1 The Collective Bargaining Committee for the Bargaining Unit may consist of up to a maximum of nine (9) members. The Chief Negotiator, President, Grievance Officer, EA Workgroup Representative and PSSP Workgroup Representative shall be members.
- 14.2 The Collective Bargaining Committee shall appoint a member to fill any vacancies.
- 14.3 The members of the Collective Bargaining Committee shall elect from its own members the Negotiating Team.
- 14.3.1 The Negotiating Team shall include the President, Chief Negotiator, Grievance Officer, EA Workgroup Representative, PSSP Workgroup Representative and one (1) additional member.

BY-LAW 15 – Duties of the Collective Bargaining Committee

- 15.1 It shall be the duty of the Collective Bargaining Committee to:
 - a) prepare a negotiating brief.
 - b) seek approval for the brief from the Bargaining Unit Executive and Provincial Office of O.S.S.T.F.
 - c) communicate regularly with the Members on the progress of negotiations.
 - d) follow the ratification procedure

15.2 Ratification Procedure

Following the acceptance of the Board's offer the Chief Negotiator will:

- 15.2.1 a) Present the offer to a meeting of the Bargaining Unit Executive for review and recommendations;
- b) Circulate the proposed changes in the agreement to the Bargaining Unit members; call a general meeting, with 48 hours notice, to explain the contractual changes; and

- c) No sooner than 72 hours after the requirements of part b have been fulfilled, hold a ratification vote by secret ballot in each region.

Binding

- 15.2.2 a) A tentative agreement shall be deemed ratified if more than 50% of those members who were eligible to vote and voting, voted in favour of the tentative agreement.
- b) No agreement reached by the Collective Bargaining Committee shall be binding on the members until a ratification vote is completed as indicated in part a).

Failure to Ratify

- 15.2.3 a) In the event that a tentative agreement is not ratified, the Collective Bargaining Committee may at its discretion:
 - b) Resign and request the election of a new Collective Bargaining Committee; or,
 - c) Request further guidelines from members and renew negotiations with the Board.

BY-LAW 16 – Grievance Committee

- 16.1 The Grievance Officer shall be elected at the Annual General Meeting.
- 16.2 The Grievance Committee shall consist of the Grievance Officer, the PSSP Workgroup Representative and the EA Workgroup Representative.
- 16.3 The committee shall consider complaints from members who may have grievances against the employer.
- 16.4 The committee shall assist members who have legitimate grievances.

BY-LAW 17 – Delegates to Annual Meeting of the Provincial Assembly

- 17 Delegates to the Annual Meeting of the Provincial Assembly (AMPA) shall be:
 - 17.1 The Bargaining Unit President or designate.
 - 17.2 The Provincial Councillor.
 - 17.3 Additional delegates shall be appointed by the Executive. The General Secretary of O.S.S.T.F. in accordance with the O.S.S.T.F. Constitution and By-Laws shall determine the number of delegates.
 - 17.4 Duties of delegates to AMPA shall be in accordance with the O.S.S.T.F. Constitution and By-Laws.

- 17.5 Provide a written submission for the Bargaining Unit's Newsletter to the communications Officer after the Annual Meeting of the Provincial Assembly.

BY-LAW 18 – Provincial Councillor

- 18.1 The selection of Provincial Councillor(s) shall be in accordance with the District and Provincial Constitution and By-Laws.
- 18.2 Duties of the Provincial Councillor shall be to:
- 18.2.1 Attend Provincial Council meetings.
- 18.2.2 Provide a written report to the Executive.
- 18.2.3 Provide a written submission for the Newsletter to the Communications Officer after each Provincial Council Meeting.

BY-LAW 19 – Grievance Appeal Committee

- 19.1 When the Grievance Committee has turned down a grievance, the griever has the right to take the potential grievance to a member of the Grievance Appeal Committee.
- 19.2 The Executive, except for the Grievance Officer and the EA and PSSP Representatives, shall act as the Appeal Committee. One (1) member of the Committee will act as Chair of the Grievance Appeal Committee.
- 19.3 The Chair may appoint two (2) additional members from the same geographical area as the potential grievance.
- 19.4 The decision of the Grievance Appeal Committee is binding.

BY-LAW 20 – Common Concerns/Professional Development Committee

- 20.1 The Common Concerns/Professional Development Committee shall be composed of a Chair, selected by the Bargaining Unit Executive, and two (2) other members (one (1) from each of the areas of the District) not represented by the Chair.
- 20.2 The Committee shall meet with the Board to discuss items as directed by the Executive and to co-operatively plan Professional Development day activities. The intent of the Committee is to serve the mutual needs of the Board and the Union in order to facilitate the maintenance of a harmonious relationship between the two parties.
- 20.3 The Committee Chair shall report to the Executive.
- 20.4 The Committee Chair shall communicate meeting results to the members through newsletter articles.

20.5 The Grievance Officer shall attend all meetings where items to be discussed may proceed to grievance status.

BY-LAW 21 – Bursary/Awards Committee

21.1 The Bursary/Awards Committee shall be composed of a Chair selected by the Bargaining Unit Executive and three (3) other members (one (1) from each of the areas in the District).

21.2 The Committee Chair shall send out the appropriate documents to the members each year concerning the various bursaries and awards to be offered for that year.

21.3 The Committee shall meet in April of each year to determine the recipients of the Bursaries and Awards to be granted for that year.

21.4 The Committee Chair shall report to the Executive.

21.5 The Committee Chair shall communicate recipients to the members through newsletter articles.

BY-LAW 22 – Federation Officer Time Release

22.1 The Bargaining Unit President will be seconded from the Near North District School Board, 60% of a 1.0 Full Time Equivalent (FTE) position, for the purpose of fulfilling the duties of the President.

22.2 The salary for the Bargaining Unit President shall be equivalent to the annual salary that would have been received had the President been working full time.

Policies

1. It is the policy of OSSTF, District #4 EA/PSSP Bargaining Unit that our members work with students who have recognized, substantiated needs. When the clients' needs have been met, then a Bargaining Unit member may agree to assist with other children or projects in the school in which that member works.

2. It is a policy that the Bargaining Unit will support publicly funded services by using those services whenever possible.

3. It is a policy that EA/PSSP Bargaining Unit members will attend board sponsored Professional Development Days with the understanding that overtime will be paid for any time worked beyond a typical work day and that mileage will be paid for any additional travel required to attend the Professional Development Day.