



**CONSTITUTION FOR TRILLIUM LAKELANDS DISTRICT 15 OF
THE ONTARIO SECONDARY SCHOOL TEACHERS FEDERATION**

DEFINITIONS

In this Constitution:

1. “OSSTF” shall mean the Ontario Secondary School Teachers Federation.
2. “District” shall mean the District organization of District 15, Trillium Lakelands, OSSTF.
3. “Bargaining Unit” shall be used to designate the OSSTF organizations of those members for whom OSSTF holds bargaining rights under the appropriate legislation.
4. “Constitution” shall mean a system of fundamental principles by which this District is governed, and includes a basic organization of this District.
5. “General Meeting” shall mean a meeting of the District membership to conduct the business of the District.
6. “AMPA” shall mean the Annual Meeting of the Provincial Assembly of OSSTF.
7. “AMDA” shall mean the Annual Meeting of the District Assembly of Trillium Lakelands OSSTF.
8. “PSSP” shall mean the Professional Student Services Personnel.
9. “ARM” shall mean Active Retired Members.
10. “TLDSB” shall mean Trillium Lakelands District School Board.

ARTICLE 1 - Name and Authority

- 1.1 This District shall be known as the Ontario Secondary School Teachers= Federation, District 15, Trillium Lakelands.
- 1.2 Any part of the District Constitution, Bylaws, Policies and/or Procedures which are in contravention to the OSSTF/District/Division Constitution, Bylaws, Policies and/or Procedures are null and void.

ARTICLE 2 - Objects

- 2.1 The objects of District 15 shall be those described in Article 4 of the Constitution of OSSTF.
- 2.2 The ethics of District 15 shall be those described in Article 6 of the Constitution of OSSTF.

ARTICLE 3 - Membership

- 3.1 Members shall be determined in accordance with OSSTF Bylaws and shall include:
 - 3.1.1. active members of OSSTF who are employed by the TLDSB;
 - 3.1.2 active retired members who are members of the ARM chapter(s) within TLDSB;
 - 3.1.3 honorary members appointed by Provincial Executive on recommendation of TLDSB and its predecessor boards;
 - 3.1.4 associate members assigned to teach in schools of TLDSB; 3.1.5
voluntary members approved by TLDSB;
 - 3.1.6 Provincial Life Members.

ARTICLE 4 - District Executive

- 4.1 Composition

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

- 4.1.1 Teachers Bargaining Unit President, who shall serve as the District President;
- 4.1.2 Teachers Bargaining Unit Treasurer, who shall serve as the District Treasurer;
- 4.1.3 One Teachers=Bargaining Unit Vice-President;
- 4.1.4 PSSP Bargaining Unit President;
- 4.1.5 PSSP Executive member as appointed by PSSP Bargaining unit president
- 4.1.6 Federation Officer, non-voting
- 4.1.7 Occasional Teacher Representative

ARTICLE 5 - District Budget Committee

5.1 Composition

There shall be a District Budget Committee consisting of the following members:

- 5.1.1 Teachers Bargaining Unit President
- 5.1.2 Teachers Bargaining Unit Treasurer
- 5.1.3 PSSP Bargaining Unit President;
- 5.1.4 Any other individual(s) as identified by the District President as required to support the budget development process

ARTICLE 6 - District Governance Review Committee

6.1 Composition

There shall be a District Governance Review Committee consisting of the following members:

- 6.1.1 Teachers Bargaining Unit President
- 6.1.2 PSSP Bargaining Unit President;
- 6.1.3 Occasional Teacher Representative (voluntary);
- 6.1.4 Up to three additional members at large from the T/OT Bargaining Unit and/or the PSSP Bargaining Unit.

ARTICLE 7 - Annual Meeting of the District Assembly

7.1 Composition

- 7.1.1 From the Teachers Bargaining Unit, the representatives to AMDA shall be the Teachers Bargaining Unit Assembly representatives.
- 7.1.2 From all other Bargaining Units, the representatives to AMDA shall be one representative for every ten active members or major portion thereof chosen from the active members of the respective Bargaining Units.

7.2 Mandate

The mandate of AMDA shall include:

- 7.2.1 amending the District Constitution;
- 7.2.2 approving the District Budget;

7.3 Quorum and Voting

- 7.3.1 Quorum at AMDA shall be those representatives who are present, qualified to vote and voting.
- 7.3.2 Voting shall be by the majority vote of those present, qualified to vote, and voting.

7.4 Governing Structure

- 7.4.1 The AMDA shall be chaired by the District President or designate.
- 7.4.2 The AMDA shall be run according to OSSTF/FEESO rules of order.
- 7.4.3 The AMDA shall be held by May 21st each year.

ARTICLE 8 - Amendments

8.1 Amendments to this constitution may be made at the AMDA

- 8.1.1 by a majority vote of the representatives qualified to vote, present and voting provided that notice of the proposed amendment has been given in writing to the bargaining units of District 15 OSSTF at least 15 days prior to the date of AMDA;
- 8.1.2 by a three-quarters vote of the representatives qualified to vote; present and voting, prior notice not having been given.
- 8.1.3. Any representative in attendance at AMDA wanting to propose amendments to this constitution may bring a resolution from the floor at AMDA and voting shall be as outlined in 8.1.2

BYLAWS

BYLAW 1 - District Executive

1.1 Duties of Executive

It is the duty of the District Executive to:

- 1.1.1 manage affairs of the District;
- 1.1.2 hold an Annual Meeting of the District Assembly;
- 1.1.3 call a General Meeting;
- 1.1.4 prepare a District Budget for consideration at AMDA;
- 1.1.5 fulfill financial obligations as described in Regulation 18 of the Constitution of OSSTF;

and

- 1.1.6 select the alternates that the District shall send to AMPA.

1.2 Meetings of District Executive

- 1.2.1 The District Executive will meet at the call of the President and meet at least two times a year;
- 1.2.2 The District Executive will meet either virtually or in person; and 1.2.3 Notwithstanding 1.2.1, The District Executive will meet to prepare the District Budget.
- 1.2.3 Notwithstanding 1.2.1, The District Executive will meet to a) review the proposed District Budget as prepared by the District Budget Committee; b) review proposed amendments to the District Constitution made by the District Governance Review Committee; and c) select AMPA alternates.
- 1.2.4 Meetings of the District Executive will be chaired by the District President or designate.
- 1.2.5 Quorum for meetings of the District Executive shall be a simple majority of the voting members of the Executive.
- 1.2.6 Voting shall be by majority of those present, qualified to vote, and voting.
- 1.2.7 District Executive meetings shall be run according to OSSTF/FEESO rules of order.

BYLAW 2 - District Budget Committee

- 2.1 The mandate of the District Budget Committee shall be to meet and prepare the annual District Budget prior to AMDA.
- 2.2 The District Budget Committee shall present the proposed budget at a meeting of the District Executive prior to AMDA for review
- 2.3 The District Budget Committee shall use the following principles and assumptions to develop the District Budget:
 - 2.3.1 The District Budget is a complete representation of the finances for the Professional Student Services Personnel (PSSP) Bargaining Unit and the Teachers and Occasional Teachers (T/OT) Bargaining Unit of OSSTF District 15 Trillium Lakelands.
 - 2.3.2 The District 15 finances shall be the combined finances of the PSSP and T/OT Bargaining Units with the exception of the following:

- 2.3.2.1 The building at 11 Sussex St. S Lindsay, Ontario is the property of OSSTF Holdings, and has been financed and maintained through the Teachers and Occasional Teachers Bargaining Unit of District 15;
- 2.3.2.1.1 The Building remains the responsibility of the T/OT Bargaining Unit;
- 2.3.2.2 Notwithstanding X.3.2.1 and X.3.2.1.1, space in the building shall be available for the use of the PSSP Bargaining Unit so long as it remains the property of the T/OT Bargaining Unit and is being used to conduct the business of the District.
- 2.3.2.3 The current surpluses invested as of the 2025-2026 school year are and shall continue to be those of the T/OT Bargaining Unit
- 2.3.2.4 Notwithstanding X.3.2.3, any future investment strategy as of the 2025-2026 school year should account for surpluses generated by the PSSP Bargaining Unit.
- 2.3.2.5 Establishing rules for the expenditure of reserve funds held by the T/OT and PSSP Bargaining Units shall remain the purview of each respective Bargaining Unit as set out in their respective Bargaining Unit Constitutions.
- 2.3.2.6 Establishing guidelines for the Bargaining Unit Levy shall remain the purview of each Bargaining Unit as set out in their respective Bargaining Unit Constitutions.
- 2.4 Financial reports shall be presented as District Financial Reports to the T/OT Bargaining Unit Council, to the T/OT and PSSP Bargaining Unit Executives, to the respective Bargaining Unit Assemblies, and at the Annual Meeting of the District Assembly.
- 2.5 Bargaining Unit time release costs shall be borne by each bargaining unit and shall be funded proportionally by Provincial District Rebates, local bargaining unit levies and, where possible, other provincial funding lines.
- 2.6 Funding for District and Bargaining Unit operations shall be jointly funded, and represented by a single line in the District Budget. For clarity, the following items shall be budgeted for and accounted for as a District:

- 2.6.1 all committees, councils, and meetings sponsored by the District or Bargaining Units;
- 2.6.2 travel and member services;
- 2.6.3 District and Bargaining Unit awards;
- 2.6.4 professional development and training;
- 2.6.5 AMPA representative/alternate expenses;
- 2.6.6 retirement gifts

BYLAW 3 - District Governance Review Committee

- 3.1 The mandate of the District Governance Committee shall be to:
 - 3.1.1 annually conduct a thorough review of the District Constitution, By-laws, Policies and Procedures, and make recommendations to the Annual Meeting of the District Assembly for amendment;
 - 3.1.2 present proposed recommendations at a meeting of the District Executive for review prior to AMDA;
 - 3.1.3 receive and explore concerns about the District Constitution, By-laws, Policies and Procedures identified by the membership or any body thereof;
 - 3.1.4 assist the Bargaining Unit Executives, Councils, and the membership in matters pertaining to the District Constitution, By-laws, Policies and Procedures.

BYLAW 4 - Selection of AMPA Alternates

- 4.1 The District President will provide to the District Executive, as part of the materials package for the meeting where alternates will be selected, the following information:
 - 4.1.1 The breakdown of the representative/alternate allocation by job class as provided at Provincial Council;
 - 4.1.2 The representative positions that have already been filled, such as that of leader, and the names of members filling them;
 - 4.1.3 Confirmation that the posting for applications for AMPA alternates was advertised to all members in the District and that all members had the same time period to apply;
 - 4.1.4 The names of members from whom on-time applications have been received

- 4.2 If the number of applications is equal to or less than the number of available positions, they shall be confirmed by District Executive resolution as the alternates for the current year's AMPA.
- 4.3 In the case where there are fewer applicants than available positions, the District Executive may adopt a resolution empowering the President or the Executive to find members willing to serve and fill the remaining positions.
- 4.4 If the number of applicants exceeds the number of available positions, it shall be the responsibility of the District Executive to select the alternates through a secret ballot.
- 4.5 Any member of the District Executive who is also an applicant must declare a conflict of interest and recuse themselves from the selection process.
- 4.6 Each applicant shall have been given the opportunity, prior to the District Executive meeting, to write a statement of interest, not to exceed 250 words, to help the members of the District Executive make their decision when selecting applicants to the position(s) of AMPA alternate.
- 4.7 Once District Executive members have had the opportunity to review the applicants' statements of interest, the alternates shall be selected using a ranked secret ballot.
- 4.8 The ranked ballot shall be tabulated using a Borda count, as follows:
 - X.8.1 A score shall be assigned to each applicant by adding a number of points awarded by each ballot. If there are m applicants, then the first-ranked applicant in a ballot receives $m - 1$ points, the second gets $m - 2$ points, and so on until the last ranked applicant receives none.
- 4.8.2 Applicants with the highest scores shall be added to the alternate positions until all positions have been filled.
- 4.9 Once scores have been tabulated and applicants assigned to positions, the AMPA alternates shall be confirmed by resolution of the District Executive
- 4.10 All applicants shall be contacted by the District President and notified of the result of the AMPA Alternate selection process no later than 5 days following the decision.

BYLAW 5 - Strike Fund Donation/Collection

- 5.1 It is important that OSSTF members support the political actions taken by their peers elsewhere in the province. In the case of the strike, financial support is most crucial. It is the policy of Trillium Lakelands OSSTF District 15 that its members be made aware of the political undertakings of their peers and that they be encouraged to support them financially.
- 5.2 Other OSSTF Districts/Bargaining Units
 - 5.2.1 Initially the message for collection is sent from the District President to Branch Presidents and to the PSSP President through a President's Memo.
 - 5.2.2 Through a branch notice in the case of the T/OT Bargaining Unit or email communication in the case of the PSSP Bargaining Unit, members are requested to make a donation of \$25.00 although a donation of any amount is accepted. A short time line is given. Reminders are made in a manner with which the individual president is comfortable.
 - 5.2.3 Branch Presidents and the PSSP President will arrange for the collection of money for the T/OT Bargaining Unit and the PSSP Bargaining Unit, respectively, and will forward the money to the District Treasurer.
 - 5.2.4 Once all donations have been collected, the District Treasurer sends one cheque to the district in question. The membership is notified of the total District amount collected. Individual Branches or Bargaining Units may announce their own totals.
 - 5.2.5 "Thank you's" are sent to the membership at large through an email communication from the District President and through posting in Bargaining Unit newsletters.
 - 5.2.6 When acknowledgment arrives from the district in question, this is posted at the Branch or Bargaining Unit level and in the subsequent issues of Bargaining Unit newsletters.
 - 5.2.7 Donations which are made after the "deadline" are to be forwarded to the District Treasurer and held in an account and will be included in the next call for support.
 - 5.2.8 The financial support provisions of this by-law do not apply to OSSTF strikes that are funded by special levy if such measure affects or is likely to affect members of OSSTF District 15.

5.3 Unions/Bargaining Units within the boundaries of District 15

- 5.3.1 On the tenth day of a strike (full withdrawal of services), the District President shall send a letter of support and a donation to the striking bargaining unit's hardship fund. The amount of the cheque will be calculated on the following basis: \$20.00 per member employed at a worksite within the City of Kawartha Lakes, the County of Haliburton, or the District of Muskoka who is on a strike involving a full withdrawal of services, to a maximum of \$8000.00.
- 5.3.2 At the same time, the District President shall send a message to all members of OSSTF District 15 requesting that each member donate the required per capita cost to cover the cost of the donation described in X.3.1.
- 5.3.3 Branch Presidents and the PSSP President will arrange for the collection of the voluntary levy for the T/OT Bargaining Unit and the PSSP Bargaining Unit, respectively, and will forward the money to the District Treasurer.
- 5.3.4 The District President, through periodic updates, shall keep the membership informed on the progress of the strike action.
- 5.3.5 The District Executive may authorize additional payments in support of the striking workers.