



**CONSTITUTION AND BYLAWS
of the**

**PROFESSIONAL STUDENT SERVICES
PERSONNEL BARGAINING UNIT**

Ontario Secondary School Teachers Federation

District 11

Revised June 2024

PSSP Constitution and Bylaws
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Constitution

ARTICLE 1 - Definitions

- 1.1 "OSSTF" shall mean the Ontario Secondary School Teachers' Federation.
- 1.2 "Bargaining Unit" shall be used to designate the district organization of Professional Student Services Personnel (PSSP).
- 1.3 "District" shall mean District 11, Thames Valley, OSSTF.
- 1.4 "Member" shall mean an active Member (in good standing) of the PSSP Bargaining Unit who is a Member of OSSTF.
- 1.5 "Constitution" shall mean a system of fundamental principles by which the Bargaining Unit is governed, and includes a basic organization of the Bargaining Unit.
- 1.6 "Bylaws" shall mean the standing rules governing the Membership of the Bargaining Unit on matters which are entirely within the control of the Bargaining Unit.
- 1.7 "Policy" shall mean a stand or a position taken by the Bargaining Unit in accordance with its Bylaws on matters whose resolution is beyond the internal legislative power of the Bargaining Unit.
- 1.8 "Executive" shall mean those members as determined in Article 6.1.
- 1.9 "Executive Officers" shall mean President, Vice-President, Secretary-Treasurer, Chief Negotiator, Health and Safety Officer, Educational Services Officer, Pay Equity Officer, Grievance Officer and Equity, Anti-Racism and Anti-Oppression Officer.
- 1.10 "Job Class Representative" shall mean the Member of the Bargaining Unit who has been elected to coordinate OSSTF activities within a given job class.
- 1.11 "General Meeting" shall mean a meeting of the Bargaining Unit Membership to conduct the business of the unit.
- 1.12 "Procedures" shall mean the 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, Bylaws, and policy.
- 1.13 The position of "Past President" will stand for one (1) year after leaving the President position. (AGM2024)

ARTICLE 2 - Name and Authority

- 2.1 This Bargaining Unit shall be known as the Ontario Secondary School Teachers' Federation District 11, Professional Student Services Personnel.
- 2.2 Any part of the Bargaining Unit Constitution, Bylaws, Policy, and/or Procedures which is in contravention to the OSSTF and/or District Constitution, Bylaws, Policy and/or Procedures shall be null and void.

ARTICLE 3 - Objectives

- 3.1 The objectives of the PSSP Bargaining Unit shall be to:
- 3.1.1 uphold and maintain the Constitution, Bylaws and established practices of OSSTF and those of District 11, Thames Valley, as described in their respective constitutions.
 - 3.1.2 represent fairly the interests and concerns of its Members with respect to the terms and conditions of employment by means of consultation and/or collective bargaining with the Thames Valley District School Board.
 - 3.1.3 establish reasonable Bylaws and Policies governing its Members which shall not contravene those established by OSSTF or District 11, Thames Valley.
 - 3.1.4 uphold and maintain the code of Ethics and Standards of Practices of the respective professions of the Membership.

ARTICLE 4 - Membership

- 4.1 Members shall include employees employed by the Thames Valley District School Board as Ontario Secondary School Teachers Federation Professional Student Services Personnel.

ARTICLE 5 - Dues and Levies

- 5.1 Members shall pay annual dues as prescribed in the Bylaws of OSSTF.
- 5.2 In addition to the dues prescribed by OSSTF, a levy may be required by this Bargaining Unit. The amount of the levy shall be approved by a majority vote of those Members present, qualified to vote and voting at the Annual General Meeting of the Bargaining Unit.

ARTICLE 6 - Organization

6.1 Bargaining Unit Executive

- 6.1.2 There shall be an Executive consisting of the following voting Members:
- 6.1.2.1 President
 - 6.1.2.2 Vice President
 - 6.1.2.3 Secretary-Treasurer
 - 6.1.2.4 Chief Negotiator
 - 6.1.2.5 One Job Class Representative from each occupational job class.
 - 6.1.2.6 Grievance Officer
 - 6.1.2.7 Immediate Past President
 - 6.1.2.8 Health and Safety Officer
 - 6.1.2.9 Education Services Officer
 - 6.1.2.10 Pay Equity Officer
 - 6.1.2.11 Equity, Anti-Racism and Anti-Oppression Officer

6.2 Collective Bargaining Committee

- 6.2.1 There shall be a Collective Bargaining Committee for the Bargaining Unit.
- 6.2.2 The Collective Bargaining Committee shall be responsible to the Bargaining Unit Executive through the Chief Negotiator

6.3 Grievance Committee

6.3.1 There shall be a Grievance Committee consisting of the Bargaining Unit President, Chief Negotiator and Grievance Officer.

6.4 District Committees

6.4.1 PSSP shall have representatives on the following District Committees:

- 6.4.1.1 AMPA Committee
- 6.4.1.2 District Executive Council (DEC)
- 6.4.3.3 Communications and Excellence in Education Committee
- 6.4.1.4 Political Action Committee
- 6.4.1.5 Constitution Committee
- 6.4.1.6 Education Services Committee
- 6.4.1.7 Finance Committee
- 6.4.1.8 Health & Safety Committee
- 6.4.1.9 Human Rights Committee
- 6.4.1.10 Status of Women Committee

ARTICLE 7 - Meetings

7.1 Frequency of Executive Meetings shall be established in the Bylaws.

7.2 There shall be an Annual General Meeting as defined in the Bylaws.

7.3 Special General Meetings may be convened in accordance with the Bylaws.

ARTICLE 8 - Collective Bargaining

8.1 There shall be a Collective Bargaining Committee for the Bargaining Unit elected in accordance with the Bylaws.

ARTICLE 9 - Standing Committees

9.1 There shall be Bargaining Unit Standing Committees as designated in the Bylaws.

9.1.1 The chairperson of any Bargaining Unit Standing Committee shall attend a Bargaining Unit Meeting at the request of the President.

9.1.2 The Chairperson of any Bargaining Unit Standing Committee shall provide a written report of the committee's activities and recommendations at the Annual General Meeting of the Bargaining Unit. Such a report will also be furnished to the Bargaining Unit Executive at the request of the President.

ARTICLE 10 – Amendments

10.1 Amendments to the Articles of the Constitution may be made:

10.1.1 at any duly constituted meeting of the General Membership, by a two-thirds affirmative vote of the members qualified to vote, present and voting, provided that notice of the proposed amendment shall have been given in writing at least three weeks in advance of the meeting at which the motion to amend is to be presented.

10.1.2 at any duly constituted meeting of the General Membership, by a nine-tenths affirmative vote of the members qualified to vote, present and voting, when previous notice as in 10.1.1 has not been given.

10.1.3 at a properly constituted meeting of the Bargaining Unit Executive, provided that nine tenths of those qualified to vote, present and voting, vote in favour thereof.

10.1.3.1 changes approved in 10.1.3 shall be submitted to the next General Membership meeting for ratification.

10.2 Amendments to the Bylaws may be made:

10.2.1 at any duly constituted meeting of the General Membership, by a simple majority of the members qualified to vote, present and voting, provided that notice of the proposed amendment shall have been given in writing at least three weeks in advance of the meeting at which the motion to amend is to be presented.

10.2.2 at any duly constituted meeting of the General Membership, by a two-thirds affirmative vote of the members present, qualified to vote and voting, when previous notice as in 10.2.1 has not been given.

10.2.3 at a properly constituted meeting of the Bargaining Unit Executive, provided that nine-tenths of those qualified to vote, present and voting, vote in favour thereof.

10.2.3.1 changes approved in 10.2.3 shall be submitted to the next General Membership meeting for ratification.

ARTICLE 11 – Electronic Meetings

- 11.1 As necessary, meetings of the Bargaining Unit membership, executive, or committees may be held electronically. Under no circumstances can any part of the electronic meeting be recorded.
- 11.2 Standing rules for electronic meetings can be adopted, as necessary, by the executive or committee to suit their needs.
- 11.3 An anonymous vote conducted through the designated Internet meeting service or any other online voting procedure approved by the Bargaining Unit, shall be deemed a ballot vote, fulfilling any requirement in the bylaws or rules that a vote be conducted by a ballot.

BYLAWS

BYLAW 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 seven (7) calendar days prior to the date of the meeting.
- 1.2 Notice of other General Meetings shall be given in writing at least three (3) working days in advance of the meeting.
- 1.3 The Bargaining Unit President shall call a General Meeting where twenty (20) percent or more of the Members make such a request in writing to the President.

BYLAW 2 - Executive Meetings

- 2.1 The Bargaining Unit Executive shall meet at the call of the President but not less than five (5) times per school year.
- 2.2 The Bargaining Unit President shall call a meeting of the Executive when at least

three (3) Members of the Executive make such a request in writing to the President.

BYLAW 3 - Quorum

- 3.1 A quorum for meetings of the Executive shall be a simple majority of the voting Members of the Executive.
- 3.2 A quorum for the Annual General Meeting shall consist of those Members present, qualified to vote and voting.
- 3.3 A quorum for a General Meeting shall be those Members present, qualified to vote and voting.

BYLAW 4 – Voting at Convened General Meetings

- 4.1 Any Member of the Bargaining Unit may attend, speak, and vote at any duly convened General Meeting.
 - 4.1.1 Where a vote is held, any Member in the Bargaining Unit may vote by secret ballot on the ratification of a proposed collective agreement or a sanction against the employer.

BYLAW 5 - Elections

- 5.1 Only Members of PSSP may be candidates for office.
- 5.2 **Elections for the Executive Officers**
 - 5.2.1 Written nominations for Executive Officers shall be submitted to the District Office no more than twenty (20) business days and no less than five (5) business days prior to the Annual General Meeting.
 - 5.2.2 Elections for Executive Officers shall be held on even-numbered years.
 - 5.2.3 Elections for the Executive Officers shall be in the order listed in Article 6 of the Constitution.
 - 5.2.4 Any Member of the Bargaining Unit may be nominated "from the floor" supported by two (2) other Members as the mover and the seconder of the motion to nominate.
 - 5.2.5 If candidates wish to make speeches, such speeches shall occur during the Annual General Meeting.
 - 5.2.6 Elections for Executive Officers shall be by secret ballot at the Annual General Meeting.
 - 5.2.7 Executive Officers shall be elected by the majority vote of those present, qualified to vote and voting.
 - 5.2.8 Should a tie vote occur in determining an Executive Officer position, a second tie breaker ballot will occur with only the names of those holding the tied vote count appearing on the ballot.
 - 5.2.9 The successful candidate in a tie vote shall be the one with the highest vote count.
 - 5.2.10 Defeated candidates shall be considered for other available offices if they choose.
 - 5.2.11 The term of office for Executive Officers shall be for two (2) years, from July 1 to June 30.

5.3 **Elections for the Job Class Representatives**

- 5.3.1 “Job Class Representatives” shall come from the following Job Classes: Psychologists, Psychological Associates, Psychometrists, Research and Assessment Associates, Social Work/Attendance Counsellors, Speech-Language Pathologists, Audiologists, School Support Counsellors, Indigenous Counsellors, Environmental Educators and Behaviour Analysts.
- 5.3.2 Written nominations for Job Class Representatives shall be submitted to the District Office no more than twenty (20) business days and no less than five (5) business days prior to the Annual General Meeting.
- 5.3.3 Elections for Job Class Representatives shall be held on odd-numbered years.
- 5.3.4 Job Class Representatives shall be elected by Members of that particular job class only and shall be elected prior to the Annual General Meeting with the elected Member's name to be reported at the Annual General Meeting.
- 5.3.5 If a job class repo position remains open, any members of the job class may be nominated “from the floor” supported by two (2) other members of the same job class as the mover and the seconder of the motion to nominate. (AGM2024)
- 5.3.6 The term of office for Job Class Representatives shall be for two (2) years, from July 1 to June 30.

5.4 **Election of Delegate(s) to the Annual Meeting of the Provincial Assembly (AMPA)**

- 5.4.1 The Bargaining Unit Executive shall call for and receive from the Membership nominations for the position of Delegate(s) to the Annual Meeting of the Provincial Assembly.
- 5.4.2 All voting Members of the Executive shall be eligible to cast a ballot.
- 5.4.3 Votes may be cast by those Executive Members present, qualified to vote and voting.
- 5.4.4 Successful candidates shall be those with the highest recorded vote count on one ballot.
- 5.4.5 Should a tie vote occur in determining a Delegate position, a second tie breaker ballot will occur with only the names of those holding the tied vote count appearing on the ballot.
- 5.4.6 The successful candidate in a tie vote shall be the one with the highest vote count.
- 5.4.7 A list and vote count shall be maintained of the unsuccessful candidates.
- 5.4.8 This list shall be used, according to the highest votes received, to replace an elected Delegate should circumstances necessitate the withdrawal of a Delegate.

5.5 **Election of District Counsellors (AGM2024)**

- 5.5.1 The election will occur at the first PSSP Executive Meeting on even numbered years for a two (2) year term
- 5.5.2 Only members of the current PSSP Executive may express an interest to be a member of the District Executive Council (DEC)
- 5.5.3 Nominations will be open for one (1) week prior to the first meeting of the PSSP Executive Meeting
- 5.5.4 If more than one (1) nomination comes forward, an election will occur by secret ballot at that first meeting.
- 5.5.5 Alternate timelines to be followed in the event of unforeseen circumstances must be approved by the PSSP Executive
- 5.5.6 Any vacancies in the position of PSSP DEC Member that occur prior to the end fo the term shall be filled by appointment of the PSSP President.

BYLAW 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 the OSSTF Provincial Bylaws.

BYLAW 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 the 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 OSSTF Members of the Bargaining Unit regarding the management of the PSSP Bargaining Unit Business.
 - 7.1.5 establish a Grievance Committee which shall investigate and determine the manner in which grievances are conducted.
 - 7.1.6 establish procedures for the ratification of the Collective Agreement.
 - 7.1.7 fill any vacant position on the Executive, with the exception of the position of President which shall be filled in accordance with the Bylaws.
 - 7.1.8 attend workshops, conferences and meetings at the request of District 11 or Provincial Office.

BYLAW 8 - Duties of the 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 outlined in the OSSTF 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 District Executive.
 - 8.1.8 represent the Bargaining Unit at PSSP Mutual Concerns Committee meetings.
 - 8.1.9 represent all Members of the Bargaining Unit fairly whether they are active OSSTF Members or not.
 - 8.1.10 ensure that all vital functions of an office which has been vacated be carried out on an interim basis until the vacancy is filled.
 - 8.1.11 to serve as the Bargaining Unit's Provincial Councillor
 - 8.1.12 the Provincial Councillor(s) shall be a Member(s) of the Bargaining Unit's AMPA delegation
- 8.2 The duties of the **Vice-President** shall be to:
- 8.2.1 perform the duties of the President in the Presidents absence.
 - 8.2.2 Chair the PSSP Executive meetings.
 - 8.2.3 Chair the PSSP constitution committee.
 - 8.2.4 carry out the duties as may be assigned by the President.

- 8.3 The duties of the **Secretary-Treasurer** shall be to:
- 8.3.1 keep a record of the minutes of all Executive and General Meetings.
 - 8.3.2 send a copy of the minutes to each Member of the Executive, the District Secretary and to each Job Class Representative.
 - 8.3.3 carry out the duties as may be assigned by the President.
 - 8.3.4 carry out the duties as may be assigned by the District Treasurer.
 - 8.3.5 carry out the duties as outlined in the Bylaws.
- 8.4 The duties of the **Chief Negotiator** shall be to:
- 8.4.1 Chair the Bargaining Unit Collective Bargaining Committee.
 - 8.4.2 be a Member of the Negotiations Table Team.
 - 8.4.3 present tentative settlements or amendments to the Collective Agreement to the general Membership prior to a ratification vote.
 - 8.4.4 represent the Bargaining Unit at PSSP Mutual Concerns Committee meetings.
 - 8.4.5 report on a timely and regular basis to the Executive and the Members.
 - 8.4.6 attend regional Protective Services Committee meetings.
 - 8.4.7 carry out the duties as determined by the President.
- 8.5 The duties of the **Grievance Officer** shall be to:
- 8.5.1 act as the Chair of the PSSP Mutual Concerns Committee.
 - 8.5.2 act as chair of the grievance committee.
 - 8.5.3 inform the President and Executive of all requests for assistance and potential grievances.
 - 8.5.4 provide input in developing arguments and policies in pursuing the grievance (AGM2024).
 - 8.5.5 carry out the duties as may be assigned by the President.
- 8.6 The duties of the **Immediate Past President** shall be to:
- 8.6.1 retain the position for a term of one (1) year.
 - 8.6.2 carry out the duties as determined by the President.
- 8.7 The duties of the **Job Class Representative** shall be to:
- 8.7.1 communicate regularly with the Members within their job class.
 - 8.7.2 communicate problems to the Executive.
 - 8.7.3 report possible violations of the Collective Agreement to the Executive.
 - 8.7.4 carry out the duties as determined by the President.
 - 8.7.5 carry out the duties as outlined in the Bylaws.
- 8.8 The duties of the **Health and Safety Representative** shall be to:
- 8.8.1 serve as a certified Member of the Joint Health & Safety Committee.
 - 8.8.2 report, as required, to the PSSP Bargaining Unit Executive the proceedings of the Joint Health and Safety Committee and on general matters of health and safety.
 - 8.8.3 be knowledgeable about health and safety issues.
 - 8.8.4 participate in workplace inspections as required through the Joint Health and Safety Committee terms of reference.
- 8.9 The duties of the **Education Services Officer** shall be to:
- 8.9.1 forward information received from the Provincial Office to the Bargaining Unit Executive.

- 8.9.2 act as a liaison between the District Educational Services Committee and the Bargaining Unit Executive.
- 8.10 The duties of the Equity, Anti-Racism and Anti-Oppression Officer shall be to:
(AGM 2023)
 - 8.10.1 attend PSSP Executive meetings as a voting member.
 - 8.10.2 attend Equity Officers' Conference
 - 8.10.3 assist with the implementation and evaluation of strategic equity initiatives and priorities
 - 8.10.4 help build awareness on equity, anti-racism and anti-oppressive issues in the Bargaining Unit.
 - 8.10.5 support and amplify equity and sovereignty seeking groups within the Bargaining Unit.
 - 8.10.6 liaise with other Equity and Anti-Racism, Anti-Oppression Officers and appropriate committees and community organizations within the District to coordinate initiatives.
 - 8.10.7 make recommendations to the PSSP Executive to assist in the creation and maintenance of accessible and inclusive local practices and processes to remove barriers to participation.
 - 8.10.8 attend and provide a report to DEC as a non-voting member on a rotational basis with the other Bargaining Unit's Equity, Anti-Racism, and Anti-Oppression Officers.

BYLAW 9 - Duties of the General Meeting

- 9.1 A General Meeting of the Bargaining Unit may adopt or rescind Bylaws as long as the result is consistent with the Constitution and Bylaws of OSSTF concerning:
 - 9.1.1 election procedures for Bargaining Unit Officers.
 - 9.1.2 the time and place and conduct of the Annual General Meeting and other special General meetings of the Bargaining Unit.
 - 9.1.3 the formation of internal organizations and procedures.
 - 9.1.4 the establishment, amendment or rescission of Bargaining Unit policy.
 - 9.1.5 all other matters as deemed necessary or convenient for the promotion of the welfare and interests of Members or the conduct of the business of the Bargaining Unit.

BYLAW 10 - Vacancy

- 10.1 If a vacancy occurs in any Bargaining Unit Executive position, except the position of the President, the Bargaining Unit Executive shall solicit nominations and appoint a Member to fill the vacancy until the end of the term of office.
- 10.2 Where no nominations are forthcoming, the Executive shall appoint a Member to fill the vacancy.
- 10.3 The position of Immediate Past President shall remain vacant unless the immediate previous President assumes the position.

BYLAW 11 - Finances

- 11.1 The fiscal year of the Bargaining Unit shall be from July 1 to June 30.

- 11.2 The Treasurer shall be the administrator of the Bargaining Unit funds and shall disburse those funds in accordance with an approved budget.
- 11.2.1 The Treasurer shall prepare an up-to-date financial report of the Bargaining Unit for presentation at the January Executive Meeting and the Annual General Meeting.
- 11.3 Expenses incurred on behalf of the Bargaining Unit shall be paid only if they are submitted on the OSSTF Bargaining Unit or District expense voucher forms with the appropriate receipts, within spending guidelines and with appropriate approval.
- 11.3.1 Vouchers drawn on the Bargaining Unit account shall require one (1) of two (2) signatures being either the Treasurer or the Bargaining Unit President.
- 11.4 Each Member of PSSP shall contribute a levy of 0.12% of gross pay remitted in accordance with their collective agreement or upon direction of the PSSP Treasurer.

BYLAW 12- Collective Bargaining Committee (CBC)

- 12.1 The Collective Bargaining Committee shall consist of the President, Chief Negotiator and at least six (6) other Members representing differing job classes.
- 12.1.1 Up to one (1) Member from each job class can sit on the CBC.
 - 12.1.2 The Bargaining Unit Executive shall appoint members to fill any vacancies.
- 12.2 It shall be the duty of the Collective Bargaining Committee to:
- 12.2.1 survey the Membership.
 - 12.2.2 prepare a negotiating brief.
 - 12.2.3 select a Negotiating Table Team.
- 12.3 The Negotiating Table Team shall consist of the President, Chief Negotiator and three (3) additional members from the CBC committee.
- 12.3.1 Notification for the PSSP Table Team members shall be presented to the general membership if less than three (3) apply.
 - 12.3.2 Available positions will be selected by the Chief Negotiator and President.
- 12.4 It shall be the duty of the Negotiating Table Team to:
- 12.4.1 seek approval for the brief from the Bargaining Unit Executive and Provincial Office of OSSTF.
 - 12.4.2 communicate regularly with the Members on the progress of negotiations.
 - 12.4.3 call a meeting for the Membership for the purpose of receiving information, of asking questions of clarification regarding the proposed collective agreement and for the purpose of voting. Ratification procedures will be in accordance with the Ontario Labour Relations Act.
 - 12.4.4 provide Members with a summary of the proposed Tentative Agreement at least twenty-four (24) hours before a ratification vote.
 - 12.4.5 seek assistance from Provincial OSSTF Negotiators.
- 12.5 The Negotiating Table Team shall remain in place for the duration of the negotiating process.

BYLAW 13 - Grievance Committee

- 13.1 **Grievance Committee – Membership**
- 13.1.1 The grievance Committee shall consist of three Members:
 - 13.1.1.1 President of the Bargaining Unit
 - 13.1.1.2 Chief Negotiator of the Bargaining Unit
 - 13.1.1.3 Grievance Officer of the Bargaining Unit
 - 13.1.2 In the event a Member of the Grievance Committee is directly involved in a possible grievance, that person will be excused from the committee and an alternate from the Bargaining Unit will be appointed by the Executive to become the representative.
- 13.2 **Grievance Committee – Terms of Reference**
- 13.2.1 The purpose of the Grievance Committee shall be to determine if an alleged grievance is actually a grievance and to resolve the grievance. A grievance is defined as a complaint concerning the interpretation, administration or alleged violation of the Collective Agreement.
 - 13.2.2 All grievances are confidential to the Members of the Grievance Committee,

the Bargaining Unit Executive, and to the grievor(s).

BYLAW 14 – Membership Appeals Committee

14.1 Membership Appeals Committee – Membership

- 14.1.1 The Membership Appeals Committee shall consist of three members elected by the Bargaining Unit Executive (according to Bylaws).
- 14.1.1.1 No Member of the Grievance Committee shall serve as a Member of the Membership Appeals Committee.
- 14.1.2 In the event a Member of the Membership Appeals Committee is directly involved in a possible grievance, that person will be excused from the committee and an alternate will be appointed by the Bargaining Unit Committee to become the representative.

14.2 Membership Appeals Committee – Terms of Reference

- 14.2.1 The purpose of the Membership Appeals Committee shall be to determine, based on an appeal carried forward by a Member(s), if a decision made by the Grievance Committee is to upheld or reversed.
- 14.2.2 All grievance and appeals are confidential to the Membership Appeals Committee, the Bargaining Unit Executive, and to the grievor(s).
- 14.2.3 All decisions by the Membership Appeals Committee shall be by simple majority.

14.3 Membership Appeals Committee – Procedures

- 14.3.1 Member(s) of the Bargaining Unit affected by the Grievance Officer's decision to deny a grievance may appeal this decision using the following procedure. The Grievance Officer shall not allow an appeal to stale date a grievance.
- 14.3.2 Within three days of the decision, the affected Member (herein called the Appellant) shall request in writing from the PSSP President an Appeal Hearing.
- 14.3.3 The PSSP President shall notify the Appellant, the Grievance Officer and the Membership Appeals Committee of the date and time of the Appeal Hearing, which must occur within three (3) business days.
- 14.3.4 The Appellant may bring one other OSSTF member to the Appeal Hearing to provide advice or support.
- 14.3.5 The Appeal Hearing shall be conducted in person or via conference call as follows:
 - 14.3.5.1 The Grievance Officer shall give the reasons for denying the grievance.
 - 14.3.5.2 The Appellant shall give their reason(s) why the grievance should not be denied.
 - 14.3.5.3 Each side shall have one opportunity for rebuttal and summation.
- 14.3.6 Within two days, the Membership Appeals Committee shall render its judgment, with reasons, either in support of the grievance or against it, in writing, to the PSSP president.
- 14.3.7 Within two days, the PSSP President shall communicate in writing the decision of the Appeals Committee to the Appellant.
- 14.3.8 The judgment shall be considered final and not subject to appeal.
- 14.3.9 In the case where the Appeal Committee finds for the Appellant, the Grievance Officer shall proceed with the grievance forthwith in the manner outlined in the Collective Agreement.

BYLAW 15 - Provincial Councillor

- 15.1 The Bargaining Unit President will be a Member of Provincial Council.
- 15.2 An alternate may be appointed by the President to represent the Bargaining Unit at Provincial Council if the Bargaining Unit President is unable to attend.

BYLAW 16 - Delegate(s) to AMPA

- 16.1 The Provincial Councillor is a delegate to AMPA.
- 16.2 The number of delegates shall be determined by the General Secretary of OSSTF in accordance with the OSSTF Constitution and Bylaws.
- 16.3 Should there be additional delegates, they shall be appointed in accordance with Bylaws.
- 16.4 An alternate may be appointed by the Provincial Councillor to represent the Provincial Councillor at AMPA if the Provincial Councillor is unable to attend.

BYLAW 17 – Standing Committees

- 17.1 The Bargaining Unit Executive shall establish each year the following Standing Committees:
 - 17.1.1 Collective Bargaining Committee, with the Chief Negotiator as Chair.
 - 17.1.2 Health and Safety Committee, with the Health and Safety Officer as Chair.
 - 17.1.3 Finance Committee, with the Treasurer as Chair.
 - 17.1.4 Constitution Committee, with the Vice President as Chair.
 - 17.1.5 Any further Standing Committee required of the Bargaining Unit by the District or Provincial Bodies of OSSTF.
- 17.2 The Executive may create other Standing Committees as deemed necessary for carrying out the business of the Bargaining Unit.
- 17.3 All Standing Committees of the Bargaining Unit shall have a Member from the Bargaining Unit Executive as a committee Member.

Bylaw 18 – Anti Harassment Policy

- 18.1 All Members of the District 11 PSSP shall respect and adhere to the District 11 Anti Harassment Policy and Procedures contained in Bylaw 10 of the District 11 Constitution.
- 18.2 A designated harassment officer will be appointed at all PSSP meetings and functions
- 18.3 District 11 PSSP Complaint Procedures:
 - Step 1 The Member claiming to have been harassed should make it clear to the other Member that They find the behavior offensive, and ask that it be stopped. This can be done personally, either verbally or in writing, or with the assistance of a third party.
 - Step 2 If the behaviour recurs or persists, or the claiming Member (claimant) does not feel safe in approaching the other Member, the claimant should speak with the

Anti-Harassment officer(s) (AHO) and ask the officer for assistance. For all PSSP executive and committee meetings, the AHO will be the Federation Services Officer assigned. If, for some reason, no AHO has been designated, the Member should speak with the Federation Services officer (FSO) or the Executive Member in charge of the meeting/event to ask that one be appointed.

- Step 3 The AHO will investigate the complaint promptly, which may include separately interviewing the parties involved and any witnesses, with a view to resolving the problem informally. During the process, the AHO with the approval of the PSSP Bargaining Unit President may remove the respondent Member temporarily from the meeting if circumstances warrant. The investigation shall be handled confidentially; however, all complaints will be reported immediately by the DHO to the PSSP Bargaining Unit President and the District President.
- Step 4 If the complaint cannot be resolved informally, the claimant will be asked to put their concerns and all relevant information in writing. If the claimant chooses to provide their concerns in writing, it will be submitted to the PSSP Bargaining Unit President, and the Federation Services Officer or Executive Member in charge. Under normal circumstances, actions will include conducting an investigation, determining if the behavior falls under the definition of harassment, and deciding on appropriate remedial action. The parties involved, including the respondent and the claimant, will receive a written report stating the findings and any action(s) taken. Resolutions may include, but are not limited to, apologies, warnings, temporarily limiting access, or removal/exclusion from current and/or future meetings/events. If a decision is made to remove or exclude that Member, the District President can hear an appeal and decide whether the decision could be amended or upheld. Decisions may be reviewed by Provincial Judicial Council on the request of the Member. 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.