

CONSTITUTION AND BYLAWS

Of the

OSSTF ACTIVE RETIRED MEMBERS (ARM)

CHAPTER 9, GREATER ESSEX

Of the

ONTARIO SECONDARY SCHOOL TEACHERS' FEDERATION

Amended

June 16, 2023

**CONSTITUTION
TABLE OF CONTENTS**

<u>ARTICLE</u>	<u>NAME</u>	<u>PAGE</u>
1	DEFINITIONS	4
2	NAME	4
3	OBJECTS	4
4	MEMBERSHIP	5
5	FEES	5
6	ORGANIZATION	5
	6.1 Chapter	5
	6.2 Chapter Executive	5
7	CONSTITUTION AND BYLAWS	6
8	AMENDMENTS	6
	8.1 Constitution	6
	8.2 Bylaws	6
	8.3 Previous Constitution and Bylaws	6

BYLAWS
TABLE OF CONTENTS

<u>BYLAW</u>	<u>NAME</u>	<u>PAGE</u>
1	GENERAL	7
2	RIGHTS, PRIVILEGES AND DUTIES	7
	2.1 Members	7
	2.2 Chapter Executive	7
	2.3 Past President	8
	2.4 President	8
	2.5 Vice President	8
	2.6 Member Services Officer	9
	2.7 Recording Secretary	9
	2.8 Treasurer	9
	2.9 Communications Officer	9
	2.10 Political Action Officer	9
	2.11 Program Coordinator	10
	2.12 Member Information Officer	10
	2.13 Community Outreach Officer	10
	2.14 Member(s)-At-Large	10
3	MEETINGS	10
	3.1 Chapter	10
	3.2 Electronic Meetings	11
	3.3 Electronic Meeting: Platform	11
	3.4 Electronic Meeting: Voting	11
	3.5 Electronic Meeting: Rules	11
4	ELECTIONS	12
	4.1 Officers of the Chapter	12
	4.2 Election of Delegate(s) and Alternates to the ARM Biennial Meeting	12
	4.3 Election of Delegate(s) to the CURC Triennial Meeting	12
	4.4 Election of Delegate(s) to the OFUR Biennial Meeting	12
	4.5 Election of Delegate(s) to the Windsor District Labour Council	12

CONSTITUTION

ARTICLE 1

DEFINITIONS

- 1.0 In this constitution:
- 1.1.1 “OSSTF” shall mean the Ontario Secondary School Teachers’ Federation.
- 1.1.2 “ARM” shall mean the Active Retired Members’ Council of the OSSTF.
- 1.1.3 “CHAPTER” shall mean the OSSTF Active Retired Members (ARM), Chapter 9, Greater Essex.
- 1.1.4 “POLICY” shall mean a stand or position taken by the District in accordance with its Bylaws on matters whose resolution is beyond the internal legislative power of the District.
- 1.1.5 “CONSTITUTION” shall mean a system of fundamental principles according to which the Provincial OSSTF and the District is governed and the basic organization of the Provincial OSSTF and the District.
- 1.1.6 “BYLAWS” shall mean standing rules governing the membership of the Chapter made under this constitution on matters which are entirely within the control of the Chapter.
- 1.1.7 “Member” shall mean Active Retired Member except where otherwise stated.
- 1.1.8 “Member” shall mean any member of OSSTF as defined in the Provincial OSSTF Constitution and Bylaws, unless otherwise stated.
- 1.1.9 “Committee” shall mean retired members working in coordination with any Executive position. *(AGM 2020)*

ARTICLE 2

NAME

- 2.1 This organization shall be known as the OSSTF Active Retired Members (ARM), Chapter 9, Greater Essex.

ARTICLE 3

OBJECTS

- 3.1 The object of the OSSTF Active Retired Members (ARM), Chapter 9, Greater Essex organization shall be to:
- 3.1.1 foster the development of a strong, united, active body of retired Members;
- 3.1.2 provide a forum for furthering the goals and welfare of retired Members;
- 3.1.3 assist in furthering the objectives of OSSTF, as stated in the Provincial OSSTF Constitution and Bylaws, especially in the area of political action and election readiness;
- 3.1.4 be a strong advocate for Public Education; and
- 3.1.5 be an advocate for volunteerism and community involvement. *(AGM 2023)*

ARTICLE 4

MEMBERSHIP

- 4.1 Chapter Members shall include Active Retired Members as defined in the Provincial OSSTF Constitution and Bylaws, who have retired from their employment and have paid the appropriate fee required by Provincial OSSTF for Active Retired Members and whose application for membership has been approved by the Provincial Executive.
- 4.2 Notwithstanding, Article 4.1, OSSTF Active Retired Members (ARM), Chapter 9, Greater Essex shall have two classifications of Active Retired Members:
- 4.2.1 a full member as defined in Article 4.1; and
- 4.2.2 a social member who pays an annual fee as determined by the Executive paid directly to the Chapter Treasurer. (*AGM 2020*)
- 4.3 Effective July 1, 2014, new social members will not be accepted. Any retired member wishing to join the Chapter will have to make application to be a full Active Retired Member as defined in Article 4.1.

ARTICLE 5

FEES

- 5.1 The fees shall be those set by OSSTF and/or the OSSTF Active Retired Members (ARM), Chapter 9, Greater Essex.

ARTICLE 6

ORGANIZATION

- 6.1 **Chapter** (*AGM 2020*)
- 6.1.1 Consists of all Members of the OSSTF Active Retired Members (ARM), Chapter 9, Greater Essex.
- 6.1.2 Each Member shall have one vote.
- 6.2 **Chapter Executive**
- 6.2.1 There shall be a Chapter Executive consisting of voting Members as follows:
- 6.2.1.1 Past President
- 6.2.1.2 President
- 6.2.1.3 Vice-President
- 6.2.1.4 Member Services Officer
- 6.2.1.5 Recording Secretary
- 6.2.1.6 Treasurer
- 6.2.1.7 Communication Officer (*AGM 2019*)
- 6.2.1.8 Political Action Officer
- 6.2.1.9 Program Coordinator
- 6.2.1.10 Member Information Officer
- 6.2.1.11 Community Advocacy Officer (*AGM 2023*)
- 6.2.1.11** Member(s)-at-Large – up to five. (*AGM 2020*)

- 6.2.2 During a term of office, a vacancy on the Executive shall be filled by a Member appointed by the Executive.
- 6.2.3 The position of Past President will be for a single term.
- 6.2.3.1 The position of Past President will be left vacant in the event of a multi-year term of a President.
- 6.2.3.2 In any election year up to five Members-at-Large will be elected. (*AGM 2020*)
- 6.2.4 Each Member of the Executive shall have one vote and quorum shall be a majority of voting members.
- 6.2.5 All Chapter Officers appointed or elected shall be subject to the authority of the Chapter Executive.

ARTICLE 7 CONSTITUTION AND BYLAWS

- 7.1 Nothing in this Constitution or Bylaws shall contravene the OSSTF Provincial Constitution or Bylaws. (*AGM 2020*)
- 7.2 The Chapter shall only pass Bylaws consistent with the Provincial Constitution and Bylaws or the Chapter Constitution or Bylaws. (*AGM 2020*)

ARTICLE 8 AMENDMENTS

- 8.1 Amendments to the Constitution shall be made:
 - 8.1.1 at the Annual General Meeting of the Chapter, by a 2/3 affirmative vote of the Members qualified to vote, present and voting, provided that notice of the proposed amendment shall have been given in writing through the Chapter Executive to each Member at least one week in advance of the meeting at which the motion to amend is to be presented; or (*AGM 2020*)
 - 8.1.2 at the Annual General Meeting of the Chapter, by a 9/10 affirmative vote of the Members, qualified to vote, present and voting, previous notice as in Article 8.1.1 not having been given. (*AGM 2020*)
- 8.2 Amendments to the Bylaws shall be made: *AGM 2020*
 - 8.2.1 at the Annual General Meeting of the Chapter, 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 through the Chapter Executive to each Member at least one week in advance of the meeting at which the motion to amend is to be presented; or (*AGM 2020*)
 - 8.2.2 at the Annual General Meeting of the Chapter, by a 2/3 affirmative voter of the Members qualified to vote, present and voting, previous notice as in Article 8.2.2 not having been given. (*AGM 2020*)
- 8.3 This Constitution and the Bylaws made under it shall supercede all previous Constitutions and Bylaws

BYLAWS

BYLAW 1

GENERAL

- 1.1 All proceedings of the Chapter, its committees, councils, or Executive, shall be conducted in accordance with the Rules of Order as stated in the Provincial Handbook.

BYLAW 2

RIGHTS, PRIVILEGES AND DUTIES

2.1

Members

- 2.1.1 It shall be the duty of the Chapter to:
- 2.1.1.1 promote the objectives and activities of ARM;
 - 2.1.1.2 elect the Chapter Executive Officers in accordance with the Bylaws;
 - 2.1.1.3 receive and pass on reports and communications from OSSTF;
 - 2.1.1.4 determine the action to be taken in regard to reports received and to instruct the Chapter Executive thereon;
 - 2.1.1.5 consider matters of general interest on education as they affect the Chapter, OSSTF; and,
 - 2.1.1.6 adopt Articles and Bylaws necessary for the transaction of Chapter business and not in contravention of any Article or Bylaw of this constitution.

2.2

Chapter Executive

- 2.2.1 It shall be the duty of the Chapter Executive to:
- 2.2.1.1 promote with the Chapter, the aims and objectives of the ARM Council and OSSTF;
 - 2.2.1.2 meet at the call of the President or at the written request of two members of the Chapter Executive;
 - 2.2.1.3 carry out the instructions of the Chapter;
 - 2.2.1.4 deal with all matters brought before it;
 - 2.2.1.5 consider participation with other organizations that are relevant to the aims and objectives of ARM; (*AGM 2020*)
 - 2.2.1.6 keep the Chapter informed of its activities;
 - 2.2.1.7 authorize payment of expenses and accounts incurred in the conduct of business of the Chapter;
 - 2.2.1.8 plan, co-ordinate, and conduct the Chapter Annual Meeting;
 - 2.2.1.9 promote membership in ARM to all eligible retirees;
 - 2.2.1.10 contribute articles to the ARM Chapter 9 newsletter; (*AGM 2023*)
 - 2.2.1.11 form, authorize and coordinate whatever Committees that are deemed necessary to conduct essential business; and
 - 2.2.1.12 ensure that OSSTF Constitution or Bylaws are not contravened in the process of transacting Chapter business. (*AGM 2020*)

- 2.3
- 2.3.1
- 2.3.1.1
- 2.3.1.2
- 2.3.1.3

Past President

It shall be the duty of the Past President to:
attend Executive and Chapter meetings;
act in an advisory capacity to the Executive and Chapter; and
perform additional duties assigned by the President.

- 2.4
- 2.4.1
- 2.4.1.1
- 2.4.1.2
- 2.4.1.3
- 2.4.1.4
- 2.4.1.5
- 2.4.1.6
- 2.4.1.7
- 2.4.1.8

President

It shall be the duty of the President to:
attend Executive and Chapter meetings;
be the spokesperson for the Chapter;
act as a signing authority for Chapter documents;
be responsible for the interpretation of current Federation Policy and the release of official communications regarding these;
organize, prepare an agenda for, and call meetings of the Chapter, and Chapter Executive;
act as an exofficio member of any chapter Committee; (*AGM 2020*)
be the Chapter’s representative on the Greater Essex District 9 OSSTF Council;
appoint Executive Members, or others as appropriate, as liaison representatives to all external committees to which the Chapter has been invited to have representation;
approve all communications to the membership; (*AGM 2023*)
maintain Chapter files;
act as co-signer for the financial transactions of the Chapter;
be the Chapter’s liaison with the Ontario Teachers Insurance Plan (OTIP); (*ARM 2023*)
be the Chapter’s representative on the Provincial ARM Council; and
be the Chapter’s representative at any provincial or national union retirees’ council.

- 2.4.2
- 2.4.2.1
- 2.4.2.2

Transfer of Responsibilities

Should the President be unable to act, the Vice-President shall assume the responsibilities and authority of the President.
Should the President and Vice-President be unable to act, the Executive shall appoint an Executive member to assume the responsibilities and authority of the President.

- 2.5
- 2.5.1
- 2.5.1.1
- 2.5.1.2
- 2.5.1.3
- 2.5.1.4
- 2.5.1.5
- 2.5.1.6

Vice-President

It shall be the duty of the Vice-President to:
attend Executive and Chapter General meetings;
receive any proposed changes to the Constitution from the membership;
accept any nominations for members of the Executive; (*AGM 2020*)
assist Members with the OTIP benefit plans; (*AGM 2023*)
perform the duties of the President in her/his absence, or at her/his request; and
perform additional duties assigned by the President.

- 2.6 **Member Services Officer** *(AGM 2023)*
- 2.6.1 It shall be the duty of the Member Services Officer to:
- 2.6.1.1 attend Executive and Chapter meetings;
- 2.6.1.2 oversee and co-ordinate the annual Chapter Brick Memorial Service; *(AGM 2020)*
- 2.6.1.3 recognize important events in Members’ lives; and
- 2.6.1.4 perform additional duties assigned by the President.
- 2.7 **Recording Secretary**
- 2.7.1 It shall be the duty of the Recording Secretary to:
- 2.7.1.1 attend Executive and Chapter meetings;
- 2.7.1.2 record the minutes of Executive and Chapter meetings;
- 2.7.1.3 make available the minutes of all previous Executive and Chapter meetings to the respective bodies prior to each regularly called meeting;
- 2.7.1.4 may assist the President with the clerical functions of the Chapter; and
- 2.7.1.5 perform additional duties assigned by the President.
- 2.8 **Treasurer**
- 2.8.1 It shall be the duty of the Treasurer to:
- 2.8.1.1 attend Executive and Chapter meetings;
- 2.8.1.2 maintain the financial records for the Chapter;
- 2.8.1.3 through the President, provide a financial statement at Executive and Chapter meetings; *(AGM 2020)*
- 2.8.1.4 act as a signing officer for all cheques authorized by the Chapter;
- 2.8.1.5 submit financial report(s) as required by Provincial OSSTF;
- 2.8.1.6 maintain records for dues collected for remaining Social Memberships; and
- 2.8.1.7 perform additional duties assigned by the President. *(AGM 2020)*
- 2.9 **Communications Officer** *(AGM 2023)*
- 2.9.1 attend Executive and Chapter meetings;
- 2.9.2 produce the ARM Chapter 9 newsletter; *(AGM 2023)*
- 2.9.3 oversee advertising by outside businesses and/or organizations in the Chapter newsletter;
- 2.9.4 oversee the maintenance of the ARM Chapter 9 website; and *(AGM 2023)*
- 2.9.7 perform additional duties assigned by the President.
- 2.10 **Political Action Officer**
- 2.10.1 attend Executive and Chapter meetings;
- 2.10.2 through the President, promote political action and election readiness activities that support the objectives of OSSTF; *(AGM 2020)*
- 2.10.3 attend the meetings of the Greater Essex District 9 OSSTF Communications/Political Action Committee;
- 2.10.4 be one of the Chapter’s delegates at Windsor District Labour Council Meetings; and *(AGM 2023)*
- 2.10.5 perform additional duties assigned by the President.

- 2.11 **Program Coordinator**
2.11.1 attend Executive and Chapter meetings;
2.11.2 oversee the planning for the Spring and Winter luncheons for the Chapter;
 (*AGM 2020,2023*)
2.11.3 oversee the planning for the monthly ARM Chapter breakfasts; (*AGM 2023*)
2.1.1.4 take pictures at all Chapter events for the newsletter and website; (*AGM 2023*)
2.11.5 coordinate events as approved by the Executive; and
2.11.6 perform additional duties assigned by the President.
- 2.12 **Membership Information Officer**
2.12.1 attend Executive and Chapter meetings;
2.12.2 maintain membership records;
2.12.3 communicate membership updates to Provincial OSSTF, as required;
2.12.4 send the ARM information package to new District 9 retirees; and
2.12.5 perform additional duties assigned by the President. (*AGM 2020*)
- 2.13 **Community Outreach Officer** (*AGM 2023*)
2.13.1 attend Executive and Chapter meetings;
2.13.2 oversee the ARM Chapter 9 Donation Policy;
2.13.3 be the ARM Chapter 9 liaison to United Way Centraide Windsor-Essex County;
2.13.4 be the ARM Chapter 9 liaison to the Ontario Health Coalition and the Windsor Health
Coalition;
2.13.5 recommend opportunities for donations and/or volunteerism to the ARM Chapter 9
Executive; and
2.13.6 perform additional duties assigned by the President.
- 2.14 **Member(s)-at-Large**
2.14.1 attend Executive and Chapter meetings;
2.14.2 perform additional duties assigned by the President.

BYLAW 3

MEETINGS

- 3.1 **Chapter**
3.1.1 For Chapter meetings a quorum shall be the number present and entitled to vote.
3.1.2 There shall be an Annual Meeting of the Chapter prior to June 30th:
3.1.2.1 discuss the business of the Chapter; and
3.1.2.2 receive reports; and
3.1.2.3 when required, elect delegates to the Provincial ARM Biennial Meeting.
3.1.3 The exact time and place of a General and/or Annual Meeting shall be at the
discretion of the President, but with notice given to Members at least seven (7)
calendar days before the date of the meeting.
3.1.4 Upon receipt of a petition of at least ten (10) Members requesting a meeting of the
Chapter for consideration of matters pertinent to the business of the Chapter, the
President shall call a special meeting.

- 3.2 **Electronic Meetings (AGM 2021)**
- 3.2.1 As necessary, meetings of the Chapter membership, Executive or committees may be held electronically. Under no circumstances can any part of the electronic meeting be recorded.
- 3.3 **Electronic Meeting: Platform (AGM 2021)**
- 3.3.1 The platform in which these electronic meetings can be held is designated by the President.
- 3.3.2 The designated platform must support anonymous voting and support visible displays identifying those participating. Identifying those seeking recognition to speak, showing the text of pending motions, and showing the results of votes.
- 3.3.3 The designated platform must require members, participating in the electronic meeting, to log in to satisfy the process of verification of membership of meeting participants.
- 3.3.4 These electronic meetings shall be subject to all rules adopted by the Chapter membership, Executive, or committees, or by OSSTF rules of order.
- 3.4 **Electronic Meeting: Voting (AGM 2021)**
- 3.4.1 An anonymous vote conducted through the designated platform shall be deemed a ballot vote. Fulfilling any requirement in the bylaws or rules that a vote be conducted by ballot.
- 3.4.2 Voting on the designated platform can only occur for motions pertaining to the business of the Chapter membership, Executive or committees.
- 3.5 **Electronic Meeting: Rules (AGM 2021)**
- 3.5.1 Proper notice of Meeting and Meeting information (link, login, agenda, minutes, time and date) shall be sent out to members as per the Constitution.
- 3.5.2 The meeting link shall be open at least 15 minutes prior to the start of the meeting.
- 3.5.3 Members shall login, identify themselves, and maintain telephone or internet and audio connection throughout the meeting when present but shall sign out upon any departure prior to adjournment.
- 3.5.4 Quorum shall be as designated as per the Constitution.
- 3.5.5 The Chair may mute or force a disconnection of a member if the member is causing interference with the meeting.
- 3.5.6 Members seeking recognition of the floor shall notify the Chair by raising their hand or stating they wish to be recognized if participating by telephone.
- 3.5.7 Voting may be anonymous if conducted via the designated platform of the electronic meeting.

BYLAW 4 – ELECTIONS

4.1 **Officers of the Chapter**

- 4.1.1 All Officers shall be elected at the Annual General Meeting and shall serve a one year term from July 1st to June 30th.
- 4.1.2 Time will be given at the Annual General Meeting for each candidate to speak for up to two (2) minutes.
- 4.1.3 The successful candidate for any office shall be the person receiving the greatest number of votes on one ballot.
- 4.1.4 The method of voting shall be by secret ballot.
- 4.1.5 The Officers Elect shall assume office on July 1st.

4.2 **Election of Delegate(s) and Alternate(s) to the ARM Biennial Meeting**

- 4.2.1 Delegate(s) to the Biennial ARM Meeting will be elected at the Annual General Meeting if there is a biennial meeting scheduled in the next budget year.
- 4.2.2 If approved in the budget, an Alternate will be elected at the Annual General Meeting to attend the Biennial ARM Meeting as an observer if there is a biennial meeting scheduled in the next budget year.

4.3 **Election of Delegate(s) to the CURC Triennial Meeting**

- 4.3.1 If approved in the budget, and there is a CURC meeting scheduled in the next budget year, a delegate will be elected at the Annual General Meeting to attend the CURC Triennial Meeting should the President be unable to attend.
- 4.3.2 Time will be given at the Annual General Meeting for each candidate to speak for up to two (2) minutes.
- 4.3.3 The successful delegate(s) and alternate shall be the person(s) receiving the greatest number of votes on the ballot.

4.4 **Election of Delegate(s) to the OFUR Biennial Meeting**

- 4.4.1 If approved in the budget, the delegate(s) will be elected at the Annual General Meeting to attend the OFUR Biennial Meeting if there is a meeting scheduled in the next budget year.
- 4.4.2 Time will be given at the Annual General Meeting for each candidate to speak for up to two (2) minutes.
- 4.4.3 The successful delegate(s) shall be the person(s) receiving the greatest number of votes on the ballot.

4.5 **Election of Delegate(s) to the Windsor District Labour Council (WDLC) (AGM 2023)**

- 4.5.1 If approved in the budget, the delegates(s) will be elected at the Annual General Meeting.
 - 4.5.2 Time will be given at the Annual General Meeting for each candidate to speak for up to two (2) minutes.
 - 4.5.3 The successful delegate(s) shall be the person(s) receiving the greatest number of votes on the ballot.
- 4.6 If a delegate elected in Bylaws 4.2, 4.3 or 4.4 is unable to attend the meeting, the Executive shall appoint a replacement.