

CONSTITUTION
ARM OSSTF - TORONTO CHAPTER 12
as amended 2021

Article 1 - Name

1.1 The name of this organization shall be ARM OSSTF–Toronto Chapter 12.

Article 2 – Objectives

2.1 To organize social and political activities for the members.

2.2 To assist in furthering the objectives of OSSTF. (2021)

Article 3 – Executive

3.1 The ARM OSSTF-Toronto Chapter 12 Executive shall consist of a President, two Vice-presidents, a Secretary, a Treasurer, Executive Officers and Members at Large. (2021)

3.2 The term of office shall be from June 16 to June 15. (2020)

3.3 If the President is unable to complete the term of office, the Vice-president first elected to the Executive shall assume the office of President to complete the term of office.

3.4 If the Treasurer is unable to complete the term of office, the Executive shall select an ARM OSSTF-Toronto Chapter 12 member to complete the term of office.

3.5 If an Executive member other than the President or Treasurer is unable to complete the term of office the Executive may select an ARM OSSTF-Toronto Chapter 12 member to complete the term of office. (2020)

3.6 Election:

3.6.1 The ARM OSSTF-Toronto Chapter 12 Executive shall be elected at the Annual General Meeting. (2020)

3.6.2 The Executive shall create a nomination form. (2021)

3.6.3 A candidate may be nominated for an executive office by completing the nomination form available on the ARM OSSTF-Toronto Chapter 12 website at least ten days prior to the AGM. (2021)

3.6.4 Opposing candidates may address the AGM for up to two minutes prior to the election. (2021)

3.6.5 If the AGM is an in-person meeting, the Election shall be by secret ballot. (2021)

- 3.6.6 If the AGM is a virtual meeting, the vote count shall be by the reactions buttons. (2021)
- 3.6.7 For the positions of President, Treasurer and Secretary, the candidate receiving the highest vote total shall be declared elected. (2021)
- 3.6.8 For the position of Vice-President, the two candidates receiving the two highest vote totals shall be declared elected. For the positions of Executive Officer and Member at large all candidates will be declared elected. (2021)

Article 4– Meetings

- 4.1 The Executive shall call an Annual General Meeting (AGM) to be held by June 15.
 - 4.1.1 The business of the AGM shall include the election of the Executive, presentation of a financial statement and any other appropriate matters. (2020)
 - 4.1.2 The quorum for the AGM shall be 25 members of ARM OSSTF-Toronto Chapter 12. (2020)
- 4.2 The AGM is open to all members of ARM OSSTF-Toronto Chapter 12. (2021)
 - 4.2.1 For an in-person AGM, membership is verified by presentation of the member's OSSTF membership card. (2021)
 - 4.2.2 For a virtual AGM, membership is verified by the ARM OSSTF-Toronto Chapter membership list. (2021)
- 4.3.1 For an in-person AGM, except for the elections, voting is by a show of hands. (2021)
- 4.3.2 For a virtual AGM, voting is by the reactions buttons. (2021)
- 4.4 For a virtual AGM the President shall appoint a Meeting moderator who shall control all audio and video proceedings. (2021)
 - 4.4.1 The moderator shall maintain a speaking order during consideration of all business of the Meeting, ensuring that audio and video are only heard and/or seen from the appropriate member in turn. (2021)
 - 4.4.2 All cameras and microphones are to be kept off, except as specified by the moderator. (2021)
- 4.5 A member exhibiting obstructive behaviour during the Meeting will be referred to the Anti-harassment Officer and the moderator may exclude the member from the Meeting. (2021)
- 4.6 Executive meetings shall be at least every two months except for July and August.
- 4.7 An Executive meeting shall be an OSSTF small meeting, chaired by the President. (2021)

- 4.8 If the Executive meeting is in-person, voting shall be by show of hands. (2021)
- 4.8.1 If the Executive meeting is virtual, voting shall be by show of hands if possible, otherwise by voice. (2021)
- 4.9 Notices of Executive meetings shall be 20 days. (2021)
- 4.10 The quorum for Executive meetings shall be a majority of the members of ARM OSSTF-Toronto Chapter 12 Executive. (2020) (2021)

Article 5 – Executive Duties (2021)

- 5.1 To further the activities of ARM and OSSTF.
- 5.2 To make recommendations to appropriate bodies.
- 5.3 The President shall be the Chief Executive Officer of the Chapter.
- 5.3.1 The President shall appoint a webmaster for the Chapter, who shall maintain the Chapter's website, post material on the website as directed by the Executive or President and any other website activity required. (2021)
- 5.3.2 The President shall appoint an editor and an associate editor who shall produce for the Chapter a newsletter, *After School*, at least four times per year in digital format, one of which shall also be in print form. (2021)
 - 5.3.2.1 The editor and associate editor shall form an editorial committee of up to ten interested members to assist in production of issues of *After School*. (2021)
- 5.3.4 The President shall assign each Executive Officer a portfolio, responsible for an aspect of ARM OSSTF-Toronto Chapter 12 business, such as political action, pensions or social events. (2021)
- 5.4 The Vice-presidents shall assist the President.
- 5.5 The Secretary shall record and maintain minutes of Executive meetings and the AGM. (2021)
- 5.6 The Treasurer shall maintain a bank account in the name of the Chapter, with the signing authority being any two of the President, Vice-President and Treasurer.
- 5.6.1 The fiscal year of ARM OSSTF-Toronto Chapter 12 will be from July 1 to June 30. (2021)

Article 6 –Amendment

- 6.1.1 An on-time amendment to the Constitution requires a 2/3 vote at the AGM.
- 6.1.2 An on-time amendment to the Bylaws requires a majority vote at the AGM.
- 6.2 To be on-time an amendment to the Constitution or Bylaws must be made available to Chapter members on the Chapter 12 website and by email to the last available members' email accounts at least 20 days prior to the AGM.
- 6.3.1 An amendment to the Constitution that is not on-time requires a 9/10 vote at the AGM.
- 6.3.2 An amendment to the Bylaws that is not on-time requires a 3/4 vote at the AGM. (2020)