

ONTARIO STUDENT TRUSTEES'  
ASSOCIATION  
–L'ASSOCIATION DES ÉLÈVES  
CONSEILLERS ET CONSEILLÈRES DE  
L'ONTARIO

By-laws Document

Amended May 2015

## **Article I – General Meetings**

- 1.1 The Executive Council shall present a report of their initiatives at each General Meeting including a balance sheet with a general statement of income and expenditure for the financial year.
- 1.2 At minimum, the President, Chief Executive Officer and Board Council Presidents shall submit a written letter and/or report at each General Meeting, and the Chief Executive Officer shall submit a letter and/or report at each Annual General Meeting.
- 1.3 The Communications Officer shall distribute and/or post the agenda for all General Meetings no less than three (3) weeks in advance of such meeting
- 1.4 The Administration Officer shall contact all members of OSTA-AECO with the exact time and location of the General Meetings upon consultation with the President.
- 1.5 There shall be formal minutes made and maintained by the Administration Officer and the French Relations Officer in both official languages (as per Article III, item 3.2 in the OSTA-AECO constitution). These minutes shall be distributed to all active members of OSTA-AECO.
- 1.6 A digital copy of the latest edition of the Constitution shall be distributed to every Student Trustee present at each General Meeting, which shall include copies of bylaws and the latest editions of Catholic and Public Board Council Constitutions.

### General Meetings of Members

- 1.7 There shall be at least two (2) General Meetings held within one (1) fiscal year of OSTA-AECO, the Annual General Meeting (AGM) and the Fall General Meeting (FGM).
- 1.8 The Executive Council may call a General Meeting of OSTA-AECO at any time.
- 1.9 The Chair of all General Meetings shall be the Chief Executive Officer, or his/her designate.
- 1.10 Each District School Board shall be entitled to one (1) vote.
- 1.11 There shall be a quorum set at twenty (20) members for any business to occur.
- 1.12 At every meeting of the General Assembly (including Board Council Conferences), an open question period will be hosted. This question period will be a time where the General Assembly may call on the Executive Council to answer specific OSTA-AECO related questions.

### Annual General Meeting (AGM)

- 1.13 The Annual General Meeting (AGM) of OSTA-AECO shall be held in the month of May or June, at such time and place as determined by the Executive Council.
- 1.14 The AGM shall be held with the specific purpose of transitioning incoming Student Trustees into their roles, electing the members of the Executive Council as well as the Board of Directors and Board Council Cabinets, amending the by-laws, and proposing policy positions for OSTA-AECO.

### Fall General Meeting (FGM)

- 1.15 The Fall General Meeting (FGM) of OSTA-AECO shall be held in the month of October or November, at such time and place as determined by the Executive Council.
- 1.16 The FGM shall be held with the specific purpose of providing additional professional development for Student Trustees, and for proposing policy positions for OSTA-AECO. As well, time should be committed for amendments to the by-laws of OSTA-AECO.

#### Board Council Conferences (BCC)

- 1.17 The Board Council Conferences (BCCs) of OSTA-AECO shall be held in the month of February or March, at such time and place as determined by the Executive Council.
- 1.18 The BCCs shall be held with the specific purpose of providing opportunities for each Board Council of OSTA-AECO to focus on individual policy positions and initiatives, as well as providing additional professional development for Student Trustees. Additionally, time will be committed to amendments to the individual board council constitutions. Furthermore, in consultation with Board Council Cabinets, the executive shall decide the agenda of the conference.

#### **Article II – Committees**

- 2.1 All Student Trustees in Ontario are invited to be a part of any committee.
- 2.2 The standing committees of OSTA-AECO shall include the policy committee, communications committee, progress project committee, the data and research committee, Ontario Student Voice Awards committee, and the First Nation Metis Inuit Committee (FNMI)..
- 2.3 An Ad Hoc committee be added entitled the “French Operations Committee”. The French Relations Officer must sit on this committee but is not required to chair it. This committee would receive and provide French mentorship to student trustees, assist in liaising between the francophone students and OSTA-AECO, as well as aid in translation of OSTA-AECO documents if necessary.
- 2.4 The Policy Committee shall be chaired by the Policy Officer.
- 2.5 The Communications Committee shall be chaired by the Communications Officer.
- 2.6 New committees, now referred to as “ad hoc committees”, may be created at either of the OSTA-AECO General Meetings if a 2/3 (two-thirds) majority of the General Assembly determines that the committee is valid. Any Student Trustee may motion to create an ad hoc committee during the constitutional amendment period.
- 2.7 If requested by a Student Trustee, to the Executive Council, a motion to create an ad hoc committee may also be made at the Board Council Conferences.
- 2.8 Board Council Presidents must appoint at least one (1) Student Trustee to serve on each ad hoc committee. Each appointed Student Trustee will act as the liaison between the ad hoc committee and their respective Board Council. These appointed individuals shall begin their term when first appointed, and shall end their term on July 31<sup>st</sup> of the current operating year.
- 2.9 The ad hoc committee Chair or Co-Chairs shall be elected by the General Assembly, who are interested in taking part of the committee being voted on.

- 2.10 The elected committee Chair or Co-chairs shall begin their term(s) following the election. They shall end their term(s) on July 31<sup>st</sup> of the current operating year.
- 2.11 Ad hoc committees expire on July 31<sup>st</sup> of the current operating year.
- 2.12 An expired ad hoc committee may be renewed at any General Meeting, during the constitutional amendment period.
- 2.13 An Executive Council member shall be appointed to each ad hoc committee to serve as a liaison between that committee and the Executive Council.
- 2.14 Committee meetings shall be called by the Chair or one of the Co-Chairs of the ad hoc committee.
- 2.15 Committee meetings shall be held at least once a month, including through electronic or other means.
- 2.16 Committee meetings shall follow the same procedures and operations as outlined in Robert's Rules of Order.
- 2.17 The impeachment of an ad hoc committee Chair or Co-Chair will be left to the judgement and evaluation of the Executive Council and/or General Assembly. If a Chair or Co-Chair is impeached, a member from the Executive Council must take over the committee, until a new Chair or Co-Chair is appointed.
- 2.18 Ad hoc committee Chairs or Co-Chairs may attend Executive meetings when invited by the President of OSTA-AECO, to provide input and updates from their respective committee.
- 2.19 Ad hoc committee Chairs or Co-Chairs shall provide a report at the AGM of the current operating year, summarizing their respective committee's operations.

### **Article III – Board Council Operations**

#### Responsibilities

- 3.1 Shall uphold and adhere to the respective Board Council Policy.
- 3.2 Shall advise the Executive Council of issues and matters affecting their members, by means of regular reports through the Board Council President.
- 3.3 Shall speak independently on issues directly affecting their education system upon consultation with Executive Council.

#### Composition and Meetings

- 3.4 The composition of the Board Council Cabinets shall be determined by each Board Council and stated within each Board Council Policy.
- 3.5 Board Council meetings shall be set by the President of the Board Council, upon consultation with the Board Council Cabinet and other Student Trustees within the Board Council.
- 3.6 The Board Councils shall meet in person at least three (3) times annually.

3.7 The Chair of all meetings of the Board Council shall be the President, or his/her designate.

3.8 Each District School Board shall be entitled to one (1) vote.

#### Board Council Cabinets

3.9 The Board Council Cabinets shall meet at the call of the President or on the written request of three (3) Board Council Cabinet members.

3.10 All members of the Board Council Cabinet shall be eligible to vote, each holding one (1) equal vote in any decision.

#### Regional Representatives

3.11 The Regional Representatives shall:

- a. Compile monthly reports including the various initiatives pursued by all student trustees in their region and board council
- b. Share the reports with the Executive Council, the Cabinet, and the student trustees in the region
- c. Facilitate communication between Student Trustees pursuing similar initiatives

3.12 The acting Secretary shall distribute the agenda for all Board Council meetings at least two (2) weeks in advance

3.13 The acting Secretary shall contact all members of the Board Council with the exact time and location of the Board Council meetings upon consultation with the President.

3.14 There shall be formal minutes made and maintained by the acting Secretary. A summary of these minutes shall be distributed to all members of the Board Council, with a copy sent to the OSTA-AECO President as soon as practical.

3.15 Each Board Council Cabinet shall meet before each Board Council Meeting or at least four (4) times annually by means such as, but not limited to, electronic or face-to-face.

3.16 The Chair of all meetings of the Board Council Cabinet shall be the President, or his/her designate.

3.17 The acting Secretary shall distribute the agenda for all meetings forty-eight (48) hours in advance. Items for the agenda shall be submitted to the acting Secretary at least seventy-two (72) hours prior to the meeting.

3.18 There shall be formal minutes kept by the Board Council Secretary of all Board Council Cabinet meetings and these shall be distributed to all members of the Board Council at the earliest practical time.

3.19 Board Council Cabinet members who miss a total of two (2) meetings without valid reason, as determined by the Board Council Cabinet, shall be removed from their position.

3.20 At least one (1) meeting between the incoming Board Council Cabinet and the incumbent Board Council Cabinet shall occur following the election.

#### **Article IV – Eligibility of Members for Executive Council**

- 4.1 All active members of OSTA-AECO shall be eligible to run for positions on their respective Board Council Cabinet.
- 4.2 The Senior Executive Council shall be made of active members.
- 4.3 The Past President shall be an Executive Council member from the immediately preceding operating year and shall serve for only one (1) term.
- 4.4 The Chief Executive Officer shall be an incoming or transitioning Student Trustee or a Student Trustee from the year immediately preceding the present operating year and shall serve for only one (1) term.
- 4.5 The Policy Officer shall be a Student Trustee from the immediately preceding operating year and shall serve for only one (1) term.
- 4.6 The Chief Financial Officer shall be an incoming or transitioning Student Trustee or a Student Trustee from the year immediately preceding the present operating year and shall serve for only one (1) term.
- 4.7 The French Relations Officer must be fluent in French and English.
- 4.8 Active members shall also be eligible to run for positions on the Board of Directors, if the member is above the age of 18 on or before August 1<sup>st</sup> of the operating year for which they wish to run.
- 4.9 All Honorary members shall only be eligible for positions on the Board of Directors.

## **Article V – Election of Executive**

### The Election Chairs

- 5.1 The Election Chair shall have the duty of ensuring that a fair and democratic election procedure is followed.
- 5.2 The incumbent OSTA-AECO President shall act as Chair for Executive Council position nominations.
- 5.3 The current Board Council President will oversee elections and select election officials for his/her Board Council elections.
- 5.4 If the incumbent OSTA-AECO President is seeking re-appointment, the Executive Council shall appoint a Chair from within the Executive Council.
- 5.5 If the incumbent Board Council President is seeking re-election, the Board Council Cabinet shall appoint an Election Chair from within the Board Council Cabinet.

### Appointment Motions and Elections

- 5.6 Appointment motions may be made for the Board of Directors to appoint the officers to whom the motions pertain at each AGM.
- 5.7 The appointment of the Senior Executive Council and the Officers of the Executive Council shall take place at the Annual General Meeting of OSTA-AECO that shall occur normally in May or June of the prior school year.

- 5.8 The election of the Board Council Cabinets shall take place at the Annual General Meeting of OSTA-AECO, or at an alternative time at the discretion of the respective Board Council.
- 5.9 Only Student Trustees under the jurisdiction of a certain Board Council shall have the right to vote in elections for Board Council Cabinet.
- 5.10 Each Board Council shall meet separately to elect the Board Council Cabinet.
- 5.11 The appointment motions and elections shall be by secret ballot.
- 5.12 Each District School Board shall be entitled to one (1) vote in motions and elections of the General Assembly and Board Councils alike.
- 5.13 The elected candidate must receive a majority of the votes cast. If no candidate receives a majority of the votes, a second vote will be held and the candidate with the fewest votes shall be dropped from the ballot.
- 5.14 An eligible vote shall be a ballot where the election officials can justifiably determine who the vote is for.
- 5.15 A Student Trustee shall hold only one (1) position at a time within OSTA-AECO.
- 5.16 If a position is not filled on either the Executive Council or the Board Council Cabinets, the Board of Directors shall, upon the recommendation of the newly elected Executive Council or Board Council Cabinet fill the vacancy. The position shall be filled before the second regular meeting of the Executive Council, or by October, whichever may come first.
- 5.17 If there is only one (1) candidate for a position, the candidate must receive a vote of confidence from the General Assembly in order for the candidate to take office.
- 5.18 The names of the newly appointed Executive Council and Board Council Cabinet members shall be presented to the incumbent OSTA-AECO President and announced to the general assembly of Student Trustees on the same day as the elections.
- 5.19 The term of office for all members of Executive Council and Board Council Cabinets shall be from August 1st to July 31st of each year.

#### Nominations

- 5.20 The Election Chair shall oversee the nomination process.
- 5.21 Nominations for office shall take place on Election Day at the Annual General Meeting of OSTA-AECO.
- 5.22 The Election Chair shall open the floor to nominations. At this time a school board may nominate a candidate. Nominations shall be seconded by a different school board in order for such a nomination to stand.
- 5.23 The Election Chair shall then close the floor to nominations. At this time, the nominated candidate shall accept or decline his/her nomination.

#### Speeches

- 5.24 All nominated candidates for President of OSTA-AECO may make a speech up to three (3) minutes in length. All other nominated candidates for Executive Council positions may make a speech up to two (2) minutes in length.

#### Selection of Appointed Officers

- 5.25 The incoming Chief Executive Officer shall be appointed by the Senior Executive Council with the consultation of the outgoing Chief Executive Officer and outgoing President upon the completion of an interview process.
- 5.26 The incoming Chief Financial Officer shall be appointed the incoming Executive Council with the consultation of the outgoing Chief Executive Officer and Chief Financial Officer and President upon the completion of an interview process.
- 5.27 The selections shall occur within forty-eight (48) hours of the conclusion of the Annual General Meeting.

#### Selection of the Past President

- 5.28 The Past President shall be the incumbent president pending a vote of confidence from the incumbent Senior Executive Council.
- 5.29 If the Past President shall not be the incumbent president, the incumbent Senior Executive Council shall elect the Past President by means of secret ballot post-AGM. Those eligible for this position shall be members of the incumbent Executive Council.

#### **Article VI – Removal from Office and Filling of Vacancies**

- 6.1 A member of OSTA-AECO shall be removed if he/she has been formally unseated as Student Trustee for his/her District School Board.
- 6.2 The General Assembly may pass a dismissal motion to the Board of Directors for any Executive Council Member to be removed by the Board, notice of which must be given two (2) weeks prior to the meeting of the General Assembly.
- 6.3 If a position on the Executive Council is not filled at the AGM, or if at any time an Executive Council position becomes vacant, the vacancy shall be filled through a by-election.
- 6.4 If a vacancy occurs between the two (2) Board Council Presidents, the acting Board Council Secretary shall notify all Board Council members and the Board Council Vice-President shall assume responsibilities for the position until the Board Council can vote a new President.
- 6.5 A Senior Executive Council member shall be present for processes to replace vacated positions.

#### **Article VII – The OSTA-AECO Progress Project**

- 8.1 The OSTA-AECO Progress Project aspires to:
- a. Hold an AGM transition seminar to assist student trustees in learning their responsibilities, along with sharing best practices from other student trustees.



- b. Survey student trustees in Ontario to better understand the current situation of the role of student trustees in School Boards across Ontario, with regards to adherence to the student trustee mandate from the Ministry of Education.
- c. To ensure that regional groups in both the Catholic Board Council (CBC) and the Public Board Council (PBC) effectively and efficiently consult and interact with their regional groups, to better understand the situation of the various regions in Ontario, and to assist OSTA-AECO to tackle possible issues as a whole.

8.2 The OSTA-AECO Progress Project will be chaired by a member of the OSTA-AECO Executive Council.

8.3 An annual report of the progress of the Progress Project will be presented at the Annual General Meeting (AGM) of each year.

### **Article VIII – Board of Directors**

10.1 There shall be no monetary compensation provided for the Directors, except those that cover reasonable expenses as determined by the CFO and approved by the Executive Council.

10.2 None of the functions of the Board of Directors may occur without the voting approval of the Executive Council with the exception of the appointment of Executive Council members (Officers).

10.3 The Directors may exercise powers within legal parameters as set out by bylaws, as well as the approval of the Executive Council of OSTA-AECO and/or vote of the General Assembly which includes the power:

- a) to enter into contracts or agreements;
- b) to make banking and financial arrangements;
- c) to execute documents;
- d) to direct the manner in which any other person or persons may enter into contracts on behalf of OSTA-AECO;
- e) to purchase, lease or otherwise, sell, exchange or otherwise dispose of real or personal property, securities or any rights or interests for such consideration and upon such terms and conditions as the Director may consider advisable;
- f) to borrow on the credit of OSTA-AECO for purposes of operating expenses, or on the security of OSTA-AECO's real or personal property; and
- g) to purchase insurance to protect the property, rights and interests of OSTA-AECO and to indemnify OSTA-AECO, its members, Directors, and Officers from any claims, damages, losses or costs arising from or related to the affairs of the OSTA-AECO.

10.4 The Board of Directors shall not overturn, overrule, or refuse to approve decisions made or voted on by the Executive Council and/or General Assembly.

- a) In the event that the Executive Council makes an unwanted decision, the Board of Directors has the power to overturn, overrule, or refuse to approve the decision with the approval of a 2/3 majority of the General Assembly.

10.5 The Alumni Network Committee will consist of all seven (7) Board of Directors members. The roles and responsibilities of the committee include:

- a) The planning and execution of the annual Alumni Gala
- b) The Student Trustee Alumni Leadership Award
- c) The Alumni Mentorship Program

- d) All social events planned for Student Trustee Alumni

## **Article XI – Executive Council Meetings**

- 11.15 Meetings shall be held on a regular basis, at least four (4) times annually.
- 11.16 Meetings shall be held at the call of the President or on the written request of any of the voting members of the Senior Executive Council. Written requests may be sent to the Chief Executive Officer.
- 11.17 The Chair of all meetings of the Executive Council shall be the Chief Executive Officer (or a designate from Officers of the Executive) in order to allow for the active participation of the President in all meetings.
- 11.18 Each of the voting members of the Executive Council shall be entitled to one (1) vote.
- 11.19 In order for a proposed project to become a fully supported OSTA-AECO project, it must be approved by 3/4 majority of the Executive Council, or more.
- 11.20 The quorum for the transition of business at meetings of the Executive Council shall consist of not less than three-fifths (3/5) of the Senior Executive Council and no less than three-fifths (3/5) of the Officers of the Executive Council; excluding the Past President and Chief Executive Officer.
- 11.21 Each of the voting members of the Executive Council shall submit a report at each meeting.
- 11.22 The Chief Executive Officer shall submit a report at each meeting, entailing both a report of their work and the work of the Officers of the Executive.
- 11.23 The Administration Officer shall distribute the agenda for all Executive Council meetings no less than one (1) week in advance of such a meeting.
- 11.24 The Chief Executive Officer shall contact all members of the Executive Council with the exact time and location of the Executive Council meetings no less than seven (7) days in advance upon consultation with the President.
- 11.25 There shall be formal minutes made and maintained by the Administration Officer and Executive French Relations Officer, in both official languages. These minutes shall be distributed by the Communications Officer to all members of OSTA-AECO within 72 hours of their approval.
- 11.26 Executive Council members, who miss a total of two (2) meetings without a valid reason, as determined by the Executive Council, shall be removed from their position.
- 11.27 At least two (2) transitional meetings between the incoming Executive Council and the incumbent Executive Council shall occur following the election at the Annual General Meeting.