

ONTARIO STUDENT TRUSTEES'
ASSOCIATION

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L'ASSOCIATION DES ÉLÈVES
CONSEILLERS ET CONSEILLÈRES DE
L'ONTARIO

Constitution

Amended: May 2016

We, the Ontario Student Trustees' Association, are determined to:

- Develop unity amongst the province's student trustees;
- Work towards fostering an education system in Ontario, which is world class in its support and success for students;
- Ensure that Student Trustees receive the support, orientation and advocacy that they need to be successful;
- Carry with pride the fact that we are students representing students; offering relevant, responsible and timely representation;
- Make the government aware of the needs, concerns and aspirations of students;
- Empower and advocate for the students of Ontario;

And have resolved to accomplish these aims by:

- Representing, speaking, and advocating for the students of Ontario;
- Continuing to be a strong voice within the education community as we continually identify and speak to issues that are important and relevant to the students;
- Representing the interests of every student in the province in both divisions of publicly funded education;
- Eliciting and listening to the voices of students in every school board through their elected Student Trustee;
- Ensuring our ability to speak without the burden of a fiscal or a political agenda;
- Making certain that governments of all levels are aware of the needs and concerns within the education system in order to maintain and improve the quality of education in Ontario;

In achieving our aims we will work to form an education system in Ontario which:

- Guarantees students supportive and stimulating continual growth, development and learning, both inside and outside the classroom;
- Provides a system of safety and equity;
- Creates a culture that values the worth and importance of the student voice;
- Maintains qualified, knowledgeable and engaging teachers;
- Prepares students for civic understanding, with no student being the victim of political ends;
- Embraces bilingualism and multiculturalism; and
- Is world class for student success, providing relevant measures to address student needs and foster student ownership in education.

And all in the hopes of achieving, 'a student vision, a united voice'.

Our members are committed volunteers who act from goodwill and their love for our fellow students and education, giving shape and hope to our future.

Article I – Name

- 1.1 The name of this organization shall be the Ontario Student Trustees' Association-l'Association des élèves conseillers et conseillères de l'Ontario, herein referred to as OSTA-AECO.

Article II – Mission Statement

- 2.1 OSTA-AECO promotes the unity without conformity of all affiliated Student Trustees in Ontario in order to exercise student consultation and representation.

Article III – Language

- 3.1 The operating languages of OSTA-AECO shall be English and French.
- 3.2 All correspondence and official OSTA-AECO documents shall be created and distributed in both official languages.
- 3.3 All functions of OSTA-AECO shall include opportunities for bilingualism, which will ensure that members of OSTA-AECO fluent in only one (1) of the official languages have access to appropriate media for communication.

Article IV – Composition of General Assembly

- 4.1 The active members of OSTA-AECO shall be the elected/appointed Student Trustees who are representatives of every District School Board within the province of Ontario.
- 4.2 All active members of OSTA-AECO shall be a part of the General Assembly.
- 4.3 The governing body of OSTA-AECO and all its organs shall be the General Assembly.
- 4.4 The honorary members of OSTA-AECO shall be the Alumni, defined as those persons who have served as Student Trustees and were once active members in OSTA-AECO.
- 4.5 A recognized District School Board is defined as any English-language Public District School Board, French-language Public District School Board, English-language Catholic District School Board, or French-language Catholic District School Board, recognized as such by the Ontario Ministry of Education.

Article V – Board of Directors of OSTA-AECO

- 5.1 5.1 The Board of Directors is composed of the CEO and seven voting (7) Directors appointed by the OSTA-AECO Executive Council before AGM or immediately after a position becomes vacant. In order to be appointed the candidate must be of legal age (18) as of the start date for their respective term and a minimum of one year removed from OSTA-AECO.
- 5.2 The Board of Directors is directly responsible for supervision of all OSTA-AECO conferences.
- 5.3 There must exist at least one (1) Director formerly of each of the Public and Catholic boards, respectively.
- 5.4 There must exist at least one (1) Director of each gender to ensure equality during supervision.

- 5.5 Each Director shall serve for a term of two (2) years, starting August 1st through until July 31st; with the exception of the CEO who will serve the term outlined in the OSTA-AECO by-laws under “Article IV – Eligibility of Members for Executive Council.”
- 5.6 No member of the Board of Directors shall speak to issues in Ontario Education on behalf of the Board or OSTA-AECO without a policy position having been approved by the General Assembly of OSTA-AECO. This does not limit a member to speaking independently to issues, however the opinions of Board members are not those of OSTA-AECO.

Article VI – Board Councils

- 6.1 To allow for the optimum expression by its members, OSTA-AECO shall be structured to provide a forum that will reflect the diverse interests all District School Board divisions in the province, encouraging the recognition of their similarities. The recognized District School Boards shall be divided into Board Councils, as follows:
- a. Public Board Council
 - b. Catholic Board Council

The governing by-laws and policies for each Board Council of OSTA-AECO are defined within each Board Council’s respective by-laws document.

Article VII – Executive Council and Officers

Composition

- 7.1 The voting members that compose the Executive Council shall be the:
- a. OSTA-AECO President
 - b. Public Board Council President
 - c. Catholic Board Council President
 - e. Public Board Council Vice-President
 - f. Catholic Board Council Vice-President
- 7.2 The non-voting members of the Executive Council shall be the:
- a. Professional Development Officer
 - b. Policy Officer
 - c. Communications Officer
 - d. Operations Officer
 - e. Administration Officer
 - f. French Relations Officer
- 7.3 The advisory, non-voting members of the Executive Council shall be the:
- a. Past President
 - b. Webmaster
- 7.4 The supervisory, non-voting members of the Executive Council shall be the:
- a. Chief Executive Officer
 - b. Chief Financial Officer
- 7.5 The voting members of the Executive Council shall be called the Senior Executive Council herein.

- 7.6 The non-voting members of the Executive Council shall be called the Officers of the Executive Council herein.

Responsibilities

- 7.7 Shall carry out the objectives of OSTA-AECO.
- 7.8 Shall manage the on-going work of OSTA-AECO.
- 7.9 Shall be responsible for all media relations and external correspondence.
- 7.10 Shall approve all budgets and financial statements.
- 7.11 Shall pass appointment motions to the Board of Directors to appoint new members as necessary to fill vacancies.
- 7.12 Shall continually report the actions of the Executive Council to all OSTA-AECO members.
- 7.13 No member of the Executive Council shall speak to issues in Ontario Education on behalf of OSTA-AECO without a policy position having been approved by the General Assembly of OSTA-AECO. This does not limit a member to speaking independently to issues as a Student Trustee of one's respective school board, however the opinions of Executive Council members are not those of OSTA-AECO unless otherwise stated by the President or Communications Officer.
- 7.14 All senior executive members must not bring political affiliations into any decision making process of OSTA-AECO.

Article VIII - Duties of Executive Members

OSTA-AECO President

- 8.1 Shall be the official representative and spokesperson of OSTA-AECO.
- 8.2 Shall act as a signing officer, along with the Chief Financial Officer, of the Provincial account.
- 8.3 Shall exercise supervision of the affairs of OSTA-AECO.
- 8.4 Shall notify the Executive Council of all activities in which he/she will take part in as the President of OSTA-AECO prior to attending, and shall provide a summary of these activities at every Executive Council meeting by means of a report.
- 8.5 Shall carry out all other duties as determined by the Executive Council.

Board Council Presidents

- 8.6 Shall speak independently on issues directly affecting their education system upon consultation with the Executive Council and/or in accordance with policy positions adopted by the General Assembly.
- 8.7 Shall advise the Executive Council of issues and matters affecting their members, by means of regular reports.

- 8.8 Shall be the OSTA-AECO liaison for all education stakeholders that deal specifically with their respective education systems.
- 8.9 Shall uphold and adhere to the respective Board Council Policy.
- 8.10 Shall continually report the actions of the Executive Council to all Board Council members.

Board Council Vice-Presidents

- 8.11 Shall work to assist the Board Council Presidents in their respective duties.
- 8.12 Shall uphold and adhere to the roles outlined to each in their respective Board Council Policies.
- 8.13 Shall take on the responsibilities and duties as set out by the respective Board Council or Board Council President.

Chief Executive Officer

- 8.14 Shall be directly accountable to the Senior Executive Council.
- 8.15 Shall be responsible for coordinating and supervising the work of the Officers of the Executive.
- 8.16 Shall Chair all meetings of the Executive Council and the General Assembly, and remain impartial to the proceedings of these meetings.
- 8.17 Shall exercise such responsibilities as the Executive Council may determine.
- 8.18 Shall advise the Officers of the Executive Council.
- 8.19 Shall sit on the board of directors as a non-voting member acting as a liaison between the Executive Council and the Board of Directors, and shall encourage active communication between these bodies.
- 8.20 Shall keep the Board of Directors informed of Executive Council activities, and the Executive Council informed of the activities of the Board of Directors.
- 8.21 Shall, in cooperating with the Chief Financial Officer, ensure that the Board of Directors is financially independent of the Executive Council.
- 8.22 Shall ensure that the Board of Directors is fulfilling their mandate.

Chief Financial Officer

- 8.23 Shall be the treasurer of OSTA-AECO and keep a record of all financial business pertinent to OSTA-AECO.
- 8.24 Shall prepare a budget, submitted for approval/information to OSTA-AECO by the Fall General Meeting.
- 8.25 Shall present an updated financial report at each Executive Council meeting, an updated financial report monthly to the Board of Directors, and a cumulative year-end financial report for all OSTA-AECO members, to be presented at the Annual General Meeting.

- 8.26 Shall act as a signing officer, along with the President, of the Provincial account.
- 8.27 Shall receive all monies paid to OSTA-AECO and deposit said monies in to the OSTA-AECO Provincial account.
- 8.28 Shall be responsible, in coordination with the Executive Council, for ensuring that an external auditor reviews the finances of OSTA-AECO.
- 8.29 Shall ensure that any amount over \$1,000.00 CAD must go through and be approved by the Executive Council and require second opinions.

Administration Officer

- 8.30 Shall distribute the agenda for all Executive Council meetings no less than one (1) week in advance of such a meeting.
- 8.31 Shall contact all members of the Executive Council with the exact time and location of the Executive Council meetings upon consultation with the Chief Executive Officer and the President.
- 8.32 Shall make and maintain formal minutes in English for all Executive Council meetings and General Meetings.
- 8.33 Shall take attendance at every Executive Council meeting and General Meeting.
- 8.34 Shall keep an up-to-date contact list of all Student Trustees in the province, including, but not limited to, a preferred phone number, and e-mail address.
- 8.35 Shall organize and maintain an electronic and hard copy collection of all relevant information including but not limited to correspondence received and sent, press releases, reports and media coverage.

French Relations Officer

- 8.36 Shall be the official translator for all OSTA-AECO external and internal materials.
- 8.37 Shall serve as the direct liaison between OSTA-AECO and all French organizations and school boards.
- 8.38 Shall serve as the primary contact of all French Student Trustees and their Boards and representative of all French Relations of the organization.
- 8.39 Shall make and maintain formal minutes in French for all Executive Council meetings and General Meetings.

Professional Development Officer

- 8.40 Shall be responsible for coordinating all professional development activities held by OSTA-AECO for Student Trustees.
- 8.42 Shall be responsible for planning and carrying out the work for the Annual General Meeting and the Fall General Meeting of OSTA-AECO.
- 8.43 The Development Officer shall be the only liaison between the Executive Council and the venues at which conferences will be held.

- 8.44 Shall provide support and assistance to the Board Council Presidents and their cabinets for the planning of the Board Council Conferences.

Policy Officer

- 8.45 Shall coordinate the formation of policy position papers for OSTA-AECO, and shall be the head writer for all such position papers created by the Policy Committee.
- 8.46 Shall be the Chair of the Policy and Composition Committees.
- 8.47 Shall involve Student Trustees of the General Assembly and the Executive Council in writing these papers by including a diverse group of Student Trustees in the Policy Committee.
- 8.48 Shall present, or appoint a designate to present, all policy position papers to the General Assembly, which have been approved by Policy Committee for ratification by the General Assembly.
- 8.49 Shall be responsible for notifying the members of the General Assembly of the regulations set out by the Executive Council regarding the time allotted for Amendments to the By-laws of OSTA-AECO.
- 8.50 Shall be responsible for, in cooperation with the Administration Officer, preparing all proposed by-law and constitutional amendments for the amendment period in both official languages.

Communications Officer

- 8.51 Shall be responsible for facilitating all communications (excluding administrative updates) between the Executive Council, the General Assembly, and OSTA-AECO partners.
- 8.52 Shall assist the OSTA-AECO President in their duties as the spokesperson of OSTA-AECO. This shall include communications between OSTA-AECO and other education stakeholders, the Ministry of Education and all press releases.
- 8.53 Shall be responsible for creating monthly updates on the activities of the Executive Council for Student Trustees of the General Assembly.
- 8.54 Shall be responsible for compiling quarterly reports of OSTA-AECO.
- 8.55 Shall be the Chair of the Communications Committee in order to promote OSTA-AECO to the public.
- 8.56 Shall distribute the agenda for all General Meetings no less than two (2) weeks in advance of such a meeting.
- 8.57 Shall be responsible for contacting the members of OSTA-AECO and encouraging their attendance at all General Meetings and Professional Development.
- 8.58 Shall distribute a copy of all Executive Council minutes to the members of OSTA-AECO within seventy-two (72) hours of their approval by the Executive Council.
- 8.59 Shall be responsible for providing the members of OSTA-AECO with all publications of OSTA-AECO in a timely fashion.

Operations Officer

8.60 Shall be responsible for the coordinating of logistics of all activities and projects of OSTA-AECO, including meetings and conferences, as well as internal affairs, workflow, and any other activities the executive shall from time to time determine.

8.61 Shall be responsible for the duties of the webmaster, up until the webmaster is appointed or elected.

Past President

8.62 Shall advise the Executive Council.

Webmaster

8.63 Shall update and maintain the English and French OSTA-AECO websites based on the recommendations of the Executive Council.

8.64 The responsibilities of Webmaster, may be assigned in addition to another Executive Council member(s)' responsibilities if, and only if, a vacancy exists for the role and there is a majority vote by the entire Executive Council. If a qualified student trustee cannot be found, then this role may be appointed to a third party alumnus/alumna who will not sit on the Executive Council.

Article IX – Amendments to the Constitution and By-laws

9.1 The Executive Council shall amend the Constitution and By-Laws of OSTA-AECO by a vote of a four-fifths (4/5) and two-thirds (2/3) majority respectively, of all present members at a General Meeting.

9.2 Any Board Council may propose an amendment to the Constitution and By-Laws of OSTA-AECO, provided that the constitutional amendment is approved by a majority of the respective Board Council.

9.3 A minimum of one hour shall be appointed to amendments of the By-Laws of OSTA-AECO at each General Meeting. Through consultation with the General Assembly, if three-fourths (3/4) of the Executive Council votes to open a Constitutional Amendment period during a general meeting, an additional one-hour period shall be allotted for discussion and voting of all motions. Following the additional one-hour period, all remaining motions shall be tabled.

9.4 The Policy Officer shall chair all By-law and Constitutional Amendment sessions.

9.5 All proposed amendments to the by-laws or constitution shall be provided to the General Assembly prior to the start of a By-law or Constitution Amendment session electronically, and hard copy upon request.

9.6 The OSTA-AECO Executive shall appoint a member of the organization to the role of facilitator and parliamentarian during all constitutional amendment sessions.

References

A Student Trustee refers to every duly elected or appointed Student Trustee of each recognized District School Board. "Student Trustee" shall have the same meaning as "pupil representative," as described in section 55 of the Education Act, R.S.O. 1990, c. E.2, as amended in Regulation 461/97 "Pupil Representation on Boards" enacted under that Act.