



**ONTARIO
CHRISTIAN
SCHOOL
TEACHERS
ASSOCIATION**

CONSTITUTION

On September 6, 1979, OCSTA was issued Letters Patent which incorporated the organization as an Ontario Corporation without share capital and makes it accountable to the office of the Public Trustee (Ministry of the Attorney General).

1. THE HIGHLIGHTS OF THE ONTARIO CHRISTIAN SCHOOL TEACHERS ASSOCIATION AS STATED IN ITS CONSTITUTION ARE:

1. To promote and improve Christian Education.
2. To foster a high standard of ethics for its members.
3. To promote a high standard of professional training and conduct.
4. To strive for a worthy socio-economic position for its members.
5. To acquire, accept, solicit or receive by purchase, lease, contract, donation, legacy, gift, grant, bequest or otherwise any kind of real or personal property and to enter into and carry out agreements, contracts and undertakings incidental thereto.
6. To hold, manage, sell or convert any of the real or personal property from time to time owned by the Corporation and to invest and deal with the monies of the Corporation in such manner as may from time to time be determined.
7. To acquire by purchase, lease, devise, gift or other title, and to hold any real property necessary for the carrying on of its undertaking, and to sell, lease, mortgage, dispose of and convey the same or any part thereof as may be considered advisable.
8. To acquire, accept, solicit or receive any gift of real or personal property, either as an annual or other contribution or as an addition to the fund or funds of the Corporation.
9. To exercise any of the rights and powers from time to time afforded the Corporation by the statute under which it is incorporated and by any other statute or statutes or laws from time to time applicable but only as incidental to the carrying out of the aforesaid charitable purposes.

2. PREAMBLE

1. NAME: The name of this organization shall be: Ontario Christian School Teachers Association (OCSTA).
2. BASIS: The basis of the Corporation will be the Scriptures of the Old and New Testaments which we believe to be the Word of God.
3. MEMBERSHIP: Membership in OCSTA is open to educators in active service in or on leave from a school society having an article similar in intent to the basis article of the Corporation as well as former OCSTA members not currently under contract in the Ontario Alliance of Christian Schools (OACS) and educators employed in Christian day schools not affiliated with the OACS.
4. Upon dissolution of the Corporation and after payment of all debts and liabilities, the remaining property of the Corporation shall be distributed or disposed of to charitable organizations working solely in Ontario or to organizations, the objects of which are beneficial to the community within Ontario.
5. The head office of the corporation is in Ancaster, Ontario.
6. The business of OCSTA shall be conducted according to the by-laws.

3. BY-LAWS

A. THE GENERAL BOARD OF DIRECTORS

The general board shall consist of twelve (12) persons elected to Director as prescribed. The term of office is four (4) years and each person is re-electable for two additional one-year terms. Elections are held for three (3) positions each year.

1. DUTIES

The General Board of Directors:

- a. directs the affairs of the Corporation with respect to religious direction and general policies.
- b. reviews and ratifies activities of Executive, standing committees and Executive Director.
- c. delegates particular responsibilities and decisions to the appropriate personnel, committee or Executive members as required by these by-laws or other contractual agreements. All such decisions shall be carefully recorded in the minutes.
- d. prepares the agenda for the Annual General Meeting taking into consideration requests from the district boards.
- e. encourages interest in and awareness of Corporation activities in their respective districts and schools.

2. MEETINGS

- a. The General Board shall meet at least four (4) times per year. One of these meetings must precede the annual meeting by no more than six (6) weeks.
- b. For the purpose of making decisions on matters not requiring membership ratification, a quorum shall be eight (8) members including three (3) executive members.
- c. All decisions shall be made by simple majority vote of those present at a properly constituted meeting. The chairperson shall not vote except in the event of a tie vote.
- d. The chairperson shall chair all General Board and Executive meetings as well as the Annual General Meeting.

3. ANNUAL GENERAL MEETING

- a. The Annual General Meeting shall be held during the annual OCSTA convention. The Annual General Meeting of the Association shall be called by the General Board. A duly constituted membership meeting shall have 25% of the members present.
- b. At the Annual Meeting, the membership shall ratify or make decisions on recommendations from the General Board on the following matters:
 - i. Elections of General Board Members
 - ii. Budgets
 - iii. Membership Fees
 - iv. Financial Statements and Audits
 - v. Amendments in the by-laws
 - vi. Any other matter concerning the policies effecting the membership
- c. For the purpose of making policy decisions, a majority shall be 60 percent of the votes present.
- d. For the election of Directors, the nominees with the largest plurality of votes shall be declared elected.
- e. The Board must solicit absentee ballots for budget and elections.

4. ELECTIONS OF GENERAL BOARD MEMBERS

- a. Nominees for General Board members must have been members of OCSTA for two (2) years prior to their election to the Board.
- b. Three (3) positions on the Board of Directors shall be filled at each Annual General Meeting.
- c. The term of office for the Directors shall be four (4) years, re-electable for two (2) additional one-year terms, in sequence to a maximum of six (6) years.
- d. The Board shall present the slate of nominees in such a way so as to ensure adequate district representation. The Board must contain at least *one* member from each district.
- e. Nominations may be made in writing by any member and must be accompanied by the supporting signatures of five (5) other members.
- f. Nominations for Director must be made in written form to the secretary and will be distributed to the membership three (3) weeks prior to the election.
- g. All elections shall take place during the month of June prior to the end of the school year. All new Board members will be introduced to the membership at the Annual General Meeting.
- h. All OCSTA members in good standing may vote by ballot in the designated way and at the designated time and place using properly designated ballot boxes.

B. EXECUTIVE COMMITTEE

The Executive Committee consists of the chairperson, vice-all, secretary, treasurer and the executive director of the association.

1. DUTIES

The Executive shall:

- a. direct the regular daily affairs of the Corporation.
- b. arrange to have OCSTA represented on such organizations as may benefit both.
- c. keep all members of the Corporation informed of the work of the General Board of Directors and standing committees by means of regular newsletters.
- d. appoint committees and request reports and advice from the appropriate standing committees.

The Executive may elect to meet, in addition to General Board meetings, for the purpose of dealing with special matters. All executive actions are subject to ratification by the General Board.

2. ELECTION OF EXECUTIVE

- a. Elections for executive positions shall be held by ballot within the General Board at the first Board meeting after the Annual General Meeting.
- b. The executive positions to be filled are four (4): chairperson, treasurer, secretary, vice-all.
- c. Each term shall be for two (2) years duration, re-electable for one additional term.
- d. No more than three (3) executive members may be elected during any one (1) school year except in cases of mid-term vacancies.
- e. Mid-term vacancies shall be filled by election from within the Board.
- f. Not more than three (3) executive members may be from the same district.
- g. No two (2) executive members may be from the same school.
- h. The nominee for chairperson shall have had previous experience as board member or as executive member prior to his/her current term as Director.

C. STANDING COMMITTEES

1. All standing committees of this Corporation shall have no less than three (3) and no more than seven (7) members.
2. Ad hoc committees may be appointed to deal with specific tasks when necessary.
3. The Board liaison shall be the chairperson in each of the standing committees unless otherwise determined by the Board.
4. All committees must submit the minutes of their meetings to the Board of Directors.
5. The chairperson of the committee shall call the meetings, prepare the agenda and report to the General Board.
6. The following standing committees shall act as regular advising bodies to the General Board:
 - a. Convention
 - b. Coordinating
 - c. Credentials
 - d. Educational School Policy
 - e. Finance
 - f. Forum
 - g. Professional Development
 - h. Promotion/Membership

a. Convention Committee

The Convention Committee is responsible for planning the annual OCSTA convention. The Convention Committee consists of two components: the Standing Convention Committee and the rotating Annual Convention Planning Committee.

- The Standing Convention Committee provides continuity of vision and direction to the annual OCSTA conventions by arranging main speakers and overseeing the work of the Annual Convention Planning Committee.
- The Annual Convention Planning Committee consists of one staff member from each school in the district responsible for planning and organizing the annual convention. A permanent member is appointed to ensure continuity. This member is the Executive Director of OCSTA or someone appointed by the Executive Director.

b. Coordinating Committee

This joint committee is composed of four (4) OCSTA members and four (4) members appointed by the OACS. (The three OCSTA members comprise the Employment Standards Committee which maintains direct contact with the OCSTA BOD.) The task of this body is to coordinate the aims of the teachers and school societies in order to establish and maintain a harmonious Christian relationship between them. Specifically, the Coordinating Committee advised the Boards of OCSTA and OACS on matters concerning teacher contracts and salaries. The committee publishes a *Personnel Manual*, a salary report and related documents.

- c. Credentials Committee**
The Credentials Committee is composed of four OCSTA members and two OACS members and is officially an OCSTA Committee. This committee evaluates the qualifications of teachers applying for the Christian School Teacher's Certificate (CSTC) and also proposes criteria for upgrading the certificate. As of September 2006, OCSTA membership is mandatory to maintain a valid CSTC.
- d. Educational School Policy Committee**
This committee advises the *School Policy Committee* of the OACS on internal policies affecting school culture and classroom activities, professional certification, job descriptions and school evaluations.
- e. Finance Committee**
This committee advises the Board as to the manner in which OCSTA is to be maintained financially and recommends budget and dues procedures.
- f. Forum**
Forum is an informal committee that consists of two (2) members from each of the three partners in Christian education: the Ontario Alliance of Christian Schools (OACS), the Ontario Christian School Administrators Association (OCSAA) and OCSTA. Its mandate is to discuss educational issues or concerns common to all three organizations.
- g. Professional Development Committee**
This committee's mandate is to ensure that a program of courses and workshops for upgrading teacher qualification and certification is available throughout the school year and summer.
- h. Promotion and Membership Committee**
The Promotion and Membership Committee operates with a mandate dealing with internal matters. Specifically, it is to promote OCSTA's image, publish the OCSTA newsletter, promote Christian education as it pertains to teachers and principals, prepare promotional literature, and solicit new members.

D. MEMBERSHIP

1. Membership is open to educators qualifying under Preamble #3.
2. Membership in the Corporation shall be terminated upon:
 - written notification to this effect.
 - non-payment of dues.
 - a change in occupation to a field outside of formal education (elementary and secondary).
3. Membership is divided into three categories:
 - *Regular membership*
A regular membership is open to a full- or part-time educator in Christian schools affiliated with the Ontario Alliance of Christian Schools (OACS) and an educator on a one-year leave of absence but still under contract in an OACS school.
 - *Associate Membership*
An associate member is a former OCSTA member not currently under contract in an OACS school or an educator employed in a Christian day school not affiliated with the OACS. Associate member are not eligible to receive employment services and have no voting privileges.
 - *Honorary Membership*
Honorary membership is open to a retired educator who has served a minimum of 20 years in OACS/CSI schools and has been an OCSTA member for a minimum of 20 years.

A member of OCSTA shall be an automatic member of the district teachers' group.

E. FINANCES**1. FINANCIAL MATTERS**

- a. The Finance Committee of OCSTA shall be responsible for all financial matters of the Corporation.
- b. The treasurer shall make financial reports at all General Board meetings and at the Annual General Meeting.
- c. For financial purposes, the treasurer and/or OCSTA's bookkeeper, one additional board member and/or the Executive Director shall be signing officers for expenses incurred by and for the organization. A minimum of two signatures is required for these transactions.
- d. The Board shall make a yearly review of regular expenditures and expense allowances to be authorized by the treasurer.
- e. The Board shall set policies regarding reimbursement for expenses incurred by the Directors and any personnel employed by the Corporation and committees assigned specific responsibilities.

2. MEMBERSHIP DUES

- a. All membership dues and fees and other donations are to be sent directly to the OCSTA office.
- b. All receipts are to be issued by the treasurer or a representative authorized by the Board of Directors.
- c. Membership fees are dues as stipulated by the Finance Committee.

F. RECORDS

1. The OCSTA office shall be the keeper of the Corporation seal, documents and minutes through the services of OCSTA's legal counsel.
2. All official minutes of the Executive, General Board and Annual General Meetings shall be kept in suitably safe and accessible places open to inspection by all General Board Members.

G. DISTRICTS

1. The OCSTA organization is divided into eight (8) districts:
 - Chatham
 - Guelph
 - Kingston
 - Niagara
 - Toronto East
 - Toronto West
 - Woodstock
 - High school
2. The placement of each new school shall be recommended by the Board of Directors.
3. Each district shall carry out its business either through an elected Board or by appointing a local staff on an annual basis.
4. The District Board shall meet at least two (2) times a year. The format of the meeting is at the discretion of the Board of the district. The meetings should have a twofold purpose:
 - a. discussion of Corporation business and recommendations to the General Board members for discussion.
 - b. professional development for teachers in the district.
5. Funding for local or district activities is a local responsibility.
6. Each District Board may make its own by-laws provided these meet the approval of the General Board of Directors and support the work of the Association.