



Local 374 Bylaws

Enacted as of [DATE]

Local 374 Bylaws

Ontario Public Service
Employees Union

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Article 1 NAME

- 1.1 This organization shall be known as the Ontario Public Service Employees Union (OPSEU) Local 374 and shall be a composite local of employees eligible for membership in OPSEU who work at Mackenzie Health Hospital.

Article 2 AIMS AND PURPOSES (Article 4 of the Constitution)

2.1 The aims and purposes of the Union shall be:

- To regulate labour relations between the Members and their employers and managers, said labour relations to include the scope of negotiation, collective bargaining, the enforcement of collective agreements and health and safety standards, and the safeguarding of human rights;
- To organize, sign to membership, and represent employees in Ontario;
- To advance the common interests, economic, social and political, of the Members and of all public employees, wherever possible, by all appropriate means;
- To bring about improvements in the wages and working conditions of the membership, including the right of equal pay for work of equal value;
- To work for and defend members to ensure that our workplaces are safe and free from harassment and discrimination;
- To promote and defend the right to strike;
- To promote full employment and an equitable distribution of wealth within Canadian and international society;
- To co-operate with labour unions and other organizations with similar objectives in strengthening the Canadian labour union movement as a means towards advancing the interests and improving the well-being of workers generally in Canada and internationally;
- To promote justice, equality, and efficiency in services to the public;
- To strengthen, by precept and example, democratic principles and practices both in the Canadian labour union movement and in all manner of institutions, organizations, and government in Canada and internationally.

Article 3 MEMBERSHIP (Article 6 of the Constitution)

3.1 A Member shall remain in good standing provided s/he is:

- Not more than three months in arrears in payment of dues;
- Gainfully employed in a bargaining unit for which the Union holds or seeks recognized bargaining rights;

- Not penalized by suspension or expulsion following conviction under Article 30 of the Constitution; and
- Not penalized by suspension or expulsion following conviction of a breach of OPSEU's harassment and discrimination or personal harassment policy, provided that in accordance with any applicable laws, no such penalty shall require the employer to discharge such Member from employment.
- Not penalized by suspension under Art. 16.10 of the Constitution.
- Not penalized by failure to step down from an acting management or acting excluded management position under Article 3.8.

However, failure to meet the requirements of (a) or (b) above shall not disqualify Members who are absent from their regular place of employment on leave of absence, paid or unpaid.

"Leave of absence" shall include sabbatical leave, long-term disability, maternity leave, parental leave, workers' compensation, and any other form of extended leave of absence while remaining in the employ of the employer. Members on long-term disability, and members on workers' compensation who do not meet the requirements of (a), may seek and hold office in the Union or any of its subsidiary bodies, and may be delegates to Union meetings, provided they pay uniform monthly dues, not to exceed \$5.00, to be set by the Executive Board, and are both able and available to carry out their duties. Members on other leaves of absence may seek and hold office in the Union or any of its subsidiary bodies, and may be delegates to Union meetings, provided they pay full Union dues and are both able and available to carry out their duties. Any dispute as to ability or availability shall be decided by the President, with right of appeal to the Executive Board.

3.2. Notwithstanding the provisions of any other article of this Constitution, a Member subject to regular seasonal and/or short-term lay-offs may remain in good standing for up to one year while laid off without payment of dues, but a Member subject to permanent or indefinite lay-off shall not be eligible for continuing membership for any period of the lay-off.

3.3 Notwithstanding the provision of Articles 3.1(b) and 3.2, a Member dismissed or improperly laid off by his/her employer shall, if a grievance is submitted on the dismissal or lay-off, remain a Member in good standing until the grievance is settled, provided that if the Member wishes to seek or hold office in the Union, s/he must pay a uniform monthly amount of Union dues, not to exceed \$5, to be set by the Executive Board.

3.4 Notwithstanding the provision of Article 3.1(b), upon payment of full Union dues a Member shall remain in good standing while:

- holding elected political office in any government, municipality, municipal board or commission, school board, public utility, social or welfare agency; or
- holding appointed office on any board or commission, etc., as a representative of labour; or
- holding elected or appointed office in any labour organization to which the Union is affiliated.

3.5 A person who ceases to be a Member by reason only of non-payment of dues shall be reinstated upon submission to the Union of a new membership application accompanied by all arrears in dues.

3.6 A Shop Steward, Unit Steward, local officer, trustee, delegate, team or committee member who is temporarily assigned (seconded) by the employer from his/her normal workplace to another workplace within the bargaining unit, and who retains the right to return to his/her normal workplace, shall be entitled to continue to hold or seek re-election to the Union office or function in his/her normal workplace during the term of such assignment (secondment), provided s/he is willing, able and available to carry out the duties of the Union office or function. Any dispute as to ability or availability shall be decided by the President, with right of appeal to the Executive Board. While occupying such Union office or function, the member shall be ineligible to seek or hold any Union office or function in the other workplace.

3.7. A shop Steward, Unit Steward, local officer, trustee, delegate, team or committee member who volunteers and is assigned or seconded by the employer from his/her normal workplace to a position outside any OPSEU bargaining unit shall not be entitled to continue to carry out the duties or functions of his/her office during the period of assignment or secondment. The Member shall be entitled to retain all other rights as a Member in Good Standing.

3.8 Any member who is in a temporary management or temporary excluded management position shall return to their home position when required, under authority of the President, to do so. If they fail to step down, they shall be ineligible to seek or hold any Union office or function.

Article 4 MEMBERSHIP RIGHTS (Article 7 of the Constitution)

4.1 Every Member in good standing is entitled:

- To be represented by the Union;
- To be treated with dignity and respect within the Union;
- To be free from discrimination, interference, restriction, coercion, harassment, intimidation or disciplinary action exercised or practised by a Member with respect to another Member, both within the Union and in the workplace, by reason of race, colour, age, national or ethnic origin, political or religious affiliation, sex, sexual orientation, family status, marital status, record of offences, physical characteristics or physical or mental disability;
- Subject to any qualifications stipulated elsewhere in this Constitution, to be nominated for, and hold, one or more offices in the Union;
- To participate in the Union's business at the Local level, participate in the election of delegates and alternate delegates to Conventions, and vote on the ratification of collective agreements affecting such Member, except where the collective agreement is the result of binding arbitration;
- To make a formal presentation to the Board upon receipt of such presentation in writing at Headquarters not less than ten (10) calendar days before the date of the regularly scheduled Board Meeting at which the presentation is to be made, provided always that notice may be waived by majority vote of the Board;

- To attend any meeting of the Board, notwithstanding that s/he may not have a vote at such meeting, except that the Board may meet in closed session for purposes of discussing individual or staff contracts of employment;
- To receive a copy of the Constitution of the Union and to be advised of amendments to it, and to receive an up-to-date copy whenever the Constitution is compiled and reprinted.

4.2 Only Members in good standing may hold office.

4.3 A member may be removed from office and/or barred from running for office for a specified term by a two-thirds majority vote of the Executive Board after a finding of a breach of OPSEU's harassment and discrimination or personal harassment policy.

4.4 A member will be removed from office and will be barred from running for office if they refuse to return to their OPSEU bargaining unit position from an acting management or excluded management position when required, under authority of the President, to do so.

4.5 Proxy voting is not permitted at any level of the Union.

Article 5 STEWARD SYSTEM (Article 29.1 of the Constitution)

5.1 Members of Local 374 shall be organized into working areas. The Members in each working area shall elect one or more Unit Stewards from among themselves.

5.2 The government of Local 374 shall be based on the Shop Steward system, and election of Officers of Local Executive Committees shall be from among the Unit Stewards.

5.3 The steward structure shall be as follows:

Service: RH – 15	Clerical: RH – 5	No longer Existing Sodexo:
CVH – 15	CVH – 5	CVH – 2
RCC – 1		

Article 6 STEWARDS' RESPONSIBILITIES AND RIGHTS (Article 8 of the Constitution)

6.1 Each Union Steward shall be responsible for representation of members in a working area, including the responsibility:

- to distribute information to the group;
- to carry the group's issues to the LEC/unit committee;
- to communicate LEC/unit committee decisions to the group;
- to enlist support of members of the group in workplace actions and union campaigns; and
- to prepare and investigate grievances from the group.

6.2 To carry out these responsibilities, Stewards shall have:

- the right of access to LEC/unit committee meetings;
- the right to be informed of the status and disposition of grievances from the group; and
- the right to high quality education and training necessary to effectively exercise all their responsibilities.

Article 7 LOCAL EXECUTIVE COMMITTEE (Article 29.2 of the Constitution)

7.1 The Officers of the Local, together with the remaining Unit Stewards (in a Multi-Unit or Composite Local) shall constitute the Local Executive Committee (LEC). Every Local shall have a President and at least two of the following Officers: Vice-President; Secretary; Treasurer or Secretary-Treasurer. In addition, a Single-Unit Local shall have a Chief Steward as an Officer of the Local Executive Committee (LEC). On the invitation of the Local, the immediate past President of the Local may serve on the LEC as an ex-officio Member with voice but no vote. The Local may designate one of its Local Executive Committee (LEC) members as responsible for equity issues.

7.2 The Local Executive Committee (LEC) shall administer the affairs of the Local in accordance with this Constitution, the Bylaws of the Local and the wishes of the members of the Local. The Committee shall meet at least once every three months. The Local President may call a Committee meeting at any time to deal with business of an urgent nature.

7.3 Term of Office

7.3.1 The term of office for Shop Stewards, Unit Stewards, and all Officers of LEC's shall be not more than **(THREE YEARS) Replacing two years**, two years or less than one year.

7.3.2 Any Member of the LEC may stand for re-election, provided that a Unit Steward must first have been elected or re-elected as a Shop Steward, and an Officer must first have been elected or re-elected as a Unit Steward.

7.3.3 The local will follow the shop steward system.

7.4 Elections

7.4.1 Elections shall be conducted at general meetings of the Members concerned. Reasonable notice of the meeting and of the elections to take place must be given.

7.4.2 Mid-term vacancies occurring among Stewards or Members of LEC's shall be filled promptly, by election in accordance with Article.4.1, except where the vacancy occurs within three months of the expiry of the term of office. In every case of filling a vacancy, the new incumbent shall serve only the unexpired portion of the term of office in question.

7.4.3 All elections within the Union shall be conducted by secret ballot.

7.5 Duties of Officers of Locals

7.5.1 President

The President shall enforce compliance with Bylaws and regulations of the Union and Local; preside at Local meetings; be an ex-officio member of all Local committees; generally supervise the affairs and operations of the Local; carry out such other duties as may be prescribed by Local Bylaws.

7.5.2 Vice-President – Richmond Hill

The VicePresident shall perform all the Presidential functions during any absence of the President and accept and exercise such other duties and powers as may be designated by the Local Executive Committee or the President. The VicePresident may also attend all functions (including all regional meetings and Conventions) of the Union, in place of the President when the President cannot attend.

7.5.3 Vice-President – Vaughn

The VicePresident shall perform all the Presidential functions during any absence of the President and accept and exercise such other duties and powers as may be designated by the Local Executive Committee or the President. The VicePresident may also attend all functions (including all regional meetings and Conventions) of the Union, in place of the President when the President cannot attend.

A) The ranking of Vice-Presidents shall be determined by highest votes received .

7.5.4 Secretary

The Secretary shall attend all meetings of the Local and keep Minutes; distribute notices to all members of the Local, as required; answer and/or forward all pertinent correspondence; and forward all pertinent membership information to the appropriate union regional office.

7.5.5 Treasurer

The Treasurer shall be responsible for proper administration of the assets of the Local, including the operating funds.

7.6 Trustees

7.6.1 Every Local shall elect an audit committee composed of at least two members to be known as Trustees. The Trustees shall be elected at a general membership meeting from among the members and may not hold any other office in any Local. They shall hold office for a two-year term, but at the first election in a Local the terms may be varied to provide subsequently for overlapping terms.

7.6.2 The Trustees shall examine all books, records, and properties of their Local, including any Unit thereof, at least twice each year. All Officers of the Local are required to make available all

necessary documents to the Trustees on reasonable notice. The Trustees shall file an audit report, in a form specified by Headquarters, to Headquarters at least once in every six months and shall also make a full report to the first general membership meeting following each audit.

Article 8 MEMBERSHIP MEETINGS (Article 29.7 of the Constitution)

8.1 General membership meetings of all members of a Local shall be convened at least twice each year. Meetings of members of each Unit in Multi-Unit and Composite Locals shall be convened at least twice each year.

8.2 The Order of Business at a general membership meeting shall be:

- Call to order.
- Statement of Respect.
- Adoption of agenda.
- Minutes of previous meeting.
- Business arising.
- Treasurer's report.
- Correspondence.
- Initiation of new members.
- Reports of Officers.
- Reports of Committees.
- Nominations and/or elections.
- Unfinished business.
- New business.
- Adjournment.

In presenting an agenda based on the above Order of Business, the LEC should specify subjects under items 9, 10, 12, and 13. A Local may change the above Order of Business by by-law or for any given meeting by giving reasonable advance notice.

8.3 Locals shall follow the Rules of Order laid down in Article 13.11 of the Constitution, the necessary changes being made, and shall otherwise be governed by Robert's Rules of Order.

8.4 A special general meeting of the Local shall be convened upon the written request of at least ten per cent of the membership.

8.5 Attendance and participation at Local meetings shall be exclusive to the members of that Local, except that others may attend at the invitation of the President or Executive of that Local or by assignment by the President of OPSEU.

8.6. Quorums

8.6.1 This article defines the quorum for meetings of Units, Unit Committees, Local Executive Committees and the general membership of a Local.

8.6.2 The quorum for meetings of the above groups shall be:

Size of Group	Quorum
1-20 members	50 percent of the members
21-200 members	10 members
201 or more members	5 percent of the members

8.7 Oaths (Articles 14.7 and 29.9 of the Constitution)

8.7.1 All Officers elected at the Local or Unit level shall take the Oath of Office before being allowed to take office. The oath shall be administered at a general membership meeting or at a meeting of the LEC.

“I, _____, promise that I will uphold and obey the Constitution and duly-authorized policies of the Ontario Public Service Employees Union, fulfil the obligations and responsibilities of my office to the best of my ability, and promptly deliver to my successor all monies, records, and other property of the Union in my possession at the close of my term in office.”

8.7.2 All Shop and Unit Stewards shall take the following oath before being allowed to take office. The oath shall be administered at a general membership meeting or at a meeting of the LEC, or by submitting a signed copy, to be read aloud at a general membership meeting:

“I, _____, promise that I will uphold and obey the Constitution and policies of the Ontario Public Service Employees Union and the Bylaws of my Local, work with the Officers of the Local to represent the members, and fulfil the obligations and responsibilities of my elected position as Steward to the best of my ability.”

8.7.3 Every new Member shall, as part of his/her application for membership in the Union, be required to sign a declaration containing the following words:

“I, _____, solemnly promise to uphold and obey the Constitution and Bylaws of this Union, to assist my fellow members to improve their economic, political, and social conditions, to uphold the principles of democracy and fair play, and to do no deliberate wrong or harm to any other member of this Union.”

Every such declaration must be witnessed by a person who may be a member of the Local, an employee of the Union, or any other representative of the Union duly authorized by it.

8.7.4 It shall be the duty of all Officers and Members to uphold their respective oaths and failure to act in accordance with them shall be deemed to be contrary to the Constitution.

Article 9 FINANCIAL OPERATION (Article 29.10 of the Constitution)

9.1 All funds of the Local shall be used only for legitimate trade union purposes. Accounting for revenue and disbursements shall be done in a proper and business-like manner. Except for

reasonable amounts in petty cash accounts, all expenditures shall be by cheque and shall be properly supported by vouchers. The signing officers of a Local shall be any two of the President, Vice-President – Richmond Hill, Vice-President - Vaughn, Secretary, Treasurer.

Replacing article 9.2

Financial Caps

9.2 General Expenditures Non budgeted or other expenses

In the event expenses are incurred by the Executive of Local 374 (President, Vice President, Treasurer and Secretary) on behalf of the General Membership (i.e. events, meeting room deposit, printing costs) the Membership authorizes the release of funds up to \$1,000 (one thousand) Supporting receipts of expenditures will be given to the Treasurer.

Officers Honorarium:

President, Vice President, Treasurer, Secretary will be given an annually of \$500 for the duration of their term. OPSEU/SEFPO will release the funds with supporting forms signed by two officers submitting the claim and T4 slip at the end of the year to the member.

Own Time/Lost time

Own Time may be claimed by Steward, Officers or any member when performance of their duties to the local requires personal time to be used. The validity of the time used must be attested by at least two (2) officers who will sign the claim form and shall not exceed 2 day per month, \$45.00 for 4hrs to a max of \$90.00/day. Attending educationals or convention may be an exception of 2 days per month.

OPSEU head office will release funds as Local submits the claim and issue T4 at end of year to member

Communications:

Cell Phone reimbursement

Local President \$80.00 per month

Vice President first VP and second VP \$ 30.00 per month

Secretary \$30.00 per month

- **Meals**

Locals may set a limit to meal expenses for stewards, officers, or member expenses when performing their duties. Personal Own time a Steward, Officer or Members may claim meal expenses where meals are not provided.

Where a member is on approved union business, they may be entitled to reimbursement for out-of-town meals and or mileage as per OPSEU/SEFPO policy.

No reimbursement will be made for any expenses incurred where the appropriate prior authorization has not been obtained by 2 officers President and Tresure.

- **Travel and Per Diems:** The bylaws outline the per diem rates and mileage allowances (As per OPSEU Policy)

cover mileage (e.g., 60-80 cents/km depending on passengers), with specific rates and policies outlined in

expense guides for different events, requiring receipts and prior authorization for reimbursement. The Local will provide funds for alternates, taxi or uber attending such conventions with supporting receipts.

Approval Process

- **Dual Signatures:** All payments usually require the signatures of two authorized officers, such as the President and Tresure.
- **Reporting:** All expenses, even those under the cap, must be itemized and presented as part of the financial secretary's report at the next membership meeting for transparency.
- **Audits:** Local unions are required to have their financial records audited periodically by trustees.

9.2 Financial control of Units shall rest with the Local Executive Committee. The Local and/or units shall have full control of funds they may raise through their own activities, or through local assessments. The Local is obligated to supply sufficient funds for the holding of Unit general and negotiating meetings but may retain authority to make the necessary arrangements for the said meetings.

9.3 The LEC shall present a budget to the annual general membership meeting of the Local. The budget in multi-unit and composite locals shall include budget lines for each unit, based on the number of dues-paying members in the unit and the projected unit activity for the year.

Article 10 AMENDMENTS (Article 12.5.1 of the Constitution)

10.1 These Bylaws may be amended, and any subsequent changes to them, must not be in conflict with this Constitution and must be adopted by at least two-thirds of the Members voting at a regular or special general membership meeting of the Local for which reasonable notice has been given to all Members of the intention to deal with the Local's bylaws.

10.2 No supplemental bylaws or changes to them shall take effect until they have been approved by the President of OPSEU.