

## LOCAL 524 BY-LAWS

### PREAMBLE

The **Ontario Public Service Employees Union** was founded in 1911 under the name "Civil Service Association of Ontario." The association was incorporated under the Corporations Act of Ontario 1927. As the need for a trade union approach to be applied to relations between public employees on one hand and their employers and managers on the other hand has been increasingly accepted by employees, public, and government, and as the Members and Officers of the Civil Service Association of Ontario, Inc. were and are desirous of rededicating and re-structuring their organization to parallel more closely the aims and forms of other Canadian employee organizations, the said Members and Officers adopted the present name of the Union in 1975, in accordance with, and to be governed by, the provisions of the Constitution of **OPSEU**.

### ARTICLE 1 NAME

- 1.1 This organization shall be known as the **Ontario Public Service Employees Union (OPSEU) Local 524**;

### ARTICLE 2 CONSTITUTION AND BY-LAWS

- 2.1 The constitution of this organization shall be the constitution of OPSEU and these By-Laws shall be in all respect subordinate to Article 29 "BY-LAWS FOR LOCAL UNIONS" of said constitution and all applications and interpretations thereof.

### ARTICLE 3 MEMBERSHIP

- 3.1 This Local shall be a composite local of employees eligible for membership in **OPSEU** from the Ministries of:

Attorney General (including Ontario Victim Services Secretariat), the Ministry of Natural Resources, and the Ministry of Community Safety and Correctional Services – Justice Technology

3.2 Each member in good standing of this Local has the right to:

1. Nominate and vote,
2. Express opinions on all subjects before the Local,
3. Attend all membership meetings and express views, arguments and opinions on all matters and business properly before the meeting,
4. Meet and assemble freely with other members and generally to participate in the activities of the Local in responsible manner consistent with good conscience in order to present and discuss factually and honestly the issues upon which the membership must base its decisions.

These rights shall at all times be subject to the rules and regulations contained in the Constitution and by-Laws. A member in exercising the foregoing rights and privileges shall not take any irresponsible action which would interfere with the performance by this Local or the Union of its legal or contractual obligations as a Collective bargaining agent. Violation, or engaging in conduct prohibited by this section, shall be considered conduct unbecoming a union member.

3.3 The membership shall strive to:

1. Obtain the objectives set forth in the Constitution and additional objectives as established as the policy of **OPSEU**,
2. Maintain free relations with other organizations,
3. Do all in its power to strengthen and promote the labour movement,
4. Build and organize a powerful Local to meet Management, and to resolve issues when they arise,
5. Co-operate with Board Members and Staff to help promote organizational activities.

#### **ARTICLE 4 MEMBERSHIP MEETINGS**

4.1 General membership meetings of all members of this Local shall be convened at least two times each year. The quorum shall be defined as ten per cent (10%) or 20, whichever is greater, of the most recent published membership list from OPSEU Head Office.

4.2 A special meeting of the Local may be called by the President or a majority of the Local Executive Committee or by a petition signed by at least 10% of the membership.

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

1. **Call to Order**
2. **Adoption of Agenda**
3. **Minutes of previous meeting**
4. **Business arising**
5. **Treasurer's report**
6. **Correspondence**
7. **Initiation of new members**
8. **Report of Officers**
9. **Reports of Committees**
10. **Nomination and/or elections**
11. **Unfinished business**
12. **New business**
13. **Adjournment**

4.4 This Local shall follow the Rules of Order laid down in article 12.11 of the Constitution, the necessary changes being made, and shall otherwise be governed by Roberts Rules of Order.

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

## **ARTICLE 5 LOCAL EXECUTIVE COMMITTEE**

5.1 The officers of this Local shall be in order, President, Vice President, Secretary, and Treasurer and shall be elected from among the Shop Stewards.

5.2 The officers of the Local shall comprise the Local Executive Committee; and the immediate past President may serve on the LEC as an ex-Officio member with voice but no vote.

- 5.3 The Local Executive Committee shall administer the affairs of this Local in accordance with the constitution, the by-laws and duly-authorized policies of the Ontario Public Service Employees Union.
- 5.4 Meetings of the Local Executive Committee shall be held at least once every three months. Meetings shall be suspended on a vote of the Executive. Special meeting may be called by the President or by a majority of the Committee members.
- 5.5 Minutes of all Local Executive Committee meetings shall be open for examination at regular membership meetings.
- 5.6 At least 50% of the LEC shall constitute a quorum, excluding the past President.

## **ARTICLE 6 TERM OF OFFICE**

- 6.1 The term of office for all Officers and Stewards shall be two years.
- 6.2 Any steward or member of the LEC may stand for re-election.

## **ARTICLE 7 ELECTIONS**

- 7.1 Elections of officers shall be conducted at a general membership meeting. Notice of the meeting and of the election to take place will be given 14 days in advance.
- 7.2 All elections of stewards and the Local Executive Committee shall be based on the principle of winning a clear majority (50% plus 1) with run off ballots if necessary.

- 7.3 Mid-term vacancies occurring among Stewards or members of LEC shall be filled promptly, by election in accordance with article 7.1 and 11.2 as applicable, except where the vacancy occurs within three months of the expiry of the term of office. In every case filling a vacancy, the new incumbent shall serve only the unexpired portion of the term of office in question.

## **ARTICLE 8 DUTIES OF OFFICERS**

### **8.1 President**

The President shall enforce compliance with by-laws 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 this Local, and carry such other duties as may be prescribed by Local by-laws.

### **8.2 Vice-President**

The Vice-President 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 Vice-President may also attend all functions of the Union in place of the President when the President cannot attend.

### **8.3 Secretary**

The Secretary shall attend all meetings of the Local and keep Minutes; distribute notices to all members of the Local through the Stewards, as required; answer and/or forward all pertinent correspondence; and forward all pertinent membership information to Union Headquarters; and shall advise the President on all matters dealing with interpretation of the Rules of Order.

### **8.4 Treasurer**

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

8.5 Trustees

8.5.1 This 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.

8.5.2 The trustees shall examine all books, records and properties of this 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 Trustee shall file an audit report, in form specified by Headquarters, to Headquarters at least once every six months and shall also make a full report to the first general membership meeting following each audit.

8.6 Stewards

All Stewards shall advise their members of membership activities, meetings and special events. They shall contact the Secretary to advise that they have initiated a grievance in accordance with article 27 of the collective agreement, or any matter in which the President's assistance is required.

**ARTICLE 9 FINANCIAL OPERATIONS**

9.1 All funds of this 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. 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 and Treasurer.

9.2 The fiscal year of this Local shall be January 1st and end December 31st.

9.3 The LEC shall present a budget to the 1st annual general membership meeting of the Local.

- 9.4 No assessment of the membership to increase revenue may be levied by the LEC unless the assessment has been approved by at least two-thirds of the members of the Local who vote in a referendum or two-thirds those voting at a general membership meeting after having received at least 10 days notice of such meeting. The notice of meeting shall include a statement of intent to increase or decrease the Local assessment and by what amount.
- 9.5 If a unit of this Local merges or transfers, in accordance with Article 8 of the Constitution, a proportionate share of this Local's net assets shall, in the case of a Unit, be transferred to the new Local or Locals and all net assets shall, in the case of the Local, be transferred to the new Local or Locals. In the event a Unit of the Local should cease to exist because the members cease to be members of the Union, all assets shall become the property of the Union.

## **ARTICLE 10            STEWARD SYSTEM**

- 10.1 Members of this Local shall be organized into working areas. Locals have the rights to define the working areas within their Locals, subject to the governing principle that all Members in a working area must normally work in, or be based in, the same building or part thereof. The members in each working area shall elect one or more stewards from among themselves.
- 10.2 The government of Locals shall be based on the Steward System and elections of Officers of the Local Executive Committee shall be from among the Stewards.

## **ARTICLE 11            POWER OF ADMINISTRATION**

- 11.1 The membership is the highest authority in this Local and shall be empowered to take or direct any action consistent with the Constitution and By-Laws.
- 11.2 Between membership meetings, the Local Executive Committee shall be the highest authority of the Local and shall be empowered to act on behalf of the membership to the extent that urgent business requires prompt and decisive action, subject to subsequent membership approval.

11.3 Between meetings of the Local Executive Committee the President shall exercise general administrative authority and shall be empowered to act on behalf of the Local Executive Committee subject to subsequent approval of the Local Executive Committee.

**ARTICLE 12 HONORARIUM**

12.1 Members of the Local Executive Committee shall receive an honorarium to be paid on a monthly basis (**No payments in July or August**), as follows:

<u>TITLE</u>	<u>PER ANNUM</u>	<u>MONTHLY</u>
President	\$600	\$60
Vice President	\$400	\$40
Treasurer	\$400	\$40
Chief Steward	\$300	\$30
Trustee		\$50 (each audit report)
Active Steward		\$10 (dependent on postings)

12.2 Any Local Executive Committee member who misses three consecutive meetings forfeits the remaining portion of his honorarium to the Local.

12.3 If a member of the LEC resigns, leaves the Local or for any reason is relieved of their position, they shall be paid on the basis of the number of full months they have held the position in accordance with article 12.1.

12.4 Any member attending education seminars are authorized to act on behalf of the Local at any meeting, except Local Executive, general membership, and Local Committee Meeting, shall be compensated \$45.00 per day providing such member is not receiving wages and other own time money from OPSEU. Any members, before attending seminars or attending meetings on behalf of the Local, must receive prior approval from an Officer of the Local.

**ARTICLE 13            AMENDMENTS**

- 13.1            These By-laws may be amended by presenting the amendments in writing to the Local Executive Committee at least 30 days prior to a general membership meeting. The amendments will be studied by the By-laws/Local Executive Committee for presentation at the general membership meeting. The Agenda for that meeting must contain a notice of the particular By-law amendments that will be considered. If approved by two-thirds of the membership present, the amendments will be considered adopted.
- 13.2            Notwithstanding the foregoing, these By-laws may be amended by a majority vote of the membership present at the first meeting where they are presented.
- 13.3            These By-laws and any amendments to them shall not become effective until they are approved by the President of the Union in accordance with Article 11.5.1 of the Constitution.

Dated at Toronto this \_\_\_\_\_ day of \_\_\_\_\_, 2007.

APPROVED BY MEMBERSHIP

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Lois L. Scott  
President, Local 524

Approved in accordance with Article 11.5.1  
of the Constitution

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Leah Casselman  
President, OPSEU