

PREAMBLE

IN ORDER TO unite all members of the Public Service Alliance of Canada in a single, democratic organization through the institution of the Local Union;

AND IN ORDER TO obtain for all members of the Public Service Alliance of Canada subject to the jurisdiction of the Local Union, the best standards of compensation and other conditions of employment;

AND IN ORDER TO maintain and defend the right to strike;

AND IN ORDER TO advance and safeguard the aims and objectives of the Public Service Alliance of Canada and the Canadian labour movement;

THIS LOCAL #555 HAS BEEN FORMED BY ITS MEMBERS AND GRANTED A CHARTER BY THE PUBLIC SERVICE ALLIANCE OF CANADA.

The following By-Laws are adopted by the Local Union pursuant to the Constitution and Regulations of the Public Service Alliance of Canada, in order to pursue and protect the rights and interests of all members, to provide for the responsible administration of the Local Union, and to facilitate and encourage the involvement of members in the administration and activities of the Local Union.

The authority and responsibilities of the Local Union are those set out in these By-Laws, any applicable Service Agreement, and the PSAC Constitution. In circumstances of conflict between those sources, or in any matter where a question arises as to where authority or responsibility lies in any given matter, the National President of PSAC is vested with the sole prerogative to determine the matter at his/her exclusive discretion.

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Section 1

Name:

This Local Union shall be known as **UOIT TA/RA Union, PSAC Local 555** and shall refer to the University of Ontario Institute of Technology (UOIT) Teaching Assistants/Research Assistant (hereinafter referred to as “the Local” or “the Local Union”).

Section 2

Aims, objectives & relationship to Public Service Alliance of Canada:

- I. It shall be the object of the Local to protect, maintain and advance the interests of members coming under its jurisdiction.
- II. The Local Union shall unconditionally subscribe to and accept as its governing documents the *Constitution and Regulations of the Public Service Alliance of Canada*, (hereinafter referred to as the PSAC Constitution”), as amended from time to time, including the applications and interpretations thereof, to all of which these By-Laws are always subordinate.
- III. Subject and subordinate always to the provisions of the *PSAC Constitution*, the General Membership Meeting of the Local Union shall otherwise be the governing authority of the Local Union.
- IV. Between General Membership Meetings of the Local Union, and subject and subordinate always to the *PSAC Constitution*, the Executive Officers in the committee for the Local shall be considered the Local Union’s governing body and authority.

- V. The **UOIT TA/RA UNION** is an autonomous body, (known as a Directly Chartered Local), within the Public Service Alliance of Canada.
- VI. These Bylaws, and any future amendments, are superseded only by the laws of the land and the *PSAC Constitution*.

SECTION 3

Interpretations and Definitions of Key Terms

- I. Interpretation of these By-Laws is the prerogative of the Executive Officers of the Local Union in committee, and shall reflect a consensus of the Executive Officers. In the event that no consensus interpretation can be arrived at by the Executive Officers, the interpretation favoured by the President of the Local Union shall govern. No interpretation of these By-laws shall be contrary to the terms and provisions of the PSAC Constitution. No interpretation of these By-Laws shall permit or result in the taking of any steps that are contrary to the terms and provisions of the PSAC Constitution.
- II. The “University” or “Employer” shall refer to the University Of Ontario Institute Of Technology, Oshawa, Ontario, Canada.
- III. “PSAC” shall refer to the larger entity of the Public Service Alliance of Canada, of which the Local is a Directly Chartered Local.
- IV. A “Teaching Assistant” (or TA) shall be any person who
 - a) Is currently employed in this capacity by the University, or
 - b) Has been employed in this capacity within the current term or two (2) immediately previous academic terms by the University to fulfill duties as a Teaching Assistant.
- V. A “Research Assistant” (or RA) shall be any person who

- a) Is currently employed in this capacity by the University, or
- b) Has been employed in this capacity within the current term or two (2) immediately previous academic terms by the University to fulfill duties as a Research Assistant.

VI. A “Member” of the Collective Bargaining unit shall:

- a) Be any TA or RA who has been hired by the University and therefore joined the Local as defined in the conditions of the Collective Agreement.
- b) Be encouraged to sign a PSAC membership card thereby becoming a “carded member” (see Section 3 Article VII) which increases the Local’s representation at PSAC conventions.
- c) Have the right to attend, speak, move and second motions at (Annual) General meetings.
- d) Have the right to attend and speak at Stewards’ meetings.

VII. A “Carded Member” shall

- a) Be any TA or RA as defined above in article VI who has signed a PSAC membership card.
- b) Have the right to
 - i. Serve as an Officer of the Local or sit on any committee of the Local.
 - ii. Vote at AGM.
 - iii. Be eligible for consideration to attend PSAC conventions and functions initiated by the PSAC.
 - iv. Attend, speak, move and second motions at (Annual) General meetings.
 - v. Have the right to attend and speak at Stewards’ meetings.

VIII. A “Faculty” shall be considered

- a) An administrative/academic unit as defined by the University.

- b) The academic unit for the course to which a TA or RA has been assigned for employment purposes.
- c) Maybe identified as one of the following, or as any other Faculty created by the University on or after November 1, 2010:
 - 1) Business & Information Technology
 - 2) Health Sciences
 - 3) Education
 - 4) Energy Systems & Nuclear Science
 - 5) Engineering & Applied Science
 - 6) Science
 - 7) Social Science and Humanities

IX. A Member of the Local shall be considered “In Good Standing” when:

- a) The required payment of Union dues are current and,
- b) Sanctions or disciplinary measures have not been imposed for unruly behaviour or misconduct by a majority vote of the Executive. Sanctions may include, but are not limited to verbal reprimand, written reprimand, removal from office, suspension of the status of “good standing” for unruly behavior or conduct deemed to be unprofessional.

SECTION 4

PSAC Membership dues

- I. The dues payable to the PSAC by each member or employee in the Local Union’s jurisdiction shall be not less than the amount determined by the most recent PSAC Triennial National Convention and shall be determined in accordance with Section 24 of the PSAC Constitution.
- II. All dues payable by members and employees within the Local Union’s jurisdiction shall be paid by way of “employer deduction: from the pay received by an individual, except in cases of terminated or laid off members who may make payment to the PSAC in such form or manner as is determined by the PSAC at its own discretion.

III. In addition to the amounts set out above, the Local Union may require that an additional amount of union dues be deducted for purposes of its own administration and the provision of services to employees within the Local Union's jurisdiction. In order to be entitled to require the deduction of, and to receive, such amounts of dues as may be determined to be payable by members of the Local Union, the Union must obtain the authorization of the members of the PSAC falling under the Local Union's jurisdiction by a two-thirds majority vote of the membership in attendance at an Annual General Membership Meeting of the Local Union, or at a Special Meeting of the Local Union called for that purpose. Such additional dues will be collected by PSAC and shall thereafter be rebated to the Local Union.

IV. In the event that a change of dues is to be proposed at the Annual General Meeting (AGM) or a Special Meeting of the general membership, twenty (20) work days notice shall be given to the members to advise that such a proposition will be voted upon at the meeting.

SECTION 5

Local Union Meetings

I. Quorum at Local Union Membership Meetings

A quorum for the transaction of business at any membership meeting of the Local Union shall be 5 percent (5%) of the members falling under the jurisdiction of the Local Union.

II. Rules of Procedure for Meetings

At any Annual General Membership Meeting, General Membership Meeting, Special Meeting or Emergency Meeting of the Local Union, parliamentary procedure shall be followed in the form set out in "Rules of Order and Parliamentary Procedure" as published by PSAC, unless these Local Union By-Laws provide otherwise.

III. Executive Officer Meetings

- a) The Executive Officers in committee shall hold regular meetings at dates, times, and locations as determined by the discretion of the President or the Vice-President, in the absence of the President, in order to attend to the proper conduct of the Local's affairs, provided that such meetings are held a minimum of once per month.
- b) Quorum at any meeting of the Executive Officers shall be not less than three (3) members, including the President, (or Acting President), or the Vice-President in the absence of the President or Acting President.

IV. General Membership Meetings

- a) General Membership Meeting of the Local Union may be held as determined by the Executive Officers in committee of the Local Union, but shall not be held without less than seven (7) work days written notice to the membership of the date, time and location of the meeting. There shall be a minimum of three (3) General Membership Meeting held annually by the Local Union, with each meeting to be held on each Academic term.

V. Annual General Membership Meeting

- a) The Local Union shall hold an Annual General Membership Meeting in May for purposes of:
 - Receiving annual reports from the Executive Officers of the Local and the Committees of the local,
 - The election of Executive officers and other Officers of the Local,
 - The consideration of such business as may be required by these By-Laws or by the PSAC Constitution,
 - And such other business as the Local may wish to conduct.
- b) The Annual General Membership Meeting shall not be held without less than seven (7) work days notice to the membership of the date, time and location of the meeting.
- c) The Annual General Membership Meeting shall not be held any earlier than eleven (11) months after the last AGM nor shall it be held any later than thirteen (13) months after the last AGM was held.

VI. Emergency Meetings of the Membership

In circumstances of urgency, the President of the Local Union may call and conduct an Emergency Meeting of the Membership. The greatest amount of notice that is reasonably possible under the circumstances shall be provided to all members, by whatever means are deemed appropriate by the President, and such notice whether verbal or written, shall inform members of the matters to be considered at such Emergency Meetings. In these circumstances, the failure of members to receive the usual seven (7) days notice of the meeting does not invalidate the business conducted at the meeting. The power to call and conduct Emergency Meetings shall be exercised at all times in good faith and with a view to the pursuit of the legitimate interests of the Local Union and its members, and in a manner and for purposes that reflect the democratic tradition of the Local Union and the PSAC.

VII. Committee Meetings

- a) Committees formed for purposes of collective bargaining and negotiation with the employer are exempt from these By-Laws, subject to the terms and provisions of the PSAC Constitution, and within the exclusive jurisdiction of PSAC.
- b) Other Committees of the Local Union shall meet at dates, times, and locations as determined in their discretion, provided that such meetings are held on each academic term at the minimum.

VIII. Meetings for Strike Vote/ Collective Agreement Ratification Vote/ Employer Offer Vote

Meetings called for:

- Strike votes
- Collective agreement ratification discussions
- Collective agreement ratification votes
- Employer offers put forth during collective bargaining

are all within the exclusive jurisdiction of PSAC. Upon the request of PSAC, the Local Union shall provide all reasonable assistance to PSAC to announce said meeting(s) to the general membership and to conduct the meeting and voting in a timely manner.

SECTION 6

Governance

I. **ELECTED EXECUTIVE OFFICERS** of the Local shall be:

- 1) The President;
- 2) The Vice President;
- 3) The Secretary;
- 4) The Treasurer;
- 5) The Chief Steward.

II. **Duties of the Elected Executive Officers** shall be as follows:

The *Executive Officers* shall:

- a) Administer the affairs of the Local Union, subject to the decisions of the membership as expressed in properly conducted meetings and votes, and shall supervise the handling of all Local Union funds.
- b) Oversee the annual audit of the financial records and statements of the local Union.

The *President* shall:

- a) Be a Member in Good Standing of the Local;
- b) Be the chief administrator and spokesperson for the Local;
- c) Preside at all meetings of the Local Union called pursuant to these By-Laws and shall preserve order;

- d) Decide all point of order and procedure (subject always to appeal to the membership);
- e) Ensure the smooth operation of the Local ;
- f) Supervise all Officers of the Local, which shall include having meetings individually at least once per academic term with the Executive Officers (Vice President, Secretary, Treasurer, Communications Officer, and Chief Steward) to discuss the performance of their respective duties;
- g) Meet with all other elected officers within one month of their initial appointment or election to office to discuss the duties and responsibilities of the position;
- h) Be an ex-officio voting member of all committees of the Local and of the Negotiating committee;
- i) Prepare an agenda for, and chair, all of the following:
 - 1. Executive meetings,
 - 2. Local Bargaining, Constitution/Bylaws, and/or Strike committee meetings, or shall appoint a designate to chair these meetings.
- j) Attend Health and Safety Committee meetings, or appoint a designate to attend;
- k) Call and chair AGM in May of each year during which time the Executive positions of Vice President, Secretary, Treasurer, Stewards' and Executive officers meetings of the Local or appoint a designate chair these meetings (or portion thereof).
- l) Prepare an annual written summary on the Local's activities for the preceding year and submit same for proofreading to the Secretary at least 10 days prior to the AGM. Final edited report is to be available for distribution one week prior to each AGM and for inclusion in the meeting's minutes.
- m) Review and sign all contracts, and official documents of the Local, including the minutes of General Meetings and Stewards' meetings, after these minutes have been adopted by the elected officers.
- n) Be one of three Executive Officers noted on file at the Bank as a signing official for the Local's bank account. Be available as one

of two officers required to sign all cheques drawn on the Local's bank account.

- o) In conjunction with the Treasurer and other Executive Officers, prepare a draft budget for discussion and approval by the membership at the AGM.
- p) Examine and either approve or reject any form of contact between the Local and the media.
- q) Act as the primary contact between the Local and the University on matters pertaining to any issues concerning the Collective Bargaining Agreement, Health and Safety Committee, and/or the Union/Management Committee.
- r) Attend PSAC's national convention as the Local's chief delegate, or appoint a designate to attend in this capacity;
- s) Attend conventions of other organizations which the Local joins (or has membership in as part of the Union) as the Local's chief delegate, or appoint a designate to attend in this capacity;
- t) Appoint the President Elect, or the Vice President, or another designate (if the foregoing offices are vacant), to serve as "Acting President" in the event that the President is unavailable to perform any required duties listed above.
- u) Have a working knowledge of the Collective Agreement, PSAC's Constitution and Rules of Order, and the Bylaws laid out herein.
- v) Determine with a majority vote of the Executive whether any sanction(s) should be applied to members which may affect their status of a "Member in Good Standing".
- w) Be elected or acclaimed at an AGM as the President Elect, or be elected at a General Meeting in the event that the Office of the President becomes vacant at any point during the normal 3 year term of office.
- x) Normally serve as "President Elect" from the date of the AGM held in May to September 1 of the same calendar year.
- y) Not hold any other Office within the Local provided that another member is available and willing to hold the position.
- z) Be elected, when possible, at the AGM held in May to serve a term of Office of 1 (one) year from Sept 1st to Aug 31st of the following

calendar year. In the event that this office is not filled at the AGM then this position can be filled at a subsequent General Meeting.

The *President Elect* shall:

- a) Assist the outgoing President in duties noted above in Section 6, II, (President) for the term of this office which shall be from May 31st to August 31st as noted in Section 8, II, (c).

The *Vice President* shall:

- a) Be a Member in Good Standing of the Local;
- b) Attend all meetings of the Executive ;
- c) In the absence or incapacitation of the President, perform all duties of the President'
- d) Be considered an "Acting President" if the office of the President falls vacant and shall maintain this office until a new President is elected'
- e) Render assistance to any Officer of the Local Union as requested by the Executive Officers in the committee.
- f) Be elected, when possible, at the AGM held in May to serve a term of Office of 1 (one) year from June 1st to May 31st of the following calendar year. In the event that this office is not filled at the AGM then this position can be filled at a subsequent General Meeting.

The *Secretary* shall:

- a) Be a Member in Good Standing of the Local;
- b) Attend all meetings of the Executive and general membership, and record all facts and minutes of all proceedings in the books which are kept on file. These written minutes shall be presented for adoption at the subsequent meeting(s) of the Executive or Stewards.

- c) Ensure that agendas and minutes of any General Meetings, Stewards', and/or Executive meetings are made available to the membership within a reasonable time frame;
- d) Be responsible for handling and maintaining any and all correspondence, papers, records, contracts received on behalf of the Local;
- e) Maintain a copy of the Local's By Laws and a copy of the current and past collective agreements.
- f) Ensure that any administrative issues regarding new members are handled in a prompt manner.
- g) Maintain an up-to-date database of both carded members as provided by PSAC, and also an accurate (semester) list of TAs/RAs as provided by the University as stipulated in the Collective Bargaining Agreement.
- h) Recommend and participate in any efforts made by the Executive Officers to mobilize and activate the General Membership.
- i) Keep accurate records of nominations, or declarations of interest for members that are to be considered for positions on the Executive or for any committees that may be formed which are not specifically named at this time in the By Laws.
- j) Keep accurate records of all names of nominees for election/appointment as provided by the Chief Returning Officer prior to the AGM.
- k) Maintain copies of minutes provided by the Member(s) of the Joint Union/Management Committee.
- l) Receive and proofread, 10 days prior to the AGM, the annual reports from the President, the Treasurer, and the Chief Steward. Ensure that copies of the edited final report(s) are made available to the membership one week prior to the AGM of the Local and are included in the minutes of the meeting.
- m) Meet at least once per academic term with the President to discuss his/her performance of the duties of the position of Secretary;
- n) Be elected, when possible, at the AGM held in May to serve a term of Office of one year from June 1st to May 31st of the following

calendar year. In the event that this office is not filled at the AGM then this position can be filled at a subsequent General Meeting.

- o) Be one of three Executive Officers noted on file at the Bank as a signing official for the Local's bank account. Be available as one of two officers required to sign all cheques drawn on the Local's bank account.
- p) Be elected, when possible, at the AGM held in May to serve a term of Office of 1 (one) year from June 1st to May 31st of the following calendar year. In the event that this office is not filled at the AGM then this position can be filled at a subsequent General Meeting.

The *Treasurer* shall:

- a) Be a Member in Good Standing of the Local;
- b) Maintain the financial and bank records of the Local and shall ensure proper written accounting methods are maintained for all receipts and disbursements.
- c) Keep a continuous record in proper accounting books of all dues payments and other assessments that may be provided by the University, the PSAC, or the Officers of the Local.
- d) Shall ensure that cheques drawn on the Local's bank account are duly endorsed by 2 signing authorities, and any incoming monies shall be deposited in the designated Local's bank in the name of, and to the credit of, such account as has been opened for this purpose.
- e) Ensure that the portion of dues and other assessments payable to the Local are received in a timely manner, and that any oversights or errors are corrected in a reasonable time frame.
- f) Ensure that all monies payable to the Local are promptly deposited at a financial institution set up under the name of UOIT TA/RA Union Local 555.
- g) Ensure that all accounts payable are reviewed and authorized for payment by the Executive Officers and a cheque duly signed by two signing officers is remitted to the payee.

- h) Prepare a financial statement for the preceding year, describing transactions that have taken place since the last AGM. Ensure that the Local's annual financial statement is audited professionally. This audited statement is to be submitted to the Secretary at least 10 days prior to the AGM. It will then be made available for distribution one week prior to the AGM of the Local.
- i) Present both the annual financial report and the budget at the AGM.
- j) If requested at any other time by the Executive, prepare a financial statement within 10 days of the written request being made.
- k) Ensure that the financial affairs of the Local are conducted in accordance with the Generally Accepted Accounting Practices (GAAP) of the Canadian Institute of Chartered Accountants.
- l) In conjunction with the President and other Executive Officers, prepare a draft budget for discussion and approval by the membership at the AGM.
- m) Be one of three Executive Officers noted on file at the Bank as a signing official for the Local's bank account. Be available as one of two officers required to sign all cheques drawn on the Local's bank account.
- n) Ensure that signing authority at the Bank is transferred as required immediately after any new Executive Officers are elected or acclaimed to an executive position within the Local.
- o) Meet at least once per academic term with the President to discuss his/her performance of the duties of the position of Treasurer;
- p) Be elected, when possible, at the AGM held in May to serve a term of Office of one year from June 1st to May 31st of the following calendar year. In the event that this office is not filled at the AGM then this position can be filled at a subsequent General Meeting.
- a) Be responsible for advising Management of the names of the 3 elected members of the Joint Union/Management Committee within 1 week of the election.
- b) Meet at least once per academic term with the President to discuss his/her performance of the duties of the position of Communications Officer;

- c) Be elected, when possible, at the AGM held in May to serve a term of Office of 1 (one) year from June 1st to May 31st of the following calendar year. In the event that this office is not filled at the AGM then this position can be filled at a subsequent General Meeting.

The *Chief Steward* shall:

- a) Be a Member in Good Standing of the Local;
- b) Create and facilitate a Steward network of 7 members that represent the membership within each of the 7 Faculties.
- c) Ensure that each steward understands his/her duties and responsibilities within one month of their initial appointment.
- d) Meet with Stewards in a timely manner to discuss and evaluate any new grievance matters that have been brought to the Stewards' attention by a member.
- e) Chair a monthly Stewards' meeting or assign a designate to chair any meeting where personal absence from such meeting is unavoidable.
- f) Create a meeting agenda allowing each Steward an opportunity to discuss any grievance matters currently under review within his/her particular Faculty.
- g) Appoint a Steward to record the minutes at the monthly meetings that will be submitted to the Chief Steward one week prior to the next scheduled meeting.
- h) Liaise with, and report to, the Executive and membership regarding the status of grievance and legal complaint matters.
- i) Have a working knowledge of the Collective Agreement, PSAC's Rules of Order, and the Bylaws of the Local.
- j) Meet as requested in a timely manner with the Stewards and the Executive on specific matters of collective agreement interpretation, the merits of grievances and the wording of grievances
- k) Make a recommendation to the Executive Officers in committee on all requests from members or Stewards that a grievance be referred to adjudication/arbitration by PSAC, or that any other complaint or legal proceeding be commenced by PSAC. All such request to

PSAC shall be made by, and shall be first determined by, the executive Officers in committee, and the Chief Steward shall have both voice and vote in the process of decision.

- l) Make every reasonable effort to participate in union training relevant to the representation role of Stewards and the Chief Steward.
- m) Meet at least once per academic term with the President to discuss his/her performance of the duties of the position of Chief Steward;
- n) Prepare an annual written report on the activities conducted by the Stewards for the preceding one year period, and present same to the Secretary for proofreading at least 10 days prior to the AGM. It will then be made available for distribution one week prior to the AGM of the Local.
- o) Be elected, when possible, at the AGM held in May to serve a term of Office of one year from June 1st to May 31st of the following calendar year. In the event that this office is not filled at the AGM then this position can be filled at a subsequent General Meeting.

III. ELECTED, NON-EXECUTIVE OFFICERS of the Local shall be:

- 1) One Steward representing the members within the University Faculties, (i.e. one Steward for each of the Faculties previously identified in Section 3, VIII, c).
- 2) The Occupational Health and Safety Officer.
- 3) Three Local Members of the joint Union/Management Committee.
- 4) The Chief Returning Officer.
- 5) The Communications Officer;

IV. Duties of the Elected, non-Executive Officers_ of the Local shall be as follows:

The *Stewards* shall:

- a) Be Members in Good Standing of the Local;
- b) Act as representatives of the Local for the TAs and RAs within the Faculty for which they are employed.
- c) Provide first-level advice and representation to employees in the bargaining unit over which the Local Union has jurisdiction, and provide those services in a manner that is not arbitrary, not discriminatory, and not in bad faith;
- d) Comply with directions from the Executive of the Local Union with respect to representation on any grievance matter as, and when, issued;
- e) Meet with the Chief Steward within one month of their initial appointment to discuss and understand his/her duties of the position of a Steward.
- f) Attend all monthly Stewards' meetings as scheduled by the Chief Steward as well as General meetings.
- g) Keep the members within their Faculties advised in a timely manner with regard to matters which involve the Collective Agreement.
- h) Meet with members who wish to discuss possible work-related problems or grievances, and create/maintain an ongoing written record of the issues brought to their attention, resolutions suggested and attempted, and the outcome of same.
- i) Contact the Chief Steward regarding all matters noted above (in section "h") which are being evaluated at ANY of the 3 steps of the Grievance Process as outlined in the Collective Agreement Articles 11.03, 11.04, 11.05.
- j) Make every reasonable effort to participate in union training relevant to the representation role of Steward.
- k) Be elected, when possible, at the AGM held in May to serve a term of Office of one year from June 1st to May 31st of the following calendar year. In the event that the positions for 7 Stewards cannot be filled at the AGM then the Chief Steward may immediately and actively solicit interested Members of

Good Standing and present their names for acceptance to the Executive. Upon Executive approval, these Stewards' names shall be included in the minutes of the next Executive meeting.

The *Occupational Health and Safety Officer* shall:

- a) Be a Member in Good Standing of the Local;
- b) Attend any recommended Health and Safety workshops as recommended by PSAC;
- c) Conduct Health and Safety inspections as requested by the membership and/or the Executive of the Local;
- d) Report directly to the President of the Local;
- e) Prepare monthly written reports and submit to the President one
- f) Be elected, when possible, at the AGM held in May to serve a term of Office of one year from June 1st to May 31st of the following calendar year. In the event that this office is not filled at the AGM then this position can be filled at a subsequent General Meeting.

The *Chief Returning Officer* shall:

- a) Be a Member in Good Standing of the Local;
- b) Be responsible for ensuring all elections procedures are properly conducted, except for the election of the Chief Returning Officer, which shall be conducted by the current President;
- c) Appoint and supervise no less than 2 Returning Officers to distribute to, and accept ballots from, each eligible voter in the membership.
- d) Be responsible for creating or authorizing all notices, announcements, and publicity related to Local elections including:
 - Calls for Nominations,
 - Declarations of Candidacy forms,
 - Candidates' mail outs to the general membership,

- Announcements of the name(s) of any late nominees for any office normally elected at the AGM,
 - Announcement of official election results to the general Membership.
- e) Arrange with the Communications Officer to publish the Calls for Nominations and Declaration of Candidacy forms to all Elected Executive Offices, which shall appear at least once during the months of March and April, prior to the AGM held in May. If offices remain unfilled at the AGM then notices will be published every 2 weeks until all the Executive Offices are filled.
 - f) Provide the Communications Officer with the required documents that need to be published and submitted by the nominator, with a seconder, to the Chief Returning Officer prior to the AGM.
 - g) Provide the Secretary with the names of all nominees that have been put forward for election and/or appointment to positions of Office.
 - h) Receive all nominations and ensure the eligibility of the nominees for all positions (excepting the position of the Chief Returning Officer which shall be received directly by the President).
 - i) Contact all eligible candidates and request an information “mail out” outlining the nominees’ background and experience for the position. Mail outs must be limited to a concise length as stipulated by the Chief Returning Officer.
 - j) Schedule and chair an “All Candidates” meeting open to the General membership, prior to the AGM if multiple candidates are considered eligible for elected positions.
 - k) Prior to the vote at the AGM, verbally announce the names of nominees whose names have been put forward and the positions for which they are running.
 - l) Reopen nominations in case any late nominees wish to be considered for an elected position. Any late nominees must have a seconder present.

- m) Make a final announcement, prior to the vote, of ALL nominees including the names of nominees judged to be ineligible and stating the rationale for their disqualification.
- n) Be responsible for providing and issuing to the Returning Officers and current list of eligible voters, ballots, and ballot boxes and oversee the election procedure to ensure proper procedures are followed.
- o) Identify for the Returning Officers what shall be considered a “spoiled ballot”.
- p) Receive the ballot results from the Returning Officers and secure all ballots for a one month period in the event that a recount is requested by the Executive.
- q) Report the official election results verbally to the President before the end of the AGM.
- r) Provide the President with a written report of the election results within 3 days of the election process.
- s) Provide the Communications Officer with the election results so that notification can be issued to the general membership.
- t) Report the election results to PSAC as required by the PSAC Constitution.
- u) Be elected, when possible, at the AGM held in May to serve a term of Office of one year from June 1st to May 31st of the following calendar year. In the event that this office is not filled at the AGM then this position can be filled at a subsequent General Meeting.

The 3 *Members of the Joint Union/Management Committee* shall:

- a) Be Members in Good Standing of the Local;
- b) Be identified by the Communications Officer to the Management staff as the participating members of the Union/Management Committee within 1 week of the election.
- c) Participate in meetings with 3 Management Committee members whenever the need arises, but in any event, such meetings will be held at least every 3 months.

- d) Shall bring to these meetings any issues or matters that would be of mutual interest to both the Employer and the Local in the spirit of fostering open communications on subjects which would not routinely be handled through legislation or the Grievance procedure.
- e) Shall advise the Committee members of any anticipated trends or policy changes that have been observed in the university community which may have an impact on the Bargaining Unit.
- f) Will each have an opportunity to convene and Co-Chair these meetings with one member of the Management Committee as arranged for upcoming meetings.
- g) Shall receive minutes of each meeting, as prepared by the Employer, no later than 7 days prior to the next scheduled meeting.
- h) Shall ensure that one copy of these minutes is submitted to the Local's Secretary upon receipt from the Employer.

The *Communication Officer* shall:

- a) Be a Member in Good Standing of the Local;
- b) Be responsible to maintain an up-to-date list of all members within the Local including their Faculty where employed and a personal email address.
- c) Be responsible to maintain a current contact list of organizations within the University community which the Executive Officers may need for in-house communications (e.g. Grad Council executives, Human Resources contacts, Facilities Management Staff, etc.)
- d) Be responsible to maintain a current contact list of organizations outside of the University community (e.g. PSAC National and Regional officers).
- e) Prepare an annual written report on the activities conducted by this officer for the preceding one year period, and present same to the President for subsequent submission to the Secretary. This complete report will then be available for distribution at least one week prior to each AGM.

- f) Be responsible for all contacts with the media, subject to the written approval of the President.
- g) Be responsible for disseminating information to the general membership to inform members of upcoming meetings, negotiations, elections or other events held by the Local. Such notification to members must be sent out a minimum of 10 days prior to the event.
- h) Be responsible for creating a network of volunteers from the general membership to assist in the dissemination of information quickly to other members using whatever means are deemed appropriate (e.g. email, posters, information tables, creation and/or maintenance of a website for the Local etc.)
- i) Be responsible for advising the membership 6 months prior to the expiry of the collective agreement that the negotiation process will be started.
- j) Be responsible for actively seeking members interested in serving on a Negotiations Committee which will meet at least 3 times during the 3 month period prior to the expiry date of the collective agreement.
- k) Be responsible for issuing official results of any election process within 1 week of the election to the general membership.

V. **APPOINTED, NON-EXECUTIVE OFFICERS** of the Local shall be:

- 1) Returning Officers (minimum of 2)
- 2) Committee Chairpersons

VI. **Duties of the appointed, non-Executive Officers** shall be as follows:

The *Returning Officers* shall:

- a) Be Members in Good Standing of the Local OR be a staff member of the PSAC;

- b) Be appointed and supervised by the Chief Returning Officer;
- c) Be responsible for control and issuing of ballots and ballot boxes at their station to eligible voters. Only ballots and boxes issued by the Chief Returning Officer shall be used;
- d) Provide an individual ballot to each eligible voter according to the instructions of the Chief Returning Officer.
- e) After the closing of the polls, count the ballots from his/her station and tally the results for submission to the Chief Returning Officer.
- f) Collect and secure all ballots and submit same to the Chief Returning Officer to be kept on file for a period of one month following the vote

The *Committee Chairpersons* shall:

- a) Preside over and maintain order at meetings of committees formed by the Local Union pursuant to these By-laws;
- b) Liaise with the Executive and membership on matters relating to the committee and its work'
- c) Report to the Executive or membership on the status of the committee or its work, upon the request of the Executive
- d) Ensure that the committee operates in a fair and democratic manner, in accordance with union principles and principles of equity
- e) Facilitate the work of the committee in such other manners as are necessary, appropriate and/or requested by the Executive or by a majority of the members of the committee.

SECTION 7

Committee Formation

- a) The Local Union is empowered to create, by resolution, committees to carry on work concerning matters under the jurisdiction of the Local Union, when deemed by the membership to be in the interest of the Local Union. Committees may pertain to matters including but not limited to :

- Local Bargaining
 - Finance
 - Information
 - Nominations
 - Health and Safety
 - International Students
 - Human Rights Issues
 - Women's Issues
 - Constitution and By-Laws
 - Grievance Committee
 - Education and Training
 - Research
 - Negotiating
 - Strike
 - Special Issues
 - Disciplinary Appeal
- b) All committees shall have a Chairperson who shall fulfill the duties set out in Section 6, Item VI, (Committee chairperson) of these By-Laws;
- c) All committees shall have the right to request that a report from any committee be placed on the agenda of a meeting held pursuant to these By-Laws.

SECTION 8

I. Elections

- a) Any Member of the union in good standing at the time of nominations for Executive Officers being made at the AGM of the Local or at a special Meeting called for voting purposes, may nominate, declare his/her own candidacy, or be nominated for office in the Local Union as provided below:
- i. The member nominated shall become a candidate only after accepting such nomination, either verbally at the meeting at which nomination occurs, or in writing prior to the meeting if

acceptance is not communicated at the meeting of the membership.

- ii. When members are asked for nominations at a meeting of the membership, the chair of the meeting must clearly ask and repeat the question to the members three (3) times before nominations may be declared to be closed for that particular position.
 - iii. No member shall be permitted to occupy more than one position on the Local Union Executive simultaneously.
- b) Media campaigning of any kind shall not be allowed however each candidate shall be allowed to distribute a one-page mail out to the general membership via the Communications Officer in the week prior to the Meeting at which the election is to be held.
 - c) Officers of the Local Union shall be elected at the Annual General Membership Meeting of the Local Union or at a Special Meeting called for that purpose, by secret ballot, and shall hold office for a period of one(1) year or until the next occurring Annual General Membership Meeting is held, whichever occurs first.
 - d) After nominations have been closed at the meeting, and before the vote is held, each candidate for any position (other than the Office of President), shall be permitted no more than five (5) minutes to address the Membership.
 - e) Immediately preceding the vote, a question period of no more than 15 minutes shall be conducted in which Members may ask questions of any candidate for the Office of President.
 - f) At the discretion of the Chief Returning Officer an “all Candidates Meeting” may be scheduled and chaired by the CRO during the week immediately preceding the meeting at which the election is to be held.
 - g) In order to attempt to ensure that the Executive of the Local Union is diverse and reflective of the membership of PSAC and the Local, as well as the greater Canadian society, the Local Union will endeavor to encourage participation the Executive and election to the Executive of persons who are women, are members of racially visible communities or of First Nations, or who are members of historically disadvantaged, equality-seeking communities.

- h) Upon the resignation or incapacity of any officer of the Local Union, the vacancy in question shall be filled by the President or Acting President of the Local on an interim basis, with appointment thereafter being made on the basis of a majority vote of the remaining members of the Executive at their earliest opportunity to meet. In the event of a deadlock in respect to who should be appointed to the vacant Office, the deciding vote shall be cast by the President or Acting President, as the case may be. Upon the filling of a vacancy in accordance with this section of these By-laws, the appointment made by the Executive will stand until the next occurring Annual General Membership Meeting at which election of Officers is held, or until it is nullified at any Special Meeting called for the purpose of electing a different Officer or Officers, whichever occurs first.

II. Terms of office

- a) The term of Office of the **President, Acting President, or Interim President** shall end on August 31st.
- b) The term of Office of the **Vice President, Treasurer, Secretary, Chief Steward and Chief Returning Officer** shall end on May 31st.
- c) The term of Office for the **President Elect** shall run from June 1st to August 31st.

SECTION 9

Financial authority

- a) The fiscal year of the Local Union shall be from May 1st of the year to April 30th of the following year.
- b) The Local Union is empowered to hold money and property, and to acquire such accounts with financial institutions as are necessary for the proper administration of the affairs of the Local Union.
- c) The signature of two (2) Executive Officers of the Local Union shall be required for the expenditure of funds of the Local Union in accordance with these by-Laws. The Executive Officers vested with signing authority in this

regard are the President, the Vice-President, the Treasurer, and the Secretary with any two (2) of these signatures being required for the issuance of cheques or the execution of other financial instruments.

- d) In the event of decertification of PSAC as the bargaining agent for employees falling under the jurisdiction of the Local Union 55, all assets of the union shall pass to PSAC, which shall determine their disposal.

SECTION 10

Strikes

- a) The Local shall strike only if a strike is authorized by a Local strike vote and PSAC.
- b) Strike votes and related publicity shall be conducted as per PSAC regulations and relevant legislation.
- c) The location and timing of strike votes shall be determined by the Negotiation committee.

SECTION 11

Amendments to By-Laws

- a) Amendments to these By-laws shall be made by two-thirds (2/3) vote of all those members present at any Meeting called for the purpose of voting on a resolution to amend these By-laws, but any such amendment is void where notice of the resolution to amend the By-laws, and the text of the proposed amendment, was not provided to the members by written notice of at least ten (10) work days prior to the Meeting at which the resolution is considered.
- b) A review of these By-Laws shall be conducted at 3 year intervals for the purpose of determining if any changes or revisions are required.

