

OPSEU LOCAL 432 BYLAWS

Needs to be passed with 5% for Quorum, we currently have 236 members according to OPSEU Head Office, which means we need 12 members to vote for the revised bylaws to gain approval which would then send the updated document to Head Office for President review. Quorum achieved at September 12th, 2012 meeting.

Bylaws will be effective upon review and approval by the President of OPSEU.

All former Bylaws are rescinded and replaced by the following:

1.0 LOCAL STRUCTURE AND ELECTIONS

- 1.1.1** The membership is the highest authority of this local and shall be empowered to take or direct any action consistent with the constitution or bylaws.
- 1.1.2** Between general membership meetings, the Local Executive Committee (LEC) shall be the highest authority of the Local and shall be empowered on behalf of the membership on any urgent business. Such business must be placed before the general membership at the next general membership meeting.
- 1.1.3** Between meetings of the LEC, the President shall exercise general administrative authority. If a decision on a matter is required regarding any expenditure greater than \$250.00 per month, the President will conduct a telephone/email/text poll of the LEC prior to making such expenditure.
- 1.1.4** No expenditure of more than \$500.00 can be approved by the LEC unless it is defined in or prescribed by these bylaws.

1.2 Local Unit Stewards

Members of each unit will elect Stewards for their work area and from the elected Stewards, the members will further elect ONE Unit Steward and ONE “alternate” Unit Steward (who assumes the regular Unit Steward Position if the original Unit Steward is elected to an officers position with the Local). These elections are to be held every two years, being the same year as the Local Executive elections and to be held at the work site area.

In order to ensure proportional representation for all members in Local 432 the following units shall each have one Unit Steward except for Community and Social Services which shall have two.

MINISTRY OF COMMUNITY & SOCIAL SERVICES: BEECHGROVE
MINISTRY OF COMMUNITY & SOCIAL SERVICES: 1055 PRINCESS
MINISTRY OF CHILDREN & YOUTH SERVICES
MINISTRY OF COMMUNITY SAFETY & CORRECTIONAL SERVICES
MINISTRY OF LABOUR
MINISTRY OF TRAINING, COLLEGES & UNIVERSITIES
MINISTRY OF ATTORNEY GENERAL
MINISTRY OF MUNICIPAL AFFAIRS AND HOUSING
MINISTRY OF NATURAL RESOURCES
MINISTRY OF CITIZENSHIP & IMMIGRATION
MINISTRY OF GOVERNMENT SERVICES
MINISTRY OF EDUCATION
MINISTRY OF HEALTH AND LONG TERM CARE
MINISTRY OF TOURISM, CULTURE and SPORT
ONTARIO AGENCY FOR HEALTH PROTECTION AND PROMOTION
- (BPS unit)

Local Unit Stewards will hold monthly meetings with their work area unit to relay decisions made at LEC or to bring forward issues/concerns to the LEC. Local Unit Stewards are responsible for posting/updating their Union Board at their site, **including the posting of the “approved” monthly LEC minutes**, signing new members and ensuring that all members have the “Union Member Package” and that all changes of members addresses, transfers etc. are brought to the monthly LEC to be forwarded to OPSEU Regional Office.

1.3 Local Executive Committee (LEC) Officers:

Election of officers (President, Vice-President, Treasurer, Chief Steward, Secretary) shall be held every odd numbered year at the February Semi-Annual General Membership meeting. Officers of the Local are elected from the Unit Stewards by general membership. An annual schedule of the General Membership meetings and all LEC meetings will be posted to the local website, www.opseu432.com. **The LEC position of Chief Steward is a bylaw exception to accommodate the composite status of our membership and has been approved by a member vote at General Membership meeting on September 12, 2012.**

1.4 Committees:

Elections for all committees will be held at the February Semi-Annual General Membership meeting after elections of the Local Executive-Officers. Members elected to committees must be prepared to provide updates to the LEC and to their work area unit. Major decisions impacting on members' rights are to be brought back to the LEC for membership direction.

1.5 Local Employee Relations Committee (LERC):

This is the governing body to deal with employee/union management issues. This committee must adhere to the Memorandum of Agreement, set out to direct the mandate of the local committee. Each LERC consists of three elected members from the Steward body for each Ministry, to be elected at the February Semi-Annual General Membership election meeting.

Requests by Management to discuss Union business outside of LERC must be in writing to the Local President, stating reasons for such a request. Members of Local 432 must elect a representative to sit on any ad hoc committee, and further direct the mandate and decision-making authority this representative will carry.

A minimum of two local Stewards must be present at the meeting or conference call, unless the meeting or conference call is regional and stewards from other locals will also be participating, in which case one local steward will suffice.

1.6 Social Committee:

This committee will be elected from the membership at large at the same meeting as the Steward elections. The members of the committee will then elect a Chairperson for representation on the LEC. A member does not need to be a Steward to sit on this committee. The Committee will be effective following the February Semi-Annual General Membership meeting. This committee will be given a budget, approved at the February Semi-Annual General Membership meeting and will also be the committee that arranges the semi-annual general meetings, although the budget for these meeting will not be part of the committee budget but will be approved by the LEC.

1.7 Kingston Area Council

Local 432 pays annual dues every December for membership in Kingston Area Council for the next year. OPSEU Head Office reimburses 50% of the dues. The President or Vice President is the automatic delegate and therefore there is no further expenditure for the Local as attendance at these meetings (and Regional Joint Area Council) is covered in LEC Incidental Expenses.

1.8 Joint Health and Safety Committee (JHSC)

This is not an elected committee and serves at the pleasure of the LEC. Appointments will be held as required from a call for interested members as this committee does not have any set time frames due to the extensive training involved for the committee members and the Chairperson. The members appointed must be Stewards in Local 432 and represented by OPSEU. The members appointed to these committees will elect the Chairpersons. It will be the responsibility of these committees to ensure that the Chairperson and other members receive the proper training as directed by the Occupational Health & Safety Act.

The LEC has the right to review appointments as they deem necessary, and will review JHSC committees bi-annually.

1.9 Audit Committee:

Minimum two members, from the general membership, not holding any other office in the Local, will be elected at the February Semi-Annual General Membership election meeting as Trustees to validate Treasurers Audit Reports (TARS) submitted to OPSEU Head Office for Local rebates.

2.0 *MEETINGS:*

2.1 Local Executive Committee (LEC) Meetings:

Local Executive Committee meeting shall consist of President, Vice-President, Treasurer, Secretary, Chief Steward, Unit Stewards and Committee Chairpersons. Existing committees of Local 432 are Social Committee, Website Committee, Bylaws Committee, Audit Committee and Bursary Committee. Committee chairs shall have a voice but not vote.

Local Executive Committee meetings are held on the SECOND Wednesday of every month except in July and August or on holidays, in which case the meeting will be held on the following Wednesday.

The meeting will start at 5:15 pm and have an automatic adjournment at 6:45 pm.

2.2 General Membership Meetings:

General Membership meetings will be held twice annually, spring and fall. Notice of meetings will be posted for the entire year on the Local 432 website, www.opseu432.com by January 15th of each year.

2.3 Emergency Meetings:

The Local President or Vice-President can call emergency meetings at any time with reasonable notice.

3.0 EXPENSES:

For expenses – 1) Annual Convention 2) Divisional Meetings 3) Special meetings called by OPSEU Head Office 4) Educational 5) Regional Meetings. With the approval of the LEC and budget availability the following expenses not covered by OPSEU Head Office, will be paid by the Local:

3.1 Room Expenses for Single Accommodation Costs:

Room Expenses not covered by OPSEU Head Office will be paid by the Local.

3.2.1 Alternate/Observer/Educational Expenses:

If not covered by OPSEU Head Office meals, travel and accommodation will be paid by the Local for approved/nominated members attending union educational, conferences or meetings. Members utilizing vacation day/personal time will be paid an attendance payment of \$75.00 by the Local.

3.2.2 Incidental Expenses

Incidental expenses at the rate of \$50.00 per day for approved educational courses, seminars, demand setting meetings, divisional meetings, convention, regional Meetings and any union business that has been approved by the General membership will be paid by the Local.

3.3 Elected Members

The number of members elected to attend the above functions shall be limited to the proportionate number of delegates and alternates based on OPSEU Constitution, i.e.: 2 delegates/2 alternates = 4 observers, subject to budget availability. **Members wishing to attend convention/divisional meetings must provide examples of recent union activity and provide a recap of the event at the subsequent general membership meeting.**

3.4 Conference/Meetings

With approval of the LEC and budget availability, the President or designee(s) may attend conferences/meetings sponsored or supported by OPSEU or affiliates (excluding Area Council or Joint Area Council). All travel, accommodation, registration cost, if not covered by OPSEU Head Office will be paid by the Local.

4.0 LIFE MEMBERSHIP TO RETIREES:

Local 432 will pay the enrolment fee for life membership into the OPSEU Retiree Division to those retiring members within our Local.

4.1 Retirees Attending Executive Meetings:

Local 432 will pay \$10.00 per meeting, based on budget availability, for one retiree to attend LEC meetings. Retirees will elect their one representative. Retiree members will have voice but will not be able to vote.

5.0 BUDGET EXPENDITURES:

Expenditures in excess of \$250.00 (excluding semi-annual General Membership Meetings and normal local operations) must be approved by General Membership. An annual budget will be prepared by the Treasurer and presented for approval to the members at the annual February General Membership meeting. **Donation requests must be presented by local member at General Membership meetings for membership approval.**

5.1 LOCAL EXECUTIVE COMMITTEE (LEC) EXPENSES:

Incidental Expenses

Payable at the end of every June and December the following positions will receive reimbursement to cover incidental costs to carry on the business of the Local, such as travelling to the bank, Area Council meetings, Joint Area Council meetings, other local OPSEU/affiliate meetings etc. No receipts required.

PRESIDENT: \$250.00 (\$500.00 per year)

VICE PRESIDENT: \$150.00 (\$300.00 per year)

TREASURER: \$150.00 (\$300.00 per year)

SECRETARY: \$150.00 (\$300.00 per year)

CHIEF STEWARD: \$150.00 (\$300.00 per year)

UNIT STEWARDS/COMMITTEE CHAIRPERSONS: \$20.00 per meeting attended (max. \$120.00 per year)

Members may only be reimbursed for holding one LEC position.

5.2 Child care Expenses

Based on receipt and budget availability, child care costs to a maximum of \$10.00 per hour per LEC member will be paid to attend LEC and Semi-Annual General Membership meetings.