

# BYLAWS

## Ontario Public Service Employees Union (OPSEU) Local 211

### **Preamble**

We, the members of OPSEU Local 211, adopt the following Bylaws in order to clearly identify our aims and purposes, organizational structures and administrative procedures. These Bylaws are drafted in accordance with OPSEU Constitution and are consistent with the values of a free democratic and just society.

### **1.0 Aims and Purposes**

Our major aims and purposes include.

- to advance our common economic and social interests,
- to bring about improvements in wages, benefits and working conditions.
- to promote efficient and effective service to the public,
- to strengthen democratic labour principles in society and government,
- to encourage justice for working people and their families,
- to provide charitable and strike support to those in need,
- to co-operate with other unions and organizations with similar objectives.

### **2.0 Organization**

#### **2.1 Democratic Principles**

We will govern ourselves in a democratic manner. The will of the majority, as expressed at a membership meeting, shall be the supreme decision making body of our Local. There shall be a minimum of two membership meetings per year. Roberts Rules of Order will be used as the guide for running meetings efficiently. The Quorum for a General Membership Meeting will be as stated in the OPSEU Constitution.

#### **2.2 Membership to Elect Local Executive**

Between membership meetings, a Local Executive Committee (LEC) is empowered to make decisions on behalf of the membership. This committee shall be composed of representatives (or "Stewards") elected by members within an office work area. The LEC should meet whenever necessary, at a minimum of four times a year

#### **2.3 Membership to Elect Officers**

At a membership meeting, Officers of the Local will be elected from amongst the Stewards. These Officers shall include the position of President, Vice-President, Treasurer and Secretary. The Officers provide leadership in advancing the aims and purposes of the Local and in meeting the needs of the membership. The specific duties of the Officers are outlined in the OPSEU Constitution. The term of office for Local Stewards and Officers shall not exceed two years.

#### **2.4 Membership to Elect Trustees**

A minimum of two trustees will be elected at a General Membership Meeting to undertake twice yearly local audits. Trustees cannot hold any positions in the Local. The term of office is also limited to a maximum of two years. A Trustee can be re-elected. At least one Trustee will be elected annually to allow an overlap of terms.

#### **2.5 Committees of the Local**

The Local shall have the following Joint Union - Management Committees

Employer - Employee Relations Committee (LERC)

Health and Safety Committee

OPSEU Members on these Committees should be elected to two year terms at a General Membership Meeting

Local 211 may elect up to Four members to serve on the following local committees'

1. Newsletter/Communications Committee - in view of the importance of effective communications with members, the Local will support a Communications / Newsletter committee. This Committee encourages involvement from all members. It is responsible for communications within the Local, including the production of a quarterly Local Newsletter and provision of information of OPSEU Bulletin Boards.
2. Social Committee - to organize events for the Local

The LEC can establish other committees to the Local as needs arise (example: Strike Support, etc)

The Local President is an Ex-officio member to all Local Committees

## **26 Membership in other Labour Related Organizations**

Local 211 will maintain its membership in the Niagara Area Council and elect delegates to attend area council meetings. The election of delegates will be at the same meeting as the election of local officers (LEC). Delegates must be elected to attend Labour Council Meetings. Annual dues will be paid automatically.

Local 211 will maintain its membership in Labour Council(s) where local members work. The election of Delegates will be at the same meeting as the election of Local Officers (LEC) Delegates must be elected to attend Labour Council Meetings. Annual dues will be paid automatically

## **27 Convention**

The number of Alternates may equal the number of Delegates entitled to attend the Annual Convention, Regional Meetings and Divisional Meetings.

All Delegates, Alternates, and Observers, must be elected, following OPSEU policy, at a General Membership Meeting.

The number of Observers may equal the number of Delegates entitled to attend the Annual Convention.

Allowable expenses for Alternates and Observers will include meals, accommodation, childcare and dependent care. Whenever possible, Alternates and Observers will travel with Delegates. Travel and parking will only be paid in the event that it is impossible to travel together Alternates and Observers will use vacation, lieu time, etc. to attend.

Local 211 will pay for one call per day for a reasonable period of time while on union business. Delegates may request single accommodation for Conventions, Divisional Meetings and Regional Meetings, Since OPSEU pays the shared accommodation rate, Local 211 and will pay the difference between the shared and single rate.

## **2.8 General Membership Meetings**

General Membership Meetings will be a maximum of one and a half hours in length, except during elections of the Executive. In the event the business of the evening is not concluded, the members present must vote to continue the meeting.

## **3.0 Financial Administration**

The following financial administrative procedures are designed to protect the Locals assets, while allowing flexibility for the Local to address emergency issues and minor routine expenses.

### **3.1 Strike Account**

The Local shall set-up an account to be funded by 5 per cent of the quarterly payment. These Funds will be used to assist members in extraordinary financial hardship during a strike. Funding is to be determined by a committee consisting of the Treasurer, another Executive Member and one Member at Large.

### **3.2 Emergencies**

In the event of a legitimate unforeseen emergency, the majority vote of the officers can authorize an expenditure. This expenditure must be submitted for review at the next LEC and General Membership Meetings. Except for extreme circumstances, these expenditures should not exceed \$500 00.

### **3.3 Strike Support**

Strike support is a very important activity of the Local. A guideline of \$100.00 per donation for each request for strike assistance shall be used; however the LEC or a General Membership Meeting can approve higher amounts. Requests for Niagara Region support will be given priority

### **3.4 Expenditures Approved by Motions at a Membership Meeting**

Although members approve the Local Budget at a General Membership Meeting, a limit of \$500 00 exists for any expenditure approved by motions at a General Membership Meeting This is intended to prevent raiding of the Local's assets by special interest. Any types of sponsorship or promotion of Local 211 be presented for approval at a General Membership Meeting, subject to budget limitations.

### **3.5 Other Expenditures**

Office expenses, in keeping with non-receipted expenses, Local 211 Executive Officers, will be paid in a quarterly fashion to the annual maximum of:

President -	\$500.00
Vice-President -	\$300 00
Secretary -	\$300.00
Treasurer -	\$300.00
Trustees -	\$100.00

Where other expenses will be incurred on legitimate union business not paid for by head office, prior approval must be received from Local Executive Officers. Example: attending a Region Two Education Course

Childcare, family, attendant expenses will be paid at the rate in accordance with OPSEU policy per hour for members who would otherwise be unable to attend local union functions, subject to approval by the executive committee officers. Childcare expenses will be paid from one half hour prior to and one half hour after said function provided that the caregiver is not the spouse of the member. Proper receipts must be provided.

### **3.6 Petty Cash**

The Signing Officers of the Local shall have \$200.00 as 'Petty Cash' available as needed in order to obtain routine items such as office supplies, postage, etc. Proper receipts are required.

### **3.7 Donations Policy**

OPSEU Local 211 is committed to playing an active role in co-operation with OPSEU Locals and other unions and organizations with similar objectives in furthering the well being of union members and the community.

Whereas Local 211 receives a number of requests each year for donations, the following is our policy:

- 1) All requests for donations must be made in writing.
- 2) That Local 211 cannot budget more than 10 per cent of its annual revenues for donations. Any exception above that amount must be passed by a Two Thirds majority of members at a General Membership Meeting.
- 3) All requests are to be presented to the local membership at a local meeting for discussion and vote.
- 4) Priority be given to trade union issues and donations to not-for-profit organizations or charities in the Niagara Region. ***For Strike Support See 3.3***
- 5) In the event of emergency requests, the Local Executive may authorize a donation to a maximum of \$200.00 per request, provided the criteria outlined above has been met

### **3.8 Training - External**

Any member of Local **211** must request in writing in advance for the Local to cover the cost of non-OPSEU labour related training. This will then be voted on by the general membership at the first General Meeting following the request. If approved, proof of completion and passing of course must be submitted before payment is made. Proper receipts must be provided

### **3.9 Training - Internal - OPSEU Regional Educational**

Local 211 will pay the difference between the shared and single rate.

#### **4.0 Enforcement**

The Local Executive Committee shall be responsible for the implementation and enforcement of these Bylaws. Questions of interpretation can be referred to the Local Executive Committee.

#### **5.0 Amendments**

Amendments to the Bylaws can be made by a two thirds majority vote at a duly constituted General Membership Meeting with at least quorum present At least three weeks notice must be given of the intent to amend the Bylaws These amendment(s) should be posted for at least this three-week period.

#### **Bylaw Authorization and Approval**

These Bylaws were moved and adopted at the November 17, 2011 General Membership Meeting of OPSEU Local 211

Diane Trachy, President **OPSEU** Local 211

Date of Authorization