

# **OPSEU Local 110 Bylaws**

April 4, 2018



*Adopted at the General Membership Meeting of January 29, 2014 and approved by President Thomas May 30, 2014.*

*Amended (Articles 1 and 12) at the General Membership Meeting of meeting of April 4, 2018.*

## **Preamble**

OPSEU Local 110 is the faculty union local representing Counsellors, Librarians, and Professors at all campuses of Fanshawe College. The Local received its charter May 1, 1977. The Local is affiliated with the London and District Labour Council (LDLC).

These local Bylaws are *in addition to* the OPSEU Constitution (refer Article 29 Bylaws for Local Unions) unless otherwise noted. References to the OPSEU Constitution are included in parentheses following the bylaw.

## **Bylaws**

### **Article 1 Steward System**

- a) Academic departments shall elect one Steward per 15 members in that department. For example, an academic department may be a School, Campus, or Library or Counselling Office. A department with fewer than 15 members shall be entitled to one Steward. Departments without a Steward are served by the Chief Steward, a designated Steward-at-Large, or a designated Steward from another department. (OPSEU Constitution Article 29.1)
- b) Following the election of departmental stewards according to part (a) above, members shall elect one Steward-at-Large for every 150 members in the Local. The responsibilities of a Steward-at-Large are the same as a Steward as defined in the Constitution. (OPSEU Constitution Article 29.1)

### **Article 2 Term of Office**

The term of office for Shop Stewards and all Officers of the Local Executive Committee (LEC) shall be two years. (OPSEU Constitution Article 29.3)

### **Article 3 Elections**

Local elections shall be held in the Winter semester of even-numbered years. (OPSEU Constitution Article 29.4)

### **Article 4 Duties of Officers**

- a) The Local shall have a President, Vice-President, Secretary, Treasurer, Chief Steward with duties as specified in the OPSEU Constitution. In addition to those officers, the Local shall also have a Second Vice-President. (OPSEU Constitution Article 29.5)
- b) The Second Vice-President shall also perform all the Presidential functions during any absence of both the President and Vice-President and accept and exercise such other duties and powers as

may be designated by the LEC or the President/Vice-President. The Second Vice-President may also attend all functions (including all regional meetings and Conventions) of the Union, in place of the President when neither the President nor Vice-President can attend.

#### **Article 5 Equity**

The Local President shall designate one of the officers as the Equity Officer for the Local. The Equity Officer may perform other duties consistent with that role.

#### **Article 6 Trustees**

The Local shall elect 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 the Local. They shall hold office for a two-year term and are eligible for re-election.

The Trustees shall examine all books, records, and properties of the Local at least twice each year. The 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. (OPSEU Constitution Articles 29.6.1, 29.6.2)

#### **Article 7 Union Business during a Vacation Period**

- a) Payment may be made to a Local Officer that is required to attend to union business during their vacation. Such payments are only to be made if the General Membership has approved a budget line for this purpose. The activities must be approved by either the President or Vice-President. A Local Expense Report must be filed by the Local Officer and approved by the Treasurer prior to payment being made. Such payments are subject to applicable tax laws and deductions.
- b) The amount paid shall be calculated according to the formula from the *CAAT Academic Collective Agreement* Article 11.01 K 4 (i): number of days multiplied by annual salary divided by the number of working days (261) in a year.
- c) If the business is not as a result of a Local matter, the required paperwork shall be completed to seek reimbursement from the appropriate organization, e.g. OPSEU Head Office for provincial committees, Canadian Association of University Teachers (CAUT) for members elected to a position in that organization.

## **Article 8 Member and Steward Expenses**

- a) OPSEU policy states that members are to share hotel rooms when travelling on union events. Therefore, OPSEU Head Office only covers half of the hotel expenses for members staying alone. The Local shall cover the other half. A Local Expense form must be completed by the member and the expense form approved by a Local Officer and the Treasurer.
- b) The Local will also pay dependent care expenses to accommodate members attending approved Local or provincial activities. OPSEU Policy shall be used to determine eligible expenses and amounts. A Local Expense form must be completed by the member and the expense form approved by a Local Officer and the Treasurer.
- c) Stewards attending an LEC meeting outside of their vicinity may claim mileage in accordance with OPSEU Policy.

## **Article 9 Employees of the Local**

- a) The Local may hire staff to support its operations. A budget line must be approved by the General Membership for this purpose.
- b) Employees are not recognized as members of the Local and cannot have any authority, signing or otherwise, that is reserved for members only.
- c) A job description for each employee shall be prepared by the Local Officers. The Local President or designated officer is ultimately responsible for managing employees of the Local and ensuring regular performance reviews are held.
- d) Compensation shall be comparable to the current CAAT Support Staff Collective Agreement. The Local may make monetary payments in lieu of benefits or for any other matter in that Collective Agreement that the Local would be prohibited by law from providing to its employees.
- e) The Local Treasurer is responsible for payroll and ensuring that applicable deductions are made. (OPSEU Constitution Article 29.5.4)

## **Article 10 Contingency Fund**

- a) The Local shall maintain a Contingency Fund. The Treasurer or designated officer is responsible for the managing of the Fund and transferring surpluses from general operating funds when appropriate. Investments in the Fund shall consist of secure instruments only.
- b) The Contingency Fund will be used in the event of a strike or for any other purpose approved by the LEC to a maximum of \$25,000 in order to protect the rights of members. Any amount spent greater than \$25,000 shall require membership approval.

### **Article 11 Strike Protocol**

Where a member's pension is affected by a strike that occurs within the best 60 consecutive months as used in the calculation for the member's pension entitlement, the Local shall reimburse the member for an amount equal to the employer's contributions that would have been made during that period of time. To be eligible for reimbursement, the member must have performed strike duties (or approved modified strike duties) and not have engaged in strikebreaking. Payments are only to be made during the year of the member's retirement. The member must present confirmation of his/her retirement date and proof of her/his contribution payment to the CAAT Pension Plan prior to being reimbursed by the Treasurer.

### **Article 12 Financial Operation**

Local expenditures may be paid via pre-authorized payment or online banking provided that they are approved and executed by the Treasurer following review of supporting documentation and authorization by another local officer with signing authority. (OPSEU Constitution 29.10.1)