



August 20, 2020

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Greetings Joseanne,

I have received the Bylaws for Local 527 and have reviewed them as per the OPSEU Constitution.

On behalf of Local 527, I congratulate you on your efforts to develop a set of bylaws that assists the members in its activities in a clear and concise manner.

I am pleased to approve these bylaws for use in Local 527.

In solidarity,

A handwritten signature in black ink, appearing to read "Warren Thomas", written in a cursive style.

Warren (Smokey) Thomas
President

c: K. Kaminski

WT/kk



Local 527 Bylaws

Enacted as of July 2018

Local 527 Bylaws

Ontario Public Service
Employees Union

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ARTICLE 1 NAME

- 1.1** This organization shall be known as Ontario Public Service Employees Union (OPSEU) Local 527. The short form is "OPSEU Local 527".
- 1.2** Local 527 is made up of members from a number of locations. These are 400 University Avenue (Ministry of Labour; Ministry of Citizenship and Immigration; Ministry of Government and Consumer Services -Ontario Shared Services; Ministry of the Attorney General; Ministry of Transportation;); 505 University Avenue (Ministry of Labour's Ontario Labour Relations Board, Office of the Employer Advisor and Occupational Health and Safety Branch; Workplace Safety and Insurance Appeals Tribunal); 401 Bay Street 17th and 18th floors (Ministry of Tourism, Culture and Sport);, 180 Dundas Street W. 3rd floor (Ministry of Labour's Pay Equity Commission); 10 Adelaide Street East (Ontario Heritage Trust) and 189 Yonge Street (Elgin and Winter Garden Theatre Centre), and Canadian Mental Health Association, 180 Dundas Street West 23rd floor. Ministries and organizations listed are as of July 2016; this list and date shall be amended when Ministry and organization names change.
- 1.3** Local 527 is a composite local, with members from a number of Ontario Public Service (OPS) ministries and organizations as well as the Workplace Safety and Insurance Appeals Tribunal (WSIAT) and Canadian Mental Health Association (CMHA) Toronto office that are part of the Broader Public Sector (BPS).

Article 2 AIMS AND PURPOSES (Article 4 of the Constitution)

- 2.1** The aims and purposes of the Union shall be:
- a) To regulate labour relations between the Members and their employers and managers, said labour relations to include the scope of negotiation, collective bargaining, the enforcement of collective agreements and health and safety standards, and the safeguarding of human rights;
 - b) To organize, sign to membership, and represent employees in Ontario;
 - c) To advance the common interests, economic, social and political, of the Members and of all public employees, wherever possible, by all appropriate means;
 - d) To bring about improvements in the wages and working conditions of the membership, including the right of equal pay for work of equal value;
 - e) To work for and defend members to ensure that our workplaces are safe and free from harassment and discrimination;
 - f) To promote and defend the right to strike;
 - g) To promote full employment and an equitable distribution of wealth within Canadian and international society;

- h) To co-operate with labour unions and other organizations with similar objectives in strengthening the Canadian labour union movement as a means towards advancing the interests and improving the well-being of workers generally in Canada and internationally;
- i) To promote justice, equality, and efficiency in services to the public;
- j) To strengthen, by precept and example, democratic principles and practices both in the Canadian labour union movement and in all manner of institutions, organizations, and government in Canada and internationally.

Article 3 MEMBERSHIP (Article 6 of the Constitution)

3.1 A Member shall remain in good standing provided s/he is:

- a) Not more than three months in arrears in payment of dues;
- b) Gainfully employed in a bargaining unit for which the Union holds or seeks recognized bargaining rights;
- c) Not penalized by suspension or expulsion following conviction under Article 30 of the Constitution; and
- d) Not penalized by suspension or expulsion following conviction of a breach of OPSEU's harassment and discrimination or personal harassment policy, provided that in accordance with any applicable laws, no such penalty shall require the employer to discharge such Member from employment.
- e) Not penalized by suspension under Art. 16. 10 of the Constitution.
- f) Not penalized by failure to step down from an acting management or acting excluded management position under Article 3. 8.

However, failure to meet the requirements of (a) or (b) above shall not disqualify Members who are absent from their regular place of employment on leave of absence, paid or unpaid.

"Leave of absence" shall include sabbatical leave, long-term disability, maternity leave, parental leave, workers' compensation, and any other form of extended leave of absence while remaining in the employ of the employer. Members on long-term disability, and members on workers' compensation who do not meet the requirements of (a), may seek and hold office in the Union or any of its subsidiary bodies, and may be delegates to Union meetings, provided they pay uniform monthly dues, not to exceed \$5.00, to be set by the Executive Board, and are both able and available to carry out their duties. Members on other leaves of absence may seek and hold office in the Union or any of its subsidiary bodies, and may be delegates to Union meetings, provided they pay full Union dues and are both able and available to carry out their duties. Any dispute as to ability or availability shall be decided by the President, with right of appeal to the Executive Board.

- 3.2** Notwithstanding the provisions of any other article of this Constitution, a Member subject to regular seasonal and/or short-term lay-offs may remain in good standing for up to one year while laid off without payment of dues, but a Member subject to permanent or indefinite lay-off shall not be eligible for continuing membership for any period of the lay-off.
- 3.3** Notwithstanding the provision of Articles 3.1(b) and 3.2, a Member dismissed or improperly laid off by his/her employer shall, if a grievance is submitted on the dismissal or lay-off, remain a Member in good standing until the grievance is settled, provided that if the Member wishes to seek or hold office in the Union, s/he must pay a uniform monthly amount of Union dues, not to exceed \$5, to be set by the Executive Board.
- 3.4** Notwithstanding the provision of Article 3. 1(b), upon payment of full Union dues a Member shall remain in good standing while:
- a) holding elected political office in any government, municipality, municipal board or commission, school board, public utility, social or welfare agency; or
 - b) holding appointed office on any board or commission, etc. , as a representative of labour; or
 - c) holding elected or appointed office in any labour organization to which the Union is affiliated.
- 3.5** A person who ceases to be a Member by reason only of non-payment of dues shall be reinstated upon submission to the Union of a new membership application accompanied by all arrears in dues.
- 3.6** A Shop Steward, Unit Steward, local officer, trustee, delegate, team or committee member who is temporarily assigned (seconded) by the employer from his/her normal workplace to another workplace within the bargaining unit, and who retains the right to return to his/her normal workplace, shall be entitled to continue to hold or seek re-election to the Union office or function in his/her normal workplace during the term of such assignment (secondment), provided s/he is willing, able and available to carry out the duties of the Union office or function. Any dispute as to ability or availability shall be decided by the President, with right of appeal to the Executive Board. While occupying such Union office or function, the member shall be ineligible to seek or hold any Union office or function in the other workplace.
- 3.7** A shop Steward, Unit Steward, local officer, trustee, delegate, team or committee member who volunteers and is assigned or seconded by the employer from his/her normal workplace to a position outside any OPSEU bargaining unit shall not be entitled to continue to carry out the duties or functions of his/her office during the period of assignment or secondment. The Member shall be entitled to retain all other rights as a Member in Good Standing.
- 3.8** Any member who is in a temporary management or temporary excluded management position shall return to their home position when required, under authority of the President, to do so. If they fail to step down, they shall be ineligible to seek or hold any Union office or function.

Article 4 MEMBERSHIP RIGHTS

4.1 Every Member in good standing is entitled:

- a) To be represented by the Union;
- b) To be treated with dignity and respect within the Union;
- c) To be free from discrimination, interference, restriction, coercion, harassment, intimidation or disciplinary action exercised or practised by a Member with respect to another Member, both within the Union and in the workplace, by reason of race, colour, age, national or ethnic origin, political or religious affiliation, sex, sexual orientation, family status, marital status, record of offences, physical characteristics or physical or mental disability;
- d) Subject to any qualifications stipulated elsewhere in this Constitution, to be nominated for, and hold, one or more offices in the Union;
- e) To participate in the Union's business at the Local level, participate in the election of delegates and alternate delegates to Conventions, and vote on the ratification of collective agreements affecting such Member, except where the collective agreement is the result of binding arbitration;
- f) To make a formal presentation to the Board upon receipt of such presentation in writing at Headquarters not less than ten (10) calendar days before the date of the regularly scheduled Board Meeting at which the presentation is to be made, provided always that notice may be waived by majority vote of the Board;
- g) To attend any meeting of the Board, notwithstanding that s/he may not have a vote at such meeting, except that the Board may meet in closed session for purposes of discussing individual or staff contracts of employment;
- h) To receive a copy of the Constitution of the Union and to be advised of amendments to it, and to receive an up-to-date copy whenever the Constitution is compiled and reprinted.

4.2 Only Members in good standing may hold office.

4.3 A member may be removed from office and/or barred from running for office for a specified term by a two-thirds majority vote of the Executive Board after a finding of a breach of OPSEU's harassment and discrimination or personal harassment policy.

4.4 A member will be removed from office and will be barred from running for office if they refuse to return to their OPSEU bargaining unit position from an acting management or excluded management position when required, under authority of the President, to do so.

4.5 Proxy voting is not permitted at any level of the Union.

4.6 These rights shall at all times be subject to the rules of procedure governing meetings and other uniform rules and regulations contained in the OPSEU Constitution and the Bylaws of Local 527.

Article 5 STEWARD SYSTEM

- 5.1 Members of Local 527 shall be organized into working areas. The Members in each working area shall elect one or more Shop Stewards from among themselves.
- 5.2 The government of Local 527 shall be based on the Shop Steward system and election of Officers of Local Executive Committees shall be from among the Shop Stewards.

Article 6 STEWARDS' RESPONSIBILITIES AND RIGHTS

- 6.1 Each Union Steward shall be responsible for representation of members in a working area, including the responsibility:
- a) to distribute information to the group;
 - b) to carry the group's issues to the LEC/unit committee;
 - c) to communicate LEC/unit committee decisions to the group;
 - d) to enlist support of members of the group in workplace actions and union campaigns; and
 - e) to prepare and investigate grievances from the group.
- 6.2 To carry out these responsibilities, Stewards shall have:
- a) the right of access to LEC/unit committee meetings;
 - b) the right to be informed of the status and disposition of grievances from the group; and
 - c) the right to high quality education and training necessary to effectively exercise all their responsibilities.

Article 7 LOCAL EXECUTIVE COMMITTEE (Article 29. 2 of the Constitution)

- 7.1 There are six Officers for Local 527. These are the President; the Vice Presidents for each of 1) Ministry of Labour, the Ministry of Transportation, and the Ministry of Attorney General (Ministry of Labour Legal Services Branch) and Ministry of Government and Consumer Services; 2) Workplace Safety and Insurance Appeals Tribunal; 3) Ministry of Tourism, Culture and Sport, and Ontario Heritage Trust; Treasurer; and Secretary. The Officers hold Officer meetings to discuss actions, and plan for issues, Stewards (full LEC) Meetings and General Meetings. The Officers of the Local may also be called the "Executive" recognizing common usage. On the invitation of the Local, the immediate past President of the Local may serve on the LEC as an ex-officio Member with voice but no vote. The Local may designate one of its Local Executive Committee (LEC) members as responsible for equity issues, one for Disability and Accommodation issues and one for Grievance issues.

7.2 The Local Executive Committee (LEC) shall administer the affairs of the Local in accordance with this Constitution, the Bylaws of the Local and the wishes of the members of the Local. The Committee shall meet at least once every three months. The Local President may call a Committee meeting at any time to deal with business of an urgent nature.

7.2.1 The Local Executive Committee (LEC) is the full body of the Stewards.

7.3 Term of Office

7.3.1 The term of office for Shop Stewards, Unit Stewards, and all Officers of the Local Executive Committee shall be not more than two years or less than one year.

7.3.2 Any Member of the LEC may stand for re-election, provided that a Unit Steward must first have been elected or re-elected as a Shop Steward, and an Officer must first have been elected or re-elected as a Shop Steward (and, in a multi-unit or composite local, as a Unit Steward).

7.4 Elections

7.4.1 Members of Local 527 shall elect or acclaim Officers or Stewards at General Membership meetings every two years. Reasonable notice of the meeting and of the elections to take place must be given. Election of Officers, Stewards or Committee members shall be by secret ballot. Proxy voting is not permitted. The principle of winning an election is by a clear majority (more than 50%) with runoff elections if necessary.

7.4.2 Mid-term vacancies occurring among Stewards or Members of LEC's shall be filled promptly, by election in accordance with Article. 29.4.1, except where the vacancy occurs within three months of the expiry of the term of office. In every case of filling a vacancy, the new incumbent shall serve only the unexpired portion of the term of office in question.

7.4.3 All elections within the Union shall be conducted by secret ballot.

7.5 Duties of Officers of Locals

7.5.1 President

The President of the Local assumes primary responsibility for chairing Officer / LEC / Stewards and General Meetings of the Local. The President prepares Agendas, and reviews Minutes (working with the Secretary) for these meetings. The President of the Local has primary responsibility for being the main contact with the Employer and its Management, but may delegate this contact responsibility to Unit Vice Presidents when advisable. The President of the Local is the primary contact person with OPSEU, its staff and elected officials. The President ensures a Steward and Committee list is updated and shared with the Local, OPSEU and the Employer. The President helps guide the Local's affairs, working with the Local's other Officers. The President shall act as chief spokesperson for the Local, delegating this responsibility if another LEC member has a greater knowledge of an issue or subject. The President shall enforce compliance with Bylaws 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 the Local; carry out such other duties as may be prescribed by Local Bylaws.

7.5.2 Vice-President

The Vice Presidents of the Local serve their units and cover for the President when the President is away such as for illness, on leave or vacation. Local members are strongly encouraged to go to their Steward first, but may choose instead to bring issues to the attention of their Vice President. The Local has three Vice Presidents serving three different Units of the Local. This recognizes the size of the Local, its components and different needs. Vice Presidents and their Units are:

- 1 Vice President, Ministry of Labour (MOL), Ministry of Government and Consumer Services (MGCS), Ministry of Transportation (MTO) and Ministry of the Attorney General (MAG)
- 2 Vice President, Ministry of Citizenship and Immigration (MCI); Ministry of Tourism Culture and Sport (MTCS) Ontario Heritage Trust (OHT), and Elgin Winter Garden Theatre;
- 3 Vice President, Workplace Safety and Insurance Appeals Tribunal (WSIAT) who is also a Unit Steward

This structure remains in place if Ministry or organization names change and re-combinations of Ministries occur.

7.5.3 Secretary

The Secretary shall attend all LEC, Stewards and General Meetings of the Local and keep Minutes; distribute notices to all Members of the Local as required; answer and / or forward all pertinent correspondence and forward all pertinent membership information to the appropriate union regional office. The Secretary administers educational course information for the Local and forwards completed course registrations to OPSEU or other organizations providing courses. The Secretary shall establish or renew Local memberships (working with the Treasurer re any payments); maintain files; weed files; shred files; seek ways to securely store files in the workplace; collect, fill in and forward delegate, alternate and observer credentials to OPSEU for any of its meetings, conventions etc. in a timely manner.

The Secretary is a signing officer of the Local, along with the President, and Treasurer.

7.5.4 Treasurer

The Treasurer shall be responsible for the proper administration of the assets of the Local. The Treasurer shall maintain up to date accounting records and enable Trustees to carry out their tasks. The Treasurer is responsible for timely payments (e.g. cheques) issued by the Local (and is assisted by the President in this task). The Treasurer ensures ongoing costs such as the Local's website, and post office box, are paid for in a timely manner. The Treasurer negotiates discounts such as with photocopy suppliers, and maintains accounts with these suppliers. The Treasurer updates address information with the Local's financial institutions. The Treasurer maintains good contacts with appropriate parts of OPSEU that manage

and advise re Local finances. The Treasurer maintains a track of receivables such as OPSEU quarterly rebates, loan repayments etc. The Treasurer may provide Financial reports from time to time at Officer, LEC and General Members meetings.

The Treasurer is a signing officer of the Local, along with the President, and Secretary.

7.5.5 Information Stewards

Information Stewards are members of the LEC. They provide information to their members from the LEC and OPSEU, elicit support from members for workplace actions and campaigns, and receive or elicit information from their members to inform the LEC and OPSEU (including items for Labour Management Committee (WSIAT), LERC (OPS), and Joint Health and Safety Committees. They sign up new members, and update membership information such as address changes or membership information for members arriving in the workplace from other Locals. They post information to Bulletin Boards and circulate information in the workplace. They ensure their Union Bulletin Boards are updated and maintained.

Information Stewards are not responsible for representing their members for meetings with the Employer including grievances. They should refer these to Stewards or Officers as appropriate.

Information Stewards can contact the Employer for information, such as to inquire about plans to post positions in the unit they cover.

7.5.6 Stewards

In addition to the responsibilities outlined for Information Stewards, Stewards represent members for issues, disputes and grievances. Stewards are their Members' First Line of Defence in dealings with the Employer and its management. Stewards who are representing members must take good notes during or after meetings with the Employer. Stewards must respect confidentiality of cases and members rights to confidentiality.

Parts of the Local may also have Unit Stewards who are lead stewards. This can include the Canadian Mental Health Association, Ontario Heritage Trust, and the Workplace Safety and Insurance Appeals Tribunal (where the Unit Steward is also the Vice President).

7.6 Trustees

Every 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.

The Trustees shall examine all books, records, and properties of their 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 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.

ARTICLE 8 Elections of Officers and Stewards

8.1 Members of Local 527 shall elect or acclaim Officers or Stewards at General Membership meetings every two years. Reasonable notice of the election (such as 30 calendar days) and location must be given.

8.2 Elections

8.2.1 Election of Officers, Stewards or Committee members shall be by secret ballot. Proxy voting is not permitted. The principle of winning an election is by a clear majority (more than 50%) with runoff elections if necessary.

8.2.2 Mid-term vacancies shall be filled as soon as possible by election or acclamation, and the term of office shall coincide with the non-expired portion of the existing term of office prior to the vacancy.

8.2.3 All Officers, Stewards and Committee members shall take an oath of office per Article 29. 9 of the OPSEU Constitution; this shall be administered at a General Membership Meeting or LEC meeting.

8.2.4 Elections of Convention Delegates and Regional Election Delegates. Delegates and Alternates to the annual OPSEU Convention, BPS Conference, and Regional Election held every two years, must be Members in Good Standing.

8.2.5 Divisional Meeting Delegates

Delegates to OPS Divisional Meetings where Ministry Employee Relations Committee / Ministry Enforcement and Renewal Committee (MERC) members are elected for each ministry, normally first are LERC or MERC members per OPSEU's rules but can also be any OPS member of the Local, recognizing the number of ministries in the Local. All positions (vacancies) will be filled by election.

Article 9 MEMBERSHIP MEETINGS (Article 29. 7 of the Constitution)

9.1 General membership meetings of all members of a Local shall be convened at least twice each year. Meetings of members of each Unit in Multi-Unit and Composite Locals shall be convened at least twice each year.

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

1. Call to order.
2. Statement of Respect.
3. Adoption of agenda.
4. Minutes of previous meeting.

5. Business arising.
6. Treasurer's report.
7. Correspondence.
8. Initiation of new members.
9. Reports of Officers.
10. Reports of Committees.
11. Nominations and/or elections.
12. Unfinished business.
13. New business.
14. Adjournment.

In presenting an agenda based on the above Order of Business, the LEC should specify subjects under items 9, 10, 12, and 13. A Local may change the above Order of Business by by-law or for any given meeting by giving reasonable advance notice.

- 9.3** Locals shall follow the Rules of Order laid down in Article 13. 11 of the Constitution, the necessary changes being made, and shall otherwise be governed by Robert's Rules of Order.
- 9.4** A special general meeting of the Local shall be convened upon the written request of at least ten per cent of the membership.
- 9.5** Attendance and participation at Local meetings shall be exclusive to the members of that Local, except that others may attend at the invitation of the President or Executive of that Local or by assignment by the President of OPSEU.
- 9.6 Quorums**
- 9.6.1** This article defines the quorum for meetings of Units, Unit Committees, Local Executive Committees and the general membership of a Local.
- 9.6.2** The quorum for meetings of the above groups shall be:

Size of Group	Quorum
1-20 members	50 percent of the members
21-200 members	10 members
201 or more members	5 percent of the members

9.7 Oaths

- 9.7.1 All Officers elected at the Local or Unit level shall take the Oath of Office before being allowed to take office. The oath shall be administered at a general membership meeting or at a meeting of the LEC.

"I, _____, promise that I will uphold and obey the Constitution and duly-authorized policies of the Ontario Public Service Employees Union, fulfil the obligations and responsibilities of my office to the best of my ability, and promptly deliver to my successor all monies, records, and other property of the Union in my possession at the close of my term in office."

- 9.7.2 All Shop and Unit Stewards shall take the following oath before being allowed to take office. The oath shall be administered at a general membership meeting or at a meeting of the LEC, or by submitting a signed copy, to be read aloud at a general membership meeting:

"I, _____, promise that I will uphold and obey the Constitution and policies of the Ontario Public Service Employees Union and the Bylaws of my Local, work with the Officers of the Local to represent the members, and fulfil the obligations and responsibilities of my elected position as Steward to the best of my ability. "

- 9.7.3 Every new Member shall, as part of his/her application for membership in the Union, be required to sign a declaration containing the following words:

"I, _____, solemnly promise to uphold and obey the Constitution and Bylaws of this Union, to assist my fellow members to improve their economic, political, and social conditions, to uphold the principles of democracy and fair play, and to do no deliberate wrong or harm to any other member of this Union. "

Every such declaration must be witnessed by a person who may be a member of the Local, an employee of the Union, or any other representative of the Union duly authorized by it.

- 9.7.4 It shall be the duty of all Officers and Members to uphold their respective oaths and failure to act in accordance with them shall be deemed to be contrary to the Constitution.

Article 10 FINANCIAL OPERATION

- 10.1 All funds of the 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. Except for reasonable amounts in petty cash accounts, 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, Secretary, Treasurer (or Secretary-Treasurer) and Chief Steward.

- 10.2** Financial control of Units shall rest with the Local Executive Committee. The Local and/or units shall have full control of funds they may raise through their own activities, or through local assessments. The Local is obligated to supply sufficient funds for the holding of Unit general and negotiating meetings but may retain authority to make the necessary arrangements for the said meetings.
- 10.3** The LEC shall present a budget to the annual general membership meeting of the Local. The budget in multi-unit and composite locals shall include budget lines for each unit, based on the number of dues-paying members in the unit and the projected unit activity for the year.
- 10.4** The Local receives a quarterly rebate from OPSEU to support Local 527's expenses. Funds are assigned to serve the greatest number of members the most. Following that principle, funds are assigned priority on the following basis:
- 10.4.1 First priority expenses:** Local funds are foremost a Strike Fund to be used for Local 527 members in the event of a strike by either part of the Local, OPS or BPS (WSIAT). This can include contributions to any Region 5 Strike Headquarters for Downtown Locals and related bargaining expenses. If a viable Strike Fund portion of the Local's funds is compromised by other expenses, the LEC may adjust, reduce, bring forward or cease other expenditures that are not first priority.
- 10.4.2 Second priority expenses:**
- General Meeting expenses such as food and hall rental;
 - Officer, LEC and Steward Meeting expenses;
 - Meeting expenses to discuss issues at specific Branches or units where there are common issues;
 - Communication costs including website upkeep and renewal, printing and photocopying and postage;
 - Office supplies for the Local
 - Education expenses (see 8 below);
 - Membership expenses such as the Toronto and York District Labour Council, and OPSEU's Greater Toronto Area Council
 - Meeting expenses to discuss Grievances, pre-grievance situations and disputes;
 - Local Employee Relations Committee expenses such as planning meetings;
 - Ministry Employee Relations Committee expenses such as planning meetings;
 - Joint Health and Safety Committee expenses such as planning meetings;
 - Grievance Committee expenses such as planning meetings;
 - Convention and Conference expenses (see 8 below);
 - Booking off Stewards or Committee Members around bargaining times;

- Mobilizing expenses such as buttons, lanyards, bandanas, OPSEU clothes, etc. (These are to be ordered or bought ONLY by any of the President, Treasurer or Secretary).
- Transportation expenses incurred by LEC members such as TTC or taxi rides to meetings;
- Taxi or TTC costs to enable a Local 527 presence at important meetings, votes or labour events that are not within easy walking distance. Examples include labour rallies and demonstrations, meetings at Queen's Park complex, Solidarity pickets, or strike or ratification votes.

10.4.3 Third priority expenses:

- Funding for parties or celebrations;
- Donations;
- Hardship Fund;
- Remembrances;
- Items such as flowers for hospitalized members
- One on one meetings or lunch meetings between an Officer and a member to discuss an issue;
- Booking off Stewards or Committee Members for OPSEU or labour campaigns other than bargaining

10.5 Hardship Fund

The Local shall establish a hardship fund to assist members. This will be of no more than \$5,000 per year and will be for members who are experiencing hardship because of their own illness, or job loss at the OPS or CMHA or WSIAT Employer. Illness situations would include for members who have exhausted short-term sickness credits or vacation credits and are awaiting approval of their Long Term Income Protection (LTIP) application or are encountering delays from the Employer enabling a return to work. Loans or grants will be provided up to \$800 per member per eligible circumstance. Re-payable loans will be the normal practice used, with repayment by post-dated cheques provided at the time of the loan. Non-repayable grants may be issued for major hardship cases. The LEC will administer the Hardship Fund and a minimum of two members of the LEC will sign as witnesses, promise notes for any repayment along with the loan recipient. Hardship Fund meetings will be scheduled at mutually convenient times. The LEC has the right to ask a member to provide sufficient information indicating evidence of hardship, and that the member has exhausted or has been turned down by other funding sources such as emergency EI.

- 10.5.1** The Local experienced difficulty recovering some strike loans from the 2002 OPS strike hence the Fund limit of \$5,000 per year. If the Fund proves difficult to administer, or recover funding, the LEC will bring the topic of the Fund to a General Membership Meeting for member's consideration and review.

ARTICLE 11 EDUCATION, CONVENTION AND CONFERENCE EXPENSES

11.1 Educationals

The Local will provide an expense payment of \$50 per weekend day to a total of \$100 per weekend for Stewards who are taking weekend courses such as those offered by OPSEU. Stewards may decline to accept this amount.

In exceptional circumstances this amount may be considered for non-steward members, providing they have clearly indicated a commitment to become actively involved as stewards or on a committee requiring union or Local 527 representation.

The Officers will vote including by email or phone on approvals and requirements for any more costly non-OPSEU courses that stewards request to attend, such as those offered by the Labour Council, Ontario Federation of Labour, Canadian Labour Congress, or retreats. Requirements may include report backs (written reports or presentations) by stewards on what they have learned at the more costly courses.

11.2 Conventions, Conferences etc

No \$50 per weekend day expense payment is provided for Delegate, Alternate or Observer members attending OPSEU conventions, regional meetings and divisional meetings.

Alternates and Observers must use own time, lieu time, unpaid leave or vacation credits to attend OPSEU's Convention or BPS Conference. The Local will not reimburse Alternates and Observers for their time. By way of explanation this is because of the high cost of salary reimbursement and because of eligible hotel expenses (see 8.3, 8.4 and 8.5).

11.3 Hotel single room supplements

The Local will pay a supplement for hotel single rooms beyond what OPSEU will pay for double rooms, for Convention, Conference, Divisional and Regional Delegates and Alternates only.

The Local will pay a supplement for hotel single rooms beyond what OPSEU will pay for double rooms, for Educational attendees.

The Local will normally pay these hotel single room supplements for cases involving difficulty for members who live far from the Convention, Conference, Divisional or Regional event or educational event, or for members attending same who require Accommodation.

11.4 Withdrawing of Education and Conference expenses

Educational expense and hotel supplement amounts may be temporarily withdrawn by the LEC if in the opinion of the LEC the Strike Fund is compromised by their payment.

11.5 Receipts and proof of attendance and expenses

Education, Convention and Conference attendees must submit proof of attendance to help ensure the Treasurer has sufficient documentation to issue any reimbursements. For OPSEU educationals, conventions and conferences this can include a copy of OPSEU's expense form signed by OPSEU staff. The President or Secretary will provide the Treasurer with copies of completed registrations for OPSEU educationals.

11.6 Education to help the Local

Stewards and members who attend Education courses offered by OPSEU must use the knowledge gained at Education courses to assist the Local (e.g. through assisting members, assisting with grievances, assisting with accommodation cases, etc.). They are encouraged to share information from their education courses such as at General Member meetings or through the Local website or newsletter.

ARTICLE 12 NOTIFYING OFFICERS OF LEAVES LONGER THAN 3 DAYS

- 12.1** If any LEC member knows they will be on leave such as medical or vacation, longer than three days they will notify the President, Unit Vice President and Secretary of this in advance, to ensure Members are represented during the leave and that essential duties of the Local can be carried out. Advance notice is appreciated to enable planning. It is understood the reason for the leave is private, and it is only necessary to indicate the absence from work is a "leave".
- 12.2** Officers and stewards will provide email lists or routing lists to the President, Unit Vice President and Secretary to ensure Members can be contacted during the leave.

ARTICLE 13 REPRESENTING MEMBERS; MEMBERS AND STEWARDS

- 13.1** Members should approach their Steward first about issues and questions. Second, they should approach their Unit Vice President. Third, they should approach their President. Alternatively, they can approach OPSEU through OPSEU head office or regional offices or other OPSEU contacts.
- 13.2** If a Member approaches the President or Unit Vice President first, they should be asked if they have first gone to their Steward, and if not, directed to go to their Steward. If they supply a reason why this is not possible, they can be advised by the Unit Vice President, or President.
- 13.3** The above does not apply to Information Stewards who do not represent members on their issues.

ARTICLE 14 MEMBERS RESPONSIBILITIES; MEMBERS, STEWARDS AND OFFICERS

- 14.1 Meetings between Members and Stewards or Officers are at mutually convenient times and should be by appointment. Stewards and LEC members are volunteers. Members, Stewards and Officers have work responsibilities and commitments to the Employer as well as other commitments, and meetings by appointment and at a mutually convenient time recognize this.
- 14.2 Members are encouraged to bring labour management issues including violations of the Collective Agreement to the attention of their Steward or to the Officers of the Local, in a timely manner.
- 14.3 Members should keep in mind that Local 527 LEC members including Officers are volunteers and are not reimbursed by Local money or OPSEU for their time spent on union business.

ARTICLE 15 LOCAL EMPLOYEE RELATIONS COMMITTEE (LERC), LABOUR MANAGEMENT COMMITTEE (LMC – WSIAT) AND JOINT HEALTH AND SAFETY COMMITTEE (JHSC) CO-CHAIR AND COMMITTEE RESPONSIBILITIES

- 15.1 LERC, LMC and JHSC Co-Chairs meet with the LEC and Stewards, can elicit and receive ideas from members, to help set meeting agenda items for their important committee work. They work to ensure meetings are held regularly as set out in Terms of Reference. They chair meetings per schedules. They review and sign off minutes for the Local. For LERC, when matters are not satisfactorily resolved, as appropriate, they forward issues to Ministry Employee Relations Committee (MERC).
- 15.2 The Local includes a number of labour management committees and Joint Health and Safety Committees. LERC, LMC and JHSC Co-Chairs at the different Employers at the Local share information among themselves to better help all Local 527 members. All Committees report to the Officers and LEC. When useful, planning and information sharing meetings such as of all JHSC members are held.
- 15.3 Membership on LERCs, LMCs and JHSCs is by election. Members are usually Stewards but can include non-Steward members. By-elections are held to fill vacancies.

ARTICLE 16 GRIEVANCE COMMITTEE

- 16.1 A Grievance Committee made up of volunteers from among the stewards shall confer from time to time to discuss grievances, and help bring more thought and experience to bear on grievances. Meetings can be in-person, by telephone or by email. Roles include advising the Officers, individual grievors, and OPSEU about individual, group or policy grievances, and receiving advice and input from OPSEU on grievances. Grievance information is kept confidential at all times. A role of the Grievance Committee can include second opinions including advising members

about the likelihood of success of their grievance. The Grievance Committee can meet as a whole or by a meeting of a sub-group of the Grievance Committee working on a particular grievance or dispute.

- 16.2** Members of the Grievance Committee and other stewards participate by representing members at grievance meetings or other meetings such as pre-grievance dispute resolution meetings with the Employer. The Local shall train new stewards or grievance committee members on grievances by having them participate in grievance meetings, whenever this is practical.

ARTICLE 17 WEB PERSON

- 17.1** The Local's website is maintained and updated by a member Web Person. The Web Person updates the Local's website account and arranges payment for it, working with the Treasurer, and President. When practical, a committee can assist the Web Person to bring more ideas to the Local's website and create content for it.

ARTICLE 18 NEWSLETTER

- 18.1** From time to time, the Local shall publish a newsletter to inform members and answer their questions. This shall be published more often in the event of a strike.

Article 19 AMENDMENTS

- 19.1** These Bylaws may be amended, and any subsequent changes to them, must not be in conflict with this Constitution and must be adopted by at least two-thirds of the Members voting at a regular or special general membership meeting of the Local for which reasonable notice has been given to all Members of the intention to deal with the Local's bylaws.
- 19.2** Bylaws may be passed and amended by presenting the Bylaws and amendments in writing in advance to the LEC prior to a General Membership meeting, where they will be presented and voted on. When practical, amendments may also be circulated to members in advance of the General Membership meeting.
- 19.3** Bylaws and subsequent amendments must be adopted by two thirds vote of the General Members at a General Members Meeting, and shall serve as Guidelines until approved by the President of OPSEU.
- 19.4** No supplemental bylaws or changes to them shall take effect until they have been approved by the President of OPSEU.