



August 6, 2020

Email: local383president@gmail.com

Keri-Ann KA Brunson
170 Borland St East
Orillia, ON Canada
L3V 2C3

Greetings Keri-Ann,

I have received the Bylaws for Local 383 and have reviewed them as per the OPSEU Constitution.

On behalf of Local 383, 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 383.

In solidarity,

A handwritten signature in black ink, appearing to read "Warren Thomas".

Warren (Smokey) Thomas
President

c: K. Kaminski

WT/kk



Local 383 Bylaws

Enacted as of August 6, 2020

Local 383 Bylaws

Ontario Public Service
Employees Union

TABLE OF CONTENTS

Article 1	NAME	3
Article 2	AIMS AND PURPOSES	3
Article 3	MEMBERSHIP	4
Article 4	MEMBERS AND THEIR RIGHTS	6
Article 5	STEWARD SYSTEM	7
Article 6	STEWARDS' RESPONSIBILITIES AND RIGHTS	8
Article 7	LOCAL EXECUTIVE COMMITTEE	8
Article 8	MEMBERSHIP MEETINGS	11
Article 9	FINANCIAL OPERATION	14
Article 10	AUTHORITIES	15
Article 11	POWER OF ADMINISTRATION	16
Article 12	EDUCATION	16
Article 13	AUTHORIZED EXPENDITURES	16
Article 14	LEC EXPENSES	17
Article 15	MINUTES OF MEETINGS	18
Article 16	AFFILIATIONS	18
Article 17	AMENDMENTS	18

Article 1 NAME

- 1.1** This Local 383 of the Ontario Public Service Employees Union (OPSEU) shall be known as a multi-unit unless directed otherwise by OPSEU President and /or the Executive Board of the said Union. The Local Union shall be composed of Workers eligible for membership in OPSEU, Local 383.

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;
- k) Uphold and abide by the OPSEU Constitution and all applications and interpretations thereof;
- l) Encourage active participation by all members in union activities;
- m) Provide an opportunity for all members to influence and shape their future through free democratic trade unionism;

- n) Encourage settlement by, but limited to, negotiation and mediation of all disputes between members and the employer;
- o) Ensure a safe workplace through strict enforcement of Health and Safety standards;
- p) Strive for member satisfaction with their working life through encouragement of a productive and enriching work environment, free from discrimination, harassment and unfair employment practices;
- q) Uphold and abide by duly accepted OPSEU corporate policy.

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.
- 3.9 To be represented by the Local.

- 3.10 To be treated with dignity and respect within the Local and Union. To be free from discrimination, interference, restriction coercion, harassment, intimidation or disciplinary action exercised or practiced by a Member with respect to another Member, both within the Union and in the workplace, by reason of race, color, age, national or ethnic origin, political or religious affiliation, gender, sexual orientation, family status, record of offences, physical characteristics or physical or mental disability.
- 3.11 Subject to any qualifications stipulated in these by-laws and/or the Constitution, to be nominated for and hold one or more offices in the Local.
- 3.12 To attend any meeting of the Local Executive Committee, notwithstanding that he/she may have voice but no vote.
- 3.13 To attend any general meeting and that he/she may have both voice and vote.
- 3.14 To have access to a current copy of the By-laws of the Local.
- 3.15 Local 383 may pay the enrolment fee for a lifetime membership into the OPSEU Retiree Division to those retiring members that have made a significant contribution to the Local.

Article 4 MEMBERSHIP RIGHTS (Article 7 of the Constitution)

- 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 Each member in good standing in Local 383 has the right:
 - a) To attend their Local General Membership Meetings.
 - b) To meet and assemble freely with other members.
 - c) To participate in the activities of Local 383 in a responsible manner consistent with conscience in order to present and discuss factually and honestly the issues upon which the Membership must base its decisions.
 - d) To nominate candidates for election and vote in elections, as appropriate, Stewards and Local Executive Officers.
 - e) To stand for election to office, as appropriate.
 - f) To be represented by Local 383 in all matters arising from enforcement of his/her Collective Agreement, or in prosecuting any grievance arising from an offence committed by his/her employer.
 - g) To attend any meeting of the Local Executive Committee, notwithstanding that he/she may have a voice but no vote at such LEC meeting.
 - h) To receive a copy of the by-laws of Local 383 and to be advised of amendments to it, and to receive an up-to-date copy of the by-laws.

Article 5 STEWARD SYSTEM (Article 29.1 of the Constitution)

- 5.1 Members of Local 383 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 383 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 (Art. 8 of the Constitution)

- 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** The Officers of the Local, together with the remaining Unit Stewards (in a Multi-Unit or Composite Local) shall constitute the Local Executive Committee (LEC).

The Local Executive Committee (LEC) shall be composed of the following Officers:

- President
- 1st Vice-President
- 2nd Vice-President
- Local Secretary
- Member Secretary
- Treasurer

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.

- 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.

7.3 Term of Office

- 7.3.1** The term of office for Shop Stewards, Unit Stewards, and all Officers of LEC's 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** Elections shall be conducted at general meetings of the Members concerned. Reasonable notice of the meeting and of the elections to take place must be given.

- 7.4.2** Mid-term vacancies occurring among Stewards or Members of LEC's shall be filled promptly, by election in accordance with Article.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.

- 7.4.4** Local Executive Officers - Election of Local Executive Officers shall take place in October of odd-numbered years.

- 7.4.5** Written notice of elections shall be given to the members concerned by:
- email, where email addresses have been provided
 - posting on bulletin board

Such notice shall be emailed or posted at least two weeks (14 days) prior to the date of election.

- 7.4.6** Trustee - Two Trustees will be elected at the general membership meeting after election of the LEC. Trustees are to be elected from among the Members and may not hold any other position in the Local. They shall hold office for a two (2) year term in the same manner as members of the LEC.

- 7.4.7** Term of Office - The term of office for Stewards and Local Executive Officers shall be two (2) years starting in November of odd-numbered years. Any incumbent may stand for re-election, provided that Stewards must first have been re-elected as Stewards and Local Executive Officers must have first been re-elected as Stewards.

- 7.4.8** Mid-Term Vacancies - Mid-term vacancies among Stewards or Local Executive Officers shall be filled promptly, in accordance with, 7.3 above. Stewards or Local Executive Officers elected in mid-term shall serve only the unexpired portion of the term of office of the Steward or Local Executive being replaced. Notwithstanding the above, mid-term elections will not be held within three (3) months of normal expiry of the term in office.

- 7.4.9** Election of Delegates to Conventions and Meetings
Election of Delegates to the Union Annual Convention shall be in accordance with Article 13 of the Constitution. Election of Delegates to Regional Meetings and Divisional

Meetings shall be in accordance with OPSEU Executive Board Policy. Local 383 will pay allowable expenses of Alternates for the number of Alternates allowed. In addition, Local 383 will pay delegates for any unpaid portion of hotel room charges not covered by Head Office.

At the request of an Alternate to a Convention or Meeting, the Treasurer of Local 383 will issue an advance against anticipated expenses in an amount of not more than one hundred dollars (\$100) per day of the Convention or Meeting. Any such advance against expenses shall be accounted by the Alternate when submitting an expense account to Local 383.

In the event that an elected Delegate to a Convention or Meeting obtains from the OPSEU Head Office an expense advance which is larger than expenses incurred by the Delegate, the Delegate is financially responsible to repay OPSEU Head Office the excess of money advances compared to expenses incurred.

Similarly, an Alternate to a Convention or Meeting is financially responsible to Local 383 for any advances against anticipated expenses, and may be rendered ineligible for further election as an Alternate until repayment is made directly to the Treasurer of Local 383.

7.4.10 Elections of Bargaining Committee Members - Bargaining committee members will be elected by General Membership. There will be a representative from each of the units within the Local, unless a unit does not provide a candidate for committee.

7.4.11 Proxy Votes Prohibited - Votes may be cast only in the manner prescribed. Proxy votes are expressly forbidden.

7.5 Duties of Officers of Locals

7.5.1 President

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-President shall perform all the Presidential functions during any absence of the President and accept and exercise such other duties and powers as may be designated by the Local Executive Committee or the President. The Vice-President may also attend all functions (including all regional meetings and Conventions) of the Union, in place of the President when the President cannot attend.

7.5.3 Secretary

The Secretary shall attend all 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.

7.5.4 Treasurer

The Treasurer shall be responsible for proper administration of the assets of the Local, including the operating funds.

7.6 Trustees

7.6.1 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.

7.6.2 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 MEMBERSHIP MEETINGS (Article 29.7 of the Constitution)

8.1 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.

8.2 A special general meeting of the Local may be called by the President or a majority of the LEC, or by a petition signed by not less than 10 percent (10%) of the membership.

8.3 A member may be reimbursed by the Local for child care/elder care expenses incurred to attend a GMM or LEC meeting. The amount must be deemed reasonable and in line with OPSEU standards.

8.4 An agenda for any general meeting will be made prior to the meeting

8.5 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.

- 8.6** 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.
- 8.7** A special general meeting of the Local shall be convened upon the written request of at least ten per cent of the membership.
- 8.8** 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.
- 8.9 Quorums**
- 8.9.1** This article defines the quorum for meetings of Units, Unit Committees, Local Executive Committees and the general membership of a Local.
- 8.9.2** 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

8.10 Oaths (Articles 14.7 and 29.9 of the Constitution)

- 8.10.1** 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."

8.10.3 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."

8.10.4 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.

8.10.5 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.

8.11 Local Executive Committee Meetings

- a) All members listed under Article 7.1 of this By-law are required to attend the LEC meetings unless reasonable explanation is provided. If an officer/steward is absent without reasonable notification for more than three meetings they will be deemed to have resigned their position. Such vacancy shall be filled as soon as possible.
- b) LEC meetings will be held every three or four months.
- c) The President of the Local may call an LEC meeting at any time provided three working days' notice is given to members of the LEC.
- d) Upon request, Minutes of the LEC shall be provided to any member in good standing through the secretary.
- e) The quorum for LEC meetings shall be a majority vote (50% plus 1) of eligible voters in attendance.
- f) No official business can be carried out in the absence of quorum. The LEC members present may conduct a caucus on any important items on the agenda provided however that any consensus made will remain inoperative until approved at the succeeding LEC meeting or GMM, whichever comes first.
- g) No member disrupting any meeting shall be allowed to remain after being warned twice by the Chairperson/President. To this end, the member will be escorted out of the meeting.

8.11.2 Duties

The duties of the Local Officers shall be as defined in Article 29.5 of the Constitution.

8.11.3 Expense Allowance Recommendations

The LEC may make recommendations concerning changes to expense allowances or other benefits for Stewards and Officers of the Local, but such recommendations shall require approval by the members at a general meeting before coming into force.

8.11.4 LEC Meeting expenses

For any meeting of the LEC, the LEC members shall receive reasonable transportation expense upon admission and approval of a Local 383 expense report. Transportation costs will be reimbursed at the current OPSEU rate.

Article 9 FINANCIAL OPERATION (Article 29.10 of the Constitution)

- 9.1** 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).
- 9.2** 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.
- 9.3** 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.
- 9.4** The definition of fiscal year will be January 1st to December 31st of each calendar year.
- 9.5** All accounts of the Local shall be made with a reputable banking institution as chosen by the LEC.
- 9.6** The authorized signatories of the Local will be any 2 of the following Officers:
 - President
 - 1st Vice-President
 - 2nd Vice-President
 - Treasurer
 - Local Secretary
 - Member Secretary

- 9.7 All claim forms and other reimbursements must be authorized by the Local President or the LEC action as a whole.
- 9.8 The Local President and LEC are authorized to have an operational budget not to exceed \$2,500.00 per transaction and \$12,000.00 per year. This is to be strictly used for official trade union business and to be supported by receipts/proof of purchase and claim forms. These transactions will be reported at the GMM by the Treasurer or their designate.
- 9.9 The Treasurer is authorized to invest any surplus from the yearly budget on behalf of the Local in the best interest of the Local, and report such at the General Meeting.
- 9.10 The Local Executive Committee shall have the authority to contribute up to three thousand (\$3,000.00) dollars per year to local charities without the approval of the membership, but will report back to the Local with an explanation at the subsequent General Membership Meeting.
- 9.11 The Secretary or Treasurer shall keep a record of property and assets of the Union Local (i.e. phones, computers, printers, cabinets). No member shall have any claim upon the property and assets of the Union Local on ceasing to be a member.
- 9.12 The Social Committee shall have authority to organize up to 3 social events not exceeding \$10,000.00 annually.

Article 10 AUTHORITIES

- 10.1 The following documents will be the governing authorities for the administration, policies and procedures of the Local 383.
- a) The Constitution of the Ontario Public Service Employees Union
 - b) OPSEU Policy manual
 - c) Robert's Rule of Order (as per Constitution)
 - d) By-Laws of the Local as ratified at its General Membership meeting and duly approved by the President of OPSEU (As per Constitution)
 - e) Instructions received by the Local from the OPSEU President and/or the Executive Board of the Union
 - f) All applicable contracts/agreements approved by the President or his/her designee
 - g) Minutes and resolutions passed by the General Membership and/or Local Executive Committee

Article 11 POWER OF ADMINISTRATION

- 11.1** The membership is the highest authority in the Local empowered to take or direct action consistent with the Constitution and/or Local By-laws. This action may include initiating independent investigations into issues of importance to the members and enlisting the aid of OPSEU corporate staff and the President. An investigation of this nature may result in whatever corrective action that OPSEU corporate and a majority of the Local may deem necessary, up to and including the removal of any member occupying any position on any committee (i.e. LEC, standing, etc.) in accordance with the practices as set out in the OPSEU Constitution.
- 11.2** Between membership meetings, the Local Executive Committee (LEC) shall be the highest authority of the Local and empowered to act on behalf of the membership to the extent that urgent business requires prompt and decisive action, subject to subsequent membership approval.
- 11.3** Between meetings of the LEC, the President shall exercise general administration authority and empowered to act on behalf of the LEC, subject to subsequent approval of the Local Executive Committee.

Article 12 EDUCATION

- 12.1** All officers and members of the Local 383 uphold, support and subscribes to OPSEU education policy.
- 12.2** All Stewards are expected to make themselves familiar with OPSEU members department, contract. Constitution, pertinent legislation and grievance handling by way of attending basic stewards training offered by OPSEU.
- 12.3** Stewards, Officers, and Trustees may request to the LEC pre-approval to attend union educational opportunities and be reimbursed by the Local. A vote is to be held by the LEC.

Article 13 AUTHORIZED EXPENDITURES

- 13.1** In the spirit of participation and to ensure Local 383 is represented, delegates to Convention and demand set negotiations will be reimbursed as stated in 7.4.9 Local 383 By-laws.
- 13.2** Approved expense accounts supported by receipts shall be paid to the Local Executive Committee members conducting business on behalf of the Local, Unit or individual members of the Local. Allowances will be paid as prescribed by OPSEU policy. All expenses paid out by Local for Educational, Regional, Divisional or Convention meetings shall be accounted for by submitting correctly completed appropriate expense forms to the treasurer within 30 days of the completion of the event.
- 13.3** No expense may be claimed against the Local funds that are already afforded by Head Office.

- 13.4** Additional payment of honorarium or per diem and any other expenses incurred by Officers, Stewards, and Trustees not otherwise provided among authorized expenditures shall be subject to the approval by the members attending the general membership meeting.
- 13.5** Subject to budget availability and the approval of the Local Officers, an LEC member utilizing vacation day/personal time may be paid an attendance payment up to \$75.00 by the Local to attend OPSEU meetings. Such payments are subject to applicable tax laws and deductions.
- 13.6** Subject to LEC approval and budget availability members may be reimbursed for 1/2 of accommodations that are not covered by OPSEU Central.

Article 14 LEC EXPENSES

- 14.1** Payable at the end of October every year the following positions will receive reimbursement for accumulated yearly costs for work done on behalf of the Local. i.e. phone, internet, incidental costs such as travelling to the bank, Area Council meetings, other Local OPSEU/affiliate meetings, mileage, etc., no receipts required:

Members may only be reimbursed for holding one LEC position.

- President \$2,200.00 per year
 (\$1,200. phone/internet + \$1,000. other incidental expenses)
- 1st Vice-president \$1,950.00 per year
 (\$1,200. phone/internet + \$750. other incidental expenses)
- 2nd Vice-president \$1,950.00 per year
 (\$1,200.00 phone/internet + \$750.00 other incidental expenses)
- Local Secretary \$1,000.00 per year
 (\$400. phone/internet + \$600.00 other incidental expenses)
- Member Secretary \$1,000.00 per year
 (\$400. phone/internet + \$600.00 other incidental expenses)
- Treasurer \$1,000.00 per year
 (\$400. phone/internet + \$600.00 other incidental expenses)

- 14.2** Phone, Internet and incidental expenses will be on a pro-rated basis should an Executive Officer hold office for only a portion of the term.

Article 15 MINUTES OF MEETINGS

- 15.1** All minutes of meetings shall be kept by the Secretary or designate in the event the Secretary is not available.
- 15.2** Minutes of the LEC meetings shall be open for examination either through an appointment with the Secretary or at a general membership meeting or by other means to be decided by the membership.
- 15.3** Under agenda item "Roll Call", the names of all Stewards in attendance at LEC and GMM will be recorded.
- 15.4** A list of all members in attendance at any meetings of the Local shall be appended to the original copy of the minutes.
- 15.5** A minority report, if available in writing, shall be made part and parcel of the minutes that contains the agenda for which the report has been made.

Article 16 AFFILIATIONS

- 16.1** The Local may affiliate with any member of the House of Labour, OPSEU Area Council or any labour body upon approval by LEC.
- 16.2** Membership shall have the final approval on any question of affiliations referred to it by LEC.
- 16.3** Local delegates to such affiliations shall be elected or appointed.

Article 17 AMENDMENTS (Article 12.5.1 of the Constitution)

- 17.1** 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.
- 17.2** No supplemental bylaws or changes to them shall take effect until they have been approved by the President of OPSEU.
- 17.3** These by-laws may be amended by presenting the amendments in writing to the LEC at least thirty (30) days prior to a GMM. The amendments will be studied by the LEC for presentation to the next GMM. The agenda for that meeting must contain a notice of all amendments to be considered.
- 17.4** Approval by two-thirds (2/3) of the membership present and voting at a meeting with a quorum will render the amendment adopted.