



# BYLAWS

Local Union By-laws

Public Service Alliance of Canada,

Local PSAC DCL 555

As adopted on April, 2012

At the city of Oshawa, Ontario

And amended on:

date April, 2016

date December 14<sup>th</sup>, 2018

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## **Preamble**

**IN ORDER TO** unite all members of the Public Service Alliance of Canada in a single, democratic organization through the institution of the Local Union;

**AND IN ORDER TO** obtain for all members of the Public Service Alliance of Canada subject to the jurisdiction of the Local Union, the best standards of compensation and other conditions of employment;

**AND IN ORDER TO** maintain and defend the right to strike;

**AND IN ORDER TO** advance and safeguard the aims and objectives of the Public Service Alliance of Canada and the Canadian labour movement;

**THIS PSAC LOCAL 555 HAS BEEN FORMED BY ITS MEMBERS AND GRANTED A CHARTER BY THE PUBLIC SERVICE ALLIANCE OF CANADA.**

The following By-Laws are adopted by the Local Union pursuant to the Constitution and Regulations of the Public Service Alliance of Canada, in order to pursue and protect the rights and interests of all members, to provide for the responsible administration of the Local Union, and to facilitate and encourage the involvement of members in the administration and activities of the Local Union.

The authority and responsibilities of the Local Union are those set out in these By-Laws, any applicable Service Agreement, and the PSAC Constitution. In circumstances of conflict between those sources, or in any matter where a question arises as to where authority or responsibility lies in any given matter, the National President of PSAC is vested with the sole prerogative to determine the matter at his/her exclusive discretion.

## **SECTION 1 - Name of PSAC Local:**

This Local shall be known as **PSAC Local 555** and shall refer to the University of Ontario Institute of Technology (UOIT) Teaching Assistants, Research Assistants, Sessional Lecturers and Postdoctoral Fellows (hereinafter referred to as “the Local” or “the Local Union”).

## **SECTION 2 - Aims, objectives & relationship to Public Service Alliance of Canada:**

- I. It shall be the object of the Local to protect, maintain and advance the interests of members coming under its jurisdiction.
- II. The Local Union shall unconditionally subscribe to and accept as its governing documents the Constitution and Regulations of the Public Service Alliance of Canada, (hereinafter referred to as the PSAC Constitution), as amended from time to time, including the applications and interpretations thereof, to all of which these By-Laws are always subordinate.
- III. Subject and subordinate always to the provisions of the PSAC Constitution, the General Membership of the Local Union shall otherwise be the governing authority of the Local Union.
- IV. Between General Membership meetings of the Local Union, and subject and subordinate always to the PSAC Constitution, the Executive Officers in the committee for the Local shall be considered the Local Union’s governing body and authority.
- V. The **PSAC Local 555** is an autonomous body, (known as a Directly Chartered Local or DCL), within the Public Service Alliance of Canada.
- VI. These Bylaws, and any future amendments, are superseded only by the laws of the land and the PSAC Constitution.

## **SECTION 3 - Interpretations and Definitions of Key Terms:**

Reference in these By-Laws to masculine pronouns shall be understood to include reference to the feminine gender, and references to the singular shall also be understood to include the plural, as and when context dictates same, in order to achieve a just and democratic interpretation of these By-Laws.

- I. Interpretation of these By-Laws is the prerogative of the Executive Officers of the Local Union in committee, and shall reflect a consensus of the Executive Officers. In the event that no consensus interpretation can be arrived at by the Executive Officers, the interpretation favoured by the President of the Local Union shall govern. No interpretation of these By-laws shall be contrary to the terms and provisions of the PSAC Constitution. No interpretation of these By-Laws shall permit or result in the taking of any steps that are contrary to the terms and provisions of the PSAC Constitution.

- II. University **or** Employer shall refer to the University of Ontario Institute of Technology, Oshawa, Ontario, Canada (UOIT)
- III. PSAC shall refer to the larger entity of the Public Service Alliance of Canada, of which the Local is a Directly Chartered Local (DCL).
- IV. Teaching Assistant (or TA) shall be any person who:
  - a) Is currently employed in this capacity by the University, as per the description in the certificate issued by the Ontario Labour Relations Board.
  - b) Has been employed in this capacity within the current term, or within the last 12 months, by the University to fulfill duties as a Teaching Assistant, and will be part of the bargaining unit that the Local represents.
  - c) Has a reasonable expectation of employment as a Teaching Assistant in the next or subsequent academic terms by the University to fulfill duties as a Teaching Assistant.
- V. Research Assistant (or RA) shall be any person who:
  - a) Is currently employed in this capacity by the University, as per the description in the certificate issued by the Ontario Labour Relations Board.
  - b) Has been employed in this capacity within the current term, or within the last 12 months, by the University to fulfill duties as a Research Assistant, and will be part of the bargaining unit that the Local represents.
  - c) Has a reasonable expectation of employment as a Research Assistant in the next or subsequent academic terms by the University to fulfill duties as a Research Assistant.
- VI. Sessional Lecturer shall be any person who:
  - a) Is currently employed in this capacity by the University, as per the description in the certificate issued by the Ontario Labour Relations Board.
  - b) Has been employed in this capacity within the current term, or within the last 12 months, or
  - c) Has a reasonable expectation of employment as a Sessional Lecturer in the next or subsequent academic terms by the University to fulfill duties as a Sessional Lecturer
- VII. Postdoctoral Fellow shall be any person who:
  - a) Is currently employed, at the time of these By-Laws being amended, in the capacity of a Postdoctoral Fellow by the University, or
  - b) Has been employed in this capacity within the current term, or within the last 12 months, or
  - c) Has a reasonable expectation of employment as a Postdoctoral Fellow in the next or subsequent academic terms by the University to fulfill duties as a Postdoctoral Fellow.

- VIII. PSAC membership card should be completed by all members of the Local in order to be confirmed as a 'carded member', (or Full Member as defined in Section 3, Article VIII).
- IX. A Full Member of the Bargaining unit shall:
- a) Be identified as an individual employed as a TA, RA, Sessional Lecturer and Postdoctoral Fellow (as defined in Section 3, Articles IV, V, VI and VII), and who has signed a PSAC membership card.
  - b) Have the right to:
    1. Serve as an Officer of the Local or sit on any committee of the Local.
    2. Be considered eligible for consideration to attend PSAC conventions and/or functions initiated by the PSAC
    3. Attend, speak, move and second motions and vote at the Local's (Annual) General meetings.
    4. Attend and speak at Stewards' meetings
    5. Vote on Tentative Collective agreements, subject to any applicable legislation.
- X. A Faculty shall be considered as:
- a) An administrative/academic unit as defined by the University.
  - b) The academic unit specified for the course to which a TA, RA, Sessional Lecturer or Postdoctoral Fellow has been assigned for employment purposes.
  - c) A unit identified as one of the following listed below, or as any other Faculty created by the University on or after November 1, 2015:
    1. Business & Information Technology
    2. Health Sciences
    3. Education
    4. Energy Systems & Nuclear Science
    5. Engineering & Applied Science
    6. Science
    7. Social Science and Humanities
- XI. A Member in Good Standing is one which is defined in the PSAC Constitution:  
[http://psacunion.ca/sites/psac/files/attachments/pdfs/psac-constitution-may-2015-eng\\_0.pdf](http://psacunion.ca/sites/psac/files/attachments/pdfs/psac-constitution-may-2015-eng_0.pdf)

#### **SECTION 4 - PSAC Membership Dues**

- I. The dues payable to the PSAC by each member or employee in the Local Union's jurisdiction shall be not less than the amount determined by the most recent PSAC Triennial National Convention and shall be determined in accordance with Section 24 of the PSAC Constitution.
- II. All dues payable by members and employees within the Local Union's jurisdiction shall be paid by way of "employer deduction: from the pay received by an individual, except in cases of terminated or laid off members who may make payment to the PSAC in such form or manner as is determined by the PSAC at its own discretion".

- III. In addition to the dues amounts set out above, the Local Union may require that an additional amount of union dues be deducted for purposes of its own administration and the provision of services to employees within the Local Union's jurisdiction. In order to be entitled to request the deduction of, and to receive, such amounts of additional dues (as may be determined to be payable by members of the Local Union), a Special Meeting of the Local Union must be called to introduce and discuss that purpose and amount. Such agreed- upon additional dues will be subsequently collected by PSAC and shall thereafter be rebated to the Local Union.
- IV. In the event that a change of dues is to be proposed at the AGM or a Special meeting of the general membership, twenty (20) work days' notice shall be given to the members to advise that such a proposition will be voted upon at the meeting.

## **SECTION 5 - Local Union Meetings**

- I. Quorum at Local Union Membership Meetings

A quorum for the transaction of business at any membership meeting of the Local Union shall be 5 percent (5%), of the members falling under the jurisdiction of the Local Union.
- II. Rules of Procedure for Meetings

At any Annual General Membership meeting, General Membership meeting, Special meeting or Emergency meeting of the Local Union, parliamentary procedure shall be followed in the form set out in "Rules of Order and Parliamentary Procedure" as published by PSAC, unless these Local Union By-Laws provide otherwise.
- III. Executive Officer Meetings
  - a) The Executive Officers in committee shall hold regular meetings at dates, times, and locations as determined by the discretion of the President, (or the Vice-President in the absence of the President), in order to attend to the proper conduct of the Local's affairs, provided that such meetings are held a minimum of once per month.
  - b) Quorum at any meeting of the Executive Officers shall be not less than three (3) members, including the President, (or Acting President, or the Vice-President, in the absence of the President or Acting President).
- IV. General Membership Meetings

General Membership Meeting of the Local Union may be held as determined by the Executive Officers in committee of the Local Union, but shall not be held without less than seven (7) work days written notice to the membership of the date, time, and location of the meeting. There shall be a minimum of two (2) General Membership meetings held annually by the Local Union, one in the Fall term, and one in the Winter term.



V. Annual General Membership Meeting (AGM)

- a) The Local Union shall hold an Annual General Membership meeting not before April 1 and no later than May 31, for purposes of:
  - 1. Receiving annual reports from the Executive Officers of the Local and the Committees of the local.
  - 2. Conducting an election of Executive officers and other Officers of the Local.
  - 3. Discussing and considering such business as may be required by these By-Laws or by the PSAC Constitution,
  - 4. Conducting any other business as the Local may wish to address.
  - 5. Voting on the acceptance of the proposed yearly budget from the budgeting committee as presented or referring the budget back to the committee with instructions.
- b) The Annual General Membership meeting shall not be held without less than seven (7) work days' notice to the membership advising the date, time and location of the meeting.
- c) The Annual General Membership meeting shall not be held any earlier than eleven (11) months after the last AGM, nor shall it be held any later than thirteen (13) months after the last AGM was held.

VI. Special Meetings of the Membership

- a) A special Meeting of the Membership may be called at the request of a simple majority of the Local Union Executive Officers, or may be called at the request of not less than 10% of the members of the Local Union. The date, time, and place will be decided by the Local Executive Officers and shall be held within twenty-one (21) days of the date on which they received the request that a Special Meeting be held.
- b) Members must receive a minimum of seven (7) days written notice of the Special meeting, and such notice shall include the business to be conducted and considered at such a meeting.
- c) A Special meeting shall only deal with the matters for which it was called unless the members present comprise at least 50% of the membership and agree by a two-thirds majority, to consider other matters of an urgent or necessary nature.

VII. Emergency Meetings of the Membership

- a) In circumstances of urgency, the President of the Local Union may call and conduct an Emergency meeting of the Membership.
- b) The greatest amount of notice, that is reasonably possible under the circumstances, shall be provided to all members, by whatever means are deemed appropriate by the President, and such notice whether verbal or written, shall inform members of the matters to be considered at such Emergency meetings.

- c) In these circumstances, the failure of members to receive the usual seven (5) days notice of the meeting does not invalidate the business conducted at the Emergency meeting.
- d) The power to call and conduct Emergency meetings shall be exercised at all times in good faith and with a view to the pursuit of the legitimate interests of the Local Union and its members, and in a manner and for purposes that reflect the democratic tradition of the Local Union and the PSAC.

#### VIII. Committee Meetings

- a) Committees formed for purposes of *collective bargaining* and *negotiation* with the employer are exempt from these By-Laws, subject to the terms and provisions of the PSAC Constitution, and fall within the exclusive jurisdiction of PSAC.
- b) Other Committees of the Local Union shall meet at dates, times, and locations as determined at their discretion, provided that such meetings are normally held twice each academic term at a minimum.

#### IX. Meetings for Strike Vote, Collective Agreement Ratification Vote, Employer Offer Vote

Meetings called for:

- Strike votes,
- Collective agreement ratification discussions,
- Collective agreement ratification votes,
- Employer offers put forth during collective bargaining,

are all within the exclusive jurisdiction of PSAC. Upon the request of PSAC, the Local Union shall provide all reasonable assistance to PSAC to announce said meeting(s) to the general membership and to conduct the meeting and voting in a timely manner.

### SECTION 6 - Elections

- I. Any Full Member of the union in good standing at the time of nominations for Executive Officers being made for election at the AGM of the Local or at a Special meeting called for voting purposes, may nominate, declare his/her own candidacy, or be nominated for office in the Local Union as provided below:
  - a. The member nominated shall become a candidate only after accepting such nomination, either verbally at the meeting at which nomination occurs, or in writing prior to the meeting.
  - b. When members are asked for nominations at a meeting of the membership, the chair of the meeting must clearly ask and repeat the question to the members three (3) times before nominations may be declared to be closed for that particular position.
  - c. No member shall be permitted to occupy more than one position on the Local Union Executive simultaneously.

- II. Media campaigning of any kind shall not be allowed, however each candidate shall be allowed to distribute a one-page document to the general membership via the Communications Officer in the week prior to the Meeting at which the election is to be held.
- III. At the discretion of the Chief Returning Officer an “all Candidates Meeting” may be scheduled and chaired by the CRO during the week immediately preceding the meeting at which the election is to be held.
- IV. Officers of the Local Union shall be elected at the Annual General Membership meeting of the Local Union or at a Special meeting called for that purpose, by secret ballot, and shall hold office for a period of one (1) year or until the next occurring Annual General Membership meeting is held, whichever occurs first.
- V. After nominations have been closed at the meeting, and before the vote is held, each candidate for any position (other than the Office of President), shall be permitted no more than five (5) minutes to address the Membership.
- VI. Immediately preceding the vote, a question period of no more than 15 minutes shall be conducted in which Members may ask questions of any candidate running for the Office of President.
- VII. In order to attempt to ensure that the Executive of the Local Union is diverse and reflective of the membership of PSAC and the Local, as well as the greater Canadian society, the Local Union will endeavor to encourage participation within the Executive, and election to the Executive, of persons who are women, are members of racially visible communities, are members of First Nations, or who are members of historically disadvantaged, equality-seeking communities.
- VIII. The elections will be in the following order:
  - a. President
  - b. Vice Presidents
    - i. TA/RA
    - ii. Sessional Lecturers
    - iii. Post Doctoral Fellows
  - c. Chief Stewards
    - i. TA/RA
    - ii. Sessional Lecturers
    - iii. Post Doctoral Fellows
  - d. Treasurer
  - e. Secretary
- IX. Candidates, Nominators and voters must be within the same bargaining unit for the following elections:
  - a. Vice Presidents
    - i. TA/RA
    - ii. Sessional Lecturers

- iii. Post Doctoral Fellows
- b. Chief Stewards
  - i. TA/RA
  - ii. Sessional Lecturers
  - iii. Post Doctoral Fellows

X. Upon the resignation or incapacity of any officer of the Local Union, the vacancy in question shall be filled by the President, or Acting President, of the Local on an interim basis, with appointment thereafter being made on the basis of a majority vote of the remaining members of the Executive at their earliest opportunity to meet. In the event of a deadlock in respect to who should be appointed to the vacant Office, the deciding vote shall be cast by the President or Acting President, as the case may be. Upon the filing of a vacancy in accordance with this section of these By-laws, the appointment made by the Executive will stand until the next occurring Annual General Membership Meeting at which election of Officers is held, or until it is nullified at any Special meeting called for the purpose of electing a different Officer or Officers, whichever occurs first.

XI. Terms of Office:

- a) Terms of office for Elected Officers: The term of Office of the President, (Acting President, or Interim President) shall end on August 31st
- b) The term of Office for the President Elect shall run from June 1st to August 31st
- c) The term of Office of all the Vice Presidents, all Chief Stewards, Treasurer, and Secretary shall begin on June 1st and shall end on May 31st.

XII. In order to assist an Elected Officer in maintaining their membership in good standing during periods of non-employment with the University that may occur during their term of office, the Local may pay and keep current the membership dues of that Elected Officer with PSAC

XIII. Following each Local 555 election, the Local shall provide a written list of their Elected Officers to the PSAC National President and PSAC Regional Executive Vice-President for Ontario.

## **SECTION 7 – Governance**

### **I. STRUCTURE OF THE EXECUTIVE COMMITTEE**

- a) As amended in these By-Laws on April 15, 2016, the Executive Committee shall consist of the following:
  - 1 President,
  - 3 Vice-Presidents (one elected from the TA/RA membership, one elected from the Sessional Instructor membership and one elected from the Postdoctoral Fellowship membership)
  - 1 Recording Secretary

- 1 Treasurer
  - 3 Chief Stewards (one elected from the TA/RA membership, one elected from the Sessional Instructor membership and one elected from the Postdoctoral Fellowship membership)
- b) The Postdoctoral Fellow VP/ Postdoctoral Fellow Chief Steward shall start on May 31st, 2016.

## II. ELECTED (EXECUTIVE) OFFICERS:

- 1) The President;
- 2) The Vice President (3 positions);
- 3) The Secretary;
- 4) The Treasurer;
- 5) The Chief Steward (3 positions).

All officers shall:

- a) Administer the affairs of the Local Union, subject to the decisions of the membership as expressed in properly conducted meetings and votes, and shall supervise the handling of all Local Union funds.
- b) Oversee the annual audit of the financial records and statements of the local Union.
- c) Shall recuse themselves if they are in a conflict of interest. The Chair of the committee or president will be in charge of transferring duties and any other materials if present.

Duties of the Elected Executive Officers shall be as follows:

### 1. **The President**

Shall:

- a) Be a Member in Good Standing of the Local;
- b) Be the chief administrator and spokesperson for the Local;
- c) Attend and act as Chair at all meetings of the Local Union called pursuant to these Bylaws and shall preserve order;
- d) Decide all points of order and procedure (subject always to appeal to the membership);
- e) Ensure the smooth operation of the Local;
- f) Supervise all Officers of the Local, which shall include having meetings individually at least once per academic term with the Executive Officers (Vice Presidents, Secretary, Treasurer, and Chief Stewards) to discuss the performance of their respective duties;
- g) Meet with all other elected officers within one month of their initial appointment or election to office to discuss the duties and responsibilities of the position;
- h) Be a member of each Joint Union/Management Committee;
- i) Be an ex-officio member of all other committees of the Local Union;
- j) Prepare an agenda for, and chair, all of the following:
  1. Executive meetings,

2. Local Bargaining, Constitution/Bylaws, and/or Strike committee meetings, or shall appoint a designate to chair these meetings.
- k) Attend Health and Safety Committee meetings, or appoint a designate to attend;
- l) Call and chair the Annual General Meeting (AGM) in accordance with Section 5 Article V;
- m) Prepare an annual written summary on the Local's activities for the preceding year and provide same to the membership at least 5 days prior to the AGM.
- n) Review and sign all contracts, and official documents of the Local, including the minutes of General meetings, Executive meetings and Stewards' meetings, after these minutes have been adopted by the elected officers.
- o) Be one of three (3) Executive Officers noted on file at the Bank as a signing official for the Local's bank account. Be available as one of two officers required to sign all cheques drawn on the Local's bank account.
- p) Prepare, in conjunction with the Treasurer and Finance Committee, a draft budget for discussion and approval by the membership at the AGM.
- q) Examine and either approve, modify or reject any form of contact between the Local and the media.
- r) Act as the primary contact between the Local and the University on matters pertaining to any issues concerning the Collective Bargaining Agreement, and the Health and Safety Committee.
- s) Attend PSAC's national convention as the Local's chief delegate, or appoint a designate to attend in this capacity;
- t) Attend conventions of other organizations which the Local joins (or has membership in as part of the Union) as the Local's chief delegate, or appoint a designate to attend in this capacity;
- u) Appoint the President Elect, or a Vice President, or another designate, (if the foregoing offices are vacant), to serve as "Acting President" in the event that the President is unavailable to perform any required duties listed above.
- v) Have a working knowledge of the Collective Agreement, PSAC's Constitution and Rules of Order, and the Bylaws laid out herein.
- w) Determine, with a majority vote of the Executive Officers, whether any sanction(s) should be applied to members which may affect their status of a "Member in Good Standing".
- x) Be elected, when possible, at the Annual General Meeting to serve a term of Office of 1 (one) year from Sept 1<sup>st</sup> to Aug 31<sup>st</sup> of the current calendar year. In the event that this office is not filled at the AGM, then this position can be filled at a subsequent General Meeting.
  - Serve as "President Elect" from the date of the AGM to September 1<sup>st</sup> of the same calendar year.
- y) Decline to hold any other Office within the Local provided that another member is available and willing to hold the position.
- z) Attend scheduled regional officer training and educational session.

## 2. The President Elect

Shall:

- a) Attend all meetings and be a voting member of the executive.

- b) Become familiar with all relevant Union and University policies, procedures and contacts
- c) Attend scheduled regional officer training and educational session.
- d) Assist the outgoing President in duties noted above in Section 7 Article I, item 1. President) for the term of this office which shall be from May 31<sup>st</sup> to August 31<sup>st</sup> of the same calendar year as noted in Section 8, II, (c).

### **3. Each of the Vice Presidents**

Shall:

- A. Be a Member in Good Standing of the Local;
- B. Be considered for the position of “Acting President” if the office of the President falls vacant, and shall maintain this office until a new President is elected;
- C. Perform all duties of the President, in the absence of, or incapacitation of, the President;
- D. Attend all meetings of the Executive and General Membership;
- E. Be responsible for creating a network of volunteers from the general membership to assist in the dissemination of information quickly to other members using whatever means are deemed appropriate (e.g. email, posters, information tables, creation and/or maintenance of a website for the Local etc.);
- F. Act as the primary contact between the Local and the University on matters pertaining to any issues concerning the Joint Union Management Committee;
- G. Be an member of the Joint Union Management Committee, and will liaison with the executive in the drafting of agenda items;
- H. Render assistance to any Officer of the Local Union as requested by the Executive Officers in the committee;
- I. Recommend and participate in any efforts made by the Executive Officers to mobilize and activate the General Membership;
- J. Meet at least once per academic term with the President to discuss his/her performance of the duties of the position of Vice President;
- K. Be elected, when possible, at the Annual General Meeting held to serve a term of Office of 1 (one) year from June 1<sup>st</sup> of the current year to May 31<sup>st</sup> of the following calendar year. In the event that this office is not filled at the AGM then this position can be filled at a subsequent General Meeting;
- L. Will be a chair or co-chair of one of the following committees:
  - a. Mobilization committee
  - b. By-Laws committee
  - c. International Worker committee
- m) Act as one of the following three officers:
  - a. Anti -Harassment/Bullying officer
  - b. AOAD officer
  - c. Privacy officer

### **4. The Recording Secretary:**

Shall:

- a) Be a Member in Good Standing of the Local;
- b) Attend all meetings of the Executive and General Membership;

- c) Record all facts and minutes of all proceedings in the Local's books which are to be kept on file. These written minutes shall be presented for adoption at each of the subsequent meeting(s) of the General Membership, Executive or Stewards;
- d) Ensure that agendas (before) and minutes (after) any General meetings, Stewards' meetings, and/or Executive meetings are made available to the membership within a reasonable time frame after said meetings are held;
- e) Be responsible for handling and maintaining any and all correspondence, papers, records, and/or contracts received on behalf of the Local;
- f) Maintain a copy of the Local's Bylaws and a copy of the current and past collective agreements;
- g) Ensure that any administrative issues regarding new members are handled in a prompt manner;
- h) Maintain an up-to-date database of both Full (carded) members as provided by PSAC, and also an accurate (semester) list of TAs, RAs, and Sessional Lecturers as provided by the University and stipulated in the Collective Bargaining Agreement;
- i) Keep accurate records of nominations, or declarations of interest for members that are to be considered for positions on the Executive or for any committees that may be formed which are not specifically named at this time in the By-Laws;
- j) Keep accurate records of all names of nominees for election/appointment as provided by the Chief Returning Officer prior to the AGM;
- k) Be responsible for advising Management of the names of the 3 appointed members of the Joint Union/Management Committee within 1 week of the election;
- l) Maintain copies of minutes provided by the member(s) of the Joint Union/Management Committee;
- m) Ensure that copies of the final report(s) from the President, the Treasurer, and the Chief Stewards are made available to the membership (5) days prior to the Annual General Membership meeting of the Local and are included in the minutes of said meeting;
- n) Be one of three Executive Officers noted on file at the Bank as a signing official for the Local's bank account. Be available as one of two officers required to sign all cheques drawn on the Local's bank account.
- o) Recommend and participate in any efforts made by the Executive Officers to mobilize and activate the General Membership;
- p) Meet at least once per academic term with the President to discuss his/her performance of the duties of the position of Secretary;
- q) Be elected, when possible, at the Annual General Membership meeting to serve a term of Office of 1 (one) year from June 1<sup>st</sup> of the current year to May 31<sup>st</sup> of the following calendar year. In the event that this office is not filled at the AGM then this position can be filled at a subsequent General Meeting;
- r) Chair the Communication Committee;
- s) Ensure that the website, Facebook are updated with new notices and relevant information.



## 5. The Treasurer

Shall:

- a) Be a Member in Good Standing of the Local;
- b) Attend all meetings of the Executive and General Membership;
- c) Maintain the financial and bank records of the Local and shall ensure proper written accounting methods are maintained for all receipts and disbursements;
- d) Keep a continuous record in proper accounting books of all dues payments and other assessments that may be provided by the University, the PSAC, or the Officers of the Local;
- e) Ensure that cheques drawn on the Local's bank account are duly signed by 2 signing officers, and any incoming monies shall be deposited in the designated Local's bank account in the name of, and to the credit of, such account as has been opened for this purpose;
- f) Ensure that the portion of dues and other assessments payable to the Local are received in a timely manner, and that any oversights or errors are corrected in a reasonable time frame;
- g) Ensure that all monies payable to the Local are promptly deposited at the designated financial institution in an account specifically opened for **PSAC Local 555**;
- h) Ensure that all accounts payable are reviewed and authorized for payment by the Executive Officers, and a cheque duly signed by two Executive signing authorities is remitted to the payee;
- i) Prepare monthly financial statements for review at the executive meeting;
- j) Be familiar with the financial software package the local uses to maintain financial records;
- k) Prepare a financial statement for the preceding calendar year, describing transactions that have taken place since the last AGM. Provide this annual financial statement to the Secretary for release to the general membership at least seven (5) days prior to the AGM;
- l) Prepare a draft budget, in conjunction with the Finance Committee, for discussion, presentation, and approval by the general membership at the AGM;
- m) Present both the annual financial report and the proposed budget for the next year at the AGM;
- n) Prepare a financial report within 10 days of a written request being made by the Executive, if said request occurs at any time during the year other than in preparation for the AGM;
- o) Be one of three Executive Officers noted on file at the Bank as a signing official for the Local's bank account. Be available as one of two officers required to sign all cheques drawn on the Local's bank account;
- p) Ensure that signing authority at the Bank is transferred as required immediately after any new Executive Officers are elected or acclaimed to an Executive position within the Local;
- q) Remit to the PSAC Social Justice Fund, the amount required from the annual funds received from the University (see TA/RA Collective Agreement)

- r) Ensure that the financial affairs of the Local are conducted in accordance with the Generally Accepted Accounting Practices (GAAP) of the Canadian Institute of Chartered Accountants;
- s) Recommend and participate in any efforts made by the Executive Officers to mobilize and activate the General Membership;
- t) Meet at least once per academic term with the President to discuss his/her performance of the duties of the position of Treasurer;
- u) Be elected, when possible, at the Annual General Meeting to serve a term of Office of 1 (one) year from June 1<sup>st</sup> of the current year to May 31<sup>st</sup> of the following calendar year. In the event that this office is not filled at the AGM then this position can be filled at a subsequent General Meeting.
- v) Be responsible for ensuring a second signing officer approval and completing all purchases to be made on the PSAC Local 555 VISA;
- w) Chair the Finance/ Budgeting Committee.

## **6. Each of the Chief Stewards**

Shall:

- a) Be a Member in Good Standing of the Local;
- b) Attend all meetings of the Executive and General Membership;
- c) Be an active member of the JUMC Joint Union Management Committee.  
Meeting with this committee regularly;
- d) Create and facilitate a Steward network with members that represent the membership within each of the Faculties;
- e) In form and encourage Steward network to participate in union training;
- f) Ensure that each steward understands his/her duties and responsibilities within one month of their initial appointment;
- g) Meet with Stewards in a timely manner to discuss and evaluate any new grievance matters that have been brought to the Stewards' attention by a member;
- h) Chair a monthly Stewards' meeting or assign a designate to chair any meeting where personal absence from such meeting is unavoidable;
- i) Create a meeting agenda allowing each Steward an opportunity to discuss any grievance matters currently under review within his/her particular Faculty;
- j) Appoint a Steward to record the minutes at the monthly meetings that will be submitted to the Chief Steward one week prior to the next scheduled meeting;
- k) Liaise with, and report to, the Executive and membership regarding the status of grievance and legal complaint matters;
- l) Have a working knowledge of the Collective Agreement, PSAC's Rules of Order, and the By-Laws of the Local.
- m) Meet as requested in a timely manner with the Stewards and the Executive Officers on specific matters of collective agreement interpretation, the merits of grievances and the wording of grievances;
- n) Make a recommendation to the Executive Officers in committee on all requests from members or Stewards that a grievance be referred to adjudication/arbitration by PSAC, or that any other complaint or legal proceeding be commenced by PSAC. All such requests to PSAC shall be made by, and shall be first determined by the Executive Officers in committee;

- o) Make every reasonable effort to participate in union training relevant to the representation role of Stewards and the Chief Steward;
- p) Prepare an annual written report on the activities conducted by the Stewards for the preceding one-year period. Provide the report to the Secretary for release to the general membership at least seven (7) days prior to the AGM;
- q) Recommend and participate in any efforts made by the Executive Officers to mobilize and activate the General Membership;
- r) Meet at least once per academic term with the President to discuss his/her performance of the duties of the position of Chief Steward;
- s) Be elected, when possible, at the Annual General Meeting to serve a term of Office of one (1) year from June 1<sup>st</sup> of the current year to May 31<sup>st</sup> of the following calendar year. In the event that this office is not filled at the AGM then this position can be filled at a subsequent General Meeting.

### **III. JUMC (Joint Union Management Committee) of each bargaining unit.**

Shall be:

- a. President
- b. Vice President
- c. Chief Steward

#### **1. Members of the Joint Union/ Management Committee, (Local's officers)**

Shall:

- a) Work jointly with 3 staff members from the Employer which will form the other half of this committee;
- b) Be identified to the Employer as being the participating (Union) members of the Joint Union/Management Committee within one week of the AGM, and subsequent committee member selection process (see Section 7, Article I, Item 4(k) of these By-Laws);
- c) Participate in meetings with 3 Management/Employer committee members whenever the need arises, but in any event such meetings will be held at least every 3 months;
- d) Bring to these meetings any issues or matters that would be of mutual interest to both the Employer and the Local, in the spirit of fostering open communications on subjects which would not routinely be handled through legislation or the Grievance procedure covered in the Collective Agreement.
- e) Advise the Joint Committee of any anticipated trends or policy changes that have been observed in the university community which may have an impact on the Bargaining unit members.
- f) Shall ensure that a copy of Joint Committee meeting minutes is provided to the Local's Secretary upon receipt from the Employer.
- g) Each have an opportunity to convene and co-chair these meetings working in conjunction with one member of the Management/Employer staff as arranged at each meeting (for the upcoming meeting).
- h) The Vice President is in charge of drafting and circulating agenda a week in advance of the JUMC meeting.

#### **IV. APPOINTED (NON-EXECUTIVE) OFFICERS**

Shall be:

- 1) For each bargaining unit, one Steward representing the members within the University Faculties, (i.e. one Steward for each of the Faculties previously identified in Section 3, Article IX of these By-Laws).
- 2) For each bargaining unit an Occupational Health and Safety Officer.
- 3) The Chief Returning Officer.
- 4) Returning Officer(s).
- 5) Committee Chairperson(s).

Duties of the Elected, non-Executive Officers:

##### **1. Faculty Stewards**

Shall:

- a) Be Members in Good Standing of the Local;
- b) Be appointed by the Local's Executive to act as representatives of the Local for the TAs, RAs, Sessional Lecturers and Post Doctoral Fellows within the Faculty for which they are employed;
- c) Upon Executive approval, have Stewards' names included in the minutes of the next Executive meeting;
- d) Provide first-level advice and representation to employees in the bargaining unit over which the Local Union has jurisdiction, and provide those services in a manner that is not arbitrary, non discriminatory, and not in bad faith;
- e) Comply with directions from the Executive of the Local Union with respect to representation on any grievance matter as, and when, issued;
- f) Meet with the Chief Steward within one month of their initial appointment to discuss and understand his/her duties of the position of a Steward;
- g) Attend all monthly Stewards' meetings as scheduled by the Chief Steward as well as General Membership meetings;
- h) Keep the members within their Faculties advised in a timely manner with regard to matters which involve the Collective Agreement;
- i) Meet with members who wish to discuss possible work-related problems or grievances, and create/maintain an ongoing written record of the issues brought to their attention, resolutions suggested and attempted, and the outcome of same;
- j) Contact the Chief Steward regarding all grievance or work-related disputes which are being evaluated at ANY of the 3 steps of the Grievance Process (as outlined in the Bargaining Unit's Collective Agreement)
- k) Make every reasonable effort to participate in union training relevant to the representation role of Steward.

##### **2. Occupational Health and Safety Officer (3 officers- 1 per bargaining unit)**

Shall:

- a) Be a Member in Good Standing of the Local;
- b) Be appointed by the Local's Executive;
- c) Upon Executive approval, have his/her name included in the minutes of the next Executive meeting;

- d) Attend any recommended Health and Safety workshops as recommended by PSAC;
- e) Conduct Health and Safety inspections as requested by the membership and/or the Executive of the Local;
- f) Report directly to the President of the Local;
- g) Prepare monthly written reports and submit to the President.

### 3. Chief Returning Officer, (CRO)

Shall:

- a) Be a Member in Good Standing of the Local;
- b) Be appointed by the Local's President 6 weeks prior to the AGM or for any other membership meeting in which elections will be held;
- c) Have his/her name included in the minutes of the next Executive meeting;
- d) Be responsible for ensuring all elections procedures are properly conducted;
- e) Appoint and supervise Returning Officers to distribute to, and accept ballots from, each eligible voter in the membership at the AGM;
- f) Be responsible for creating or authorizing all notices, announcements, and publicity related to Local elections including:
  - Calls for Nominations,
  - Declarations of Candidacy forms,
  - Conducts all Candidates Meetings- with the membership 15-minute question period of all candidates
  - Announcement of official election results to the general Membership.
- g) Arrange with the Secretary to publish the Calls for Nominations, and Declaration of Candidacy forms, which shall appear at least once during the month prior to the date of the Election dates. Said documents need to be completed and returned to the CRO prior to the Election Dates;
- h) Ensure that notices are published every 2 weeks to the members until all the executive offices are filled (in the event that offices remain unfilled on the Election date);
- i) Provide the Secretary with the required documents for circulation that need to be submitted by the nominator to the CRO prior to the Election Date;
- j) Provide the Secretary with the names of all nominees that have been put forward for election and/or appointment to positions of Office prior to the Election Date;
- k) Receive all written nominations and ensure the eligibility of the nominees for all positions;
- l) Contact all eligible candidates and request an information "mail out" outlining the nominees' background and experience for the position. Mail outs must be limited to a concise length as stipulated by the CRO;
- m) Schedule and chair an "All Candidates" meeting open to the General membership, prior to the election if multiple candidates are considered eligible for elected positions;
- n) Announce, prior to the vote, the names of nominees whose names have previously been put forward and the positions for which they are running;

- o) Make a final announcement, prior to the vote, of all nominees, including the names of nominees judged to be ineligible, and stating the rationale for their disqualification;
- p) Issue to the Returning Officers the current list of eligible voters, ballots, and ballot boxes;
- q) Oversee the election process to ensure proper procedures are followed;
- r) Identify for the Returning Officers what shall be considered a “spoiled ballot”.
- s) Receive the ballot results from the Returning Officers and secure all ballots for a one-month period in the event that a recount is requested by the Executive or membership;
- t) If a recount is requested: ballots must not be destroyed until all appeals are exhausted;
- u) Report the official election results verbally to the President before the AGM;
- v) Provide the President with a written report of the election results within 3 days of the election date;
- w) Provide the Secretary with the election results so that notification can be issued to the general membership;
- x) Report the election results to PSAC as required by the PSAC Constitution;

#### 4. Returning Officer(s)

Shall:

- a) Be Members in Good Standing of the Local *or* shall be a staff member of the PSAC
- b) Be appointed and supervised by the CRO;
- c) Be responsible for control and issuing of ballots and ballot boxes at their polling station to eligible voters. Only ballots and boxes issued by the CRO shall be used;
- d) Provide an individual ballot to each eligible voter according to the instructions of the CRO;
- e) After the closing of the polls, count the ballots from his/her station and tally the results for submission to the CRO;
- f) Collect and secure all ballots and submit same to the CRO after the Election days are completed, to be kept on file for a period of one month following the vote.

#### 5. Committee Chairpersons

Shall:

- a) Preside over and maintain order at meetings of committees formed by the Local Union pursuant to these By-Laws;
- b) Liaise with the Executive and membership on matters relating to the committee and its work;
- c) Report to the Executive or membership on the status of the committee or its work, upon the request of the Executive;
- d) Ensure that the committee operates in a fair and democratic manner, in accordance with union principles and principles of equity;
- e) Facilitate the work of the committee in such other manners as are necessary, appropriate and/or requested by the Executive or by a majority of the members of the committee.

- f) Ensure that the recording secretary has a record of all committee members.

## **SECTION 8 - Committee Formation**

- I. The Local Union is empowered to create, by resolution, committees to carry on work concerning matters under the jurisdiction of the Local Union, when deemed by the membership to be in the interest of the Local Union. Committees may pertain to matters including but not limited to:
  - Local Bargaining
  - Finance
  - Constitution and Bylaws
  - Communication
  - Mobilization
  - International Educators
  - Human Rights Issues
  - Women's Issues
  - Education and Training
  - Research
  - Special Issues
- II. All committees shall have a Chairperson who shall fulfill the duties set out in Section 7, Article III Item 5, of these By-Laws;
- III. Shall, whenever possible, use the consensus form of decision-making;
- IV. All Chairpersons shall have the right to request that a report from their committee be placed on the agenda of a subsequent executive meeting being held pursuant to these Bylaws.

## **SECTION 9 - Financial authority**

- I. The fiscal year of the Local Union shall be from May 1<sup>st</sup> of the year to April 30<sup>th</sup> of the following year.
- II. The Local Union is empowered to hold money and property, and to acquire such accounts with financial institutions as are necessary for the proper administration of the affairs of the Local Union.
- III. The signature of two (2) Executive Officers of the Local Union shall be required for the expenditure of funds of the Local Union in accordance with these by-Laws. The Executive Officers vested with signing authority in this regard are the President, the Vice-President, the Treasurer, and the Secretary with any two (2) of these signatures being required for the issuance of cheques or the execution of other financial instruments.

- IV. Regardless of the mode of payment (cheque, cash, bank transfer, credit card, etc.), the same level of accountability, responsibility and recording is expected;
- V. All purchases made on the PSAC Local 555 credit card must have approval of two (2) signing executive officers.
- VI. All investment purchases made by PSAC Local 555 must be made by two (2) signing executive officers.

## **SECTION 10 - Collective Bargaining Process**

- I. The Bargaining Committee formed for the purpose of collective bargaining and negotiation with the Employer is subject to the terms and provisions of the PSAC Constitution.
- II. The Bargaining Committee shall be formed at least six (6) months prior to the expiration of the Collective Agreement and shall consist of a minimum of four (4) bargaining unit members. (2 of which are the President and the Chief Steward of bargaining unit).
- III. The Bargaining Committee will be chaired by the assigned PSAC Negotiator staff member (non-voting).
- IV. The Bargaining Committee will include the President and the Chief Steward.
- V. The remaining positions in the Bargaining Committee shall be elected at a Membership meeting.
- VI. The Bargaining Committee will then determine among themselves three (3) members who will serve on the Negotiating Team as defined by the PSAC Constitution.
- VII. The Bargaining Committee may determine among themselves to increase the number of members who will serve on the Negotiating Team from 3 to 4. The cost of the 4th member compensation will be equal to the other 3 members and will be covered by PSAC DCL Local 555.
- VIII. All negotiated PSAC Local 555 Collective Bargaining Agreements, will include the signature of the elected PSAC Local 555 President.
- IX. Strike Action
  - a) The Local shall strike only if a strike is authorized by a Local strike vote and PSAC.
  - b) Strike votes and related publicity shall be conducted as per PSAC regulations and relevant legislation.



- c) The location and timing of strike votes shall be determined by the Negotiation committee.

## **SECTION 11 - Discipline of Members**

- I. Grounds for discipline are enumerated in the PSAC Constitution in the section on discipline;
- II. Any member in good standing may submit a complaint to the Executive of the Local, the PSAC Regional REVP or the PSAC National President.
- III. All complaints, investigations and discipline action will be done through the PSAC National process, that can be found in the PSAC Constitution in the section on discipline;

## **SECTION 12- UOIT PSAC LOCAL 555 EXECUTIVE EXPENSE PAYMENTS**

### **Purpose:**

This Travel and Expense payment is designed to provide equitable access for EXECUTIVE members to REPRESENT PSAC Local 555. Executives' expenses are offset in a consistent, transparent and equitable manner.

### **Servicing Membership:**

Executives are expected to try schedule representation of the PSAC Local 555 membership, while they are on campus.

### **Budget:**

The monthly executive travel and expense budget will be regularly monitored by PSAC Local 555 President. The Budget has limited resources of:

- A. \$800.00 per month for the President Executive Member (as decided by the PSAC 555 membership at their annual GM meeting).
- B. \$425.00 per month for the Treasurer Executive Member (as decided by the PSAC 555 membership at their annual GM meeting).
- C. \$350.00 per month for all other executive members (as decided by the PSAC 555 membership at their annual GM meeting).

### **Executive Member Expense Rates and Entitlements:**

#### **Section 1:** Executives are entitled to:

- A. \$750.00 a month for 10 days of service (per diem of \$75.00 per day), if you are the elected president of PSAC 555.

- B. \$375.00 a month for approximately 5 days of service (per diem of \$75.00 per day), if you are the elected treasurer of PSAC 555.
- C. \$300.00 a month for approximately 4 days of service (per diem of \$75.00 per day), if you are elected to any other elected office of PSAC 555, besides President or Treasurer.

**Section 2:** \$50.00 a month to all executive members for attending and being prepared for monthly meeting in person.

These entitlements cover expenses such as cell phone use, home phone use, internet usage, travel, parking, meals, incidentals and other miscellaneous expenses, that the executive may endure while representing the membership of local 555.

ALL EXECUTIVES WILL complete the PSAC Local 555 Executive expense form. All executive expenses will require approval from the President of Local 555, The President's expense form is approved by the Treasurer.

**Section 3:** Executives who chair committees can utilize committee budgets for committee expenses, such as meeting locations, refreshments, announcement, and any other miscellaneous committee expenses.

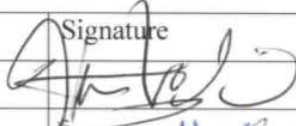



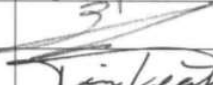
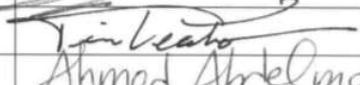
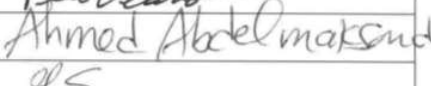


**Note:** Expense entitlement for the Academic Sector Educational Retreat and Advanced Courses (i.e. Fall School and Geographically Based Offerings) will be outlined in the call-out letter for these course.

### **SECTION 13 - Amendments to Bylaws**

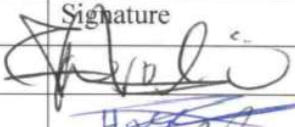



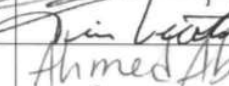
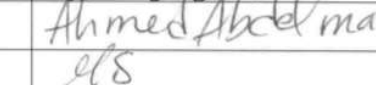



- I. Amendments to these By-laws shall be ratified by two-thirds (2/3) vote of all those members present at any Meeting called for the purpose of voting on a resolution to amend these By-laws, but any such amendment is void where notice of the resolution to amend the Bylaws, and the text of the proposed amendment, was not provided to the members by written notice of at least ten (10) work days prior to the Meeting at which the resolution is considered.
- II. A review of these By-Laws shall be conducted at 3 year intervals for the purpose of determining if any changes or revisions are required.

On December 2018 PSAC DCL 555 a new revision of the Bylaws were adopted and Ratified:

Adopted by the executive of PSAC Local 555  
This 14<sup>th</sup> day of December, A.D., 2018

Executive	Title	Signature
Sarah Vollmer	President	
Hassan Abo-Reeda	VP of TA/RA affairs	
Roozbeh Jalali	VP of SI affairs	
Nadim Arafa	VP of Post Doc affairs	
Zeinab Joudaki	CS of TA/RA affairs	
Timothy Teatro	CS of SI affairs	
Ahmed Abdelmaksoud	CS of Post Doc affairs	
Mahmoud Shaaban	Treasurer	
Mahboubah Ahmadalinezhad	Secretary	

Ratified by a Meeting of the Membership of PSAC Local 555  
On the 14<sup>th</sup> day of December, A.D., 2018

Executive	Title	Signature
Sarah Vollmer	President	
Hassan Abo-Reeda	VP of TA/RA affairs	
Roozbeh Jalali	VP of SI affairs	
Nadim Arafa	VP of Post Doc affairs	
Zeinab Joudaki	CS of TA/RA affairs	
Timothy Teatro	CS of SI affairs	
Ahmed Abdelmaksoud	CS of Post Doc affairs	
Mahmoud Shaaban	Treasurer	
Mahboubah Ahmadalinezhad	Secretary	

On April 15th, 2016 during the Annual General Members Meeting. More than  $\frac{2}{3}$  of the General Membership Voted IN FAVOUR of all Bylaw amendments contained in this document.

PSAC 555 Executive Sign Off, of the April AGM 2016 meeting amendments:

Michael Perkins (President)



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Ashkan Kiani (VP of TA/RA affairs)



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Marie Polgar-Matthews (CS of SF affairs)



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Zeinab Joudaki (CS of TA/RA affairs)



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Fatemeh Amirnavaei (Treasurer)



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Roosbeh Jelali (Secretary)



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