



Local 241 Bylaws

**Enacted as of
June 5, 2019**

Local 241 Bylaws

Ontario Public Service Employees Union

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Article 1: Name

- 1.1 This organization shall be known as the Ontario Public Service Employees Union (OPSEU) Local 241 (The Local) and shall be a composite local of support staff employees eligible for membership in OPSEU who work at Mohawk College.

Article 2: Constitution and Bylaws

- 2.1 The Constitution of The Local shall be the Constitution of OPSEU (The Constitution). These Bylaws shall be subordinate to The Constitution.

Article 3: Fiscal Year

- 3.1 The fiscal year of The Local shall begin January 1st and end December 31st.

Article 4: Stewards

4.1 Number of Stewards

The membership of each Unit of The Local shall be divided into working areas. Each working area for each Unit shall elect at least one (1) Steward to represent them. There is no maximum number of Stewards in any area.

4.2 Meetings

The Local shall hold Steward meetings once every three (3) months. The Local President may call a Steward meeting at any time to deal with business of an urgent nature.

4.2.1 Quorum

Quorum for Steward meetings shall be in line with article 29.8.2 of The Constitution.

4.3 Term of Office

There is no term of office for Stewards. Once elected, Stewards shall serve in their role until either they are no longer a member in good standing, they voluntarily decide to leave their role, or are subject to Article 4.5.

4.4 Election of Stewards

Stewards can be nominated and elected at General Membership Meetings.

4.5 Vacancies

A Steward vacancy may be declared by the LEC if a Steward is absent from three (3) or more consecutive regular meetings without a valid reason acceptable to the LEC. The same applies to members of the LEC.

Article 5: Membership Meetings

5.1 General Membership Meetings

The Local shall hold a General Membership Meeting (GMM) at least two (2) times each year. Notice of an upcoming GMM shall be sent to the membership at least fourteen (14) calendar days in advance.

A special GMM may be called at the request of ten percent (10%) of the membership, members in good standing. Said request shall be presented in writing to the Local President who will call the meeting. No business other than that for which the special meeting is called shall be conducted.

5.2 Unit Meetings

Each Unit of The Local shall hold a Unit Meeting (UM) at least two (2) times each year. Notice of an upcoming Unit Meeting shall be sent to the membership of the Unit in question at least fourteen (14) calendar days in advance.

A special Unit Meeting may be called at the request of ten percent (10%) of the membership of the Unit in question, members in good standing. Said request shall be presented in writing to the Unit. No business other than that for which the special meeting is called shall be conducted.

5.3 Quorum

Quorum for GMMs and UMs shall be in line with article 29.8.2 of The Constitution.

Article 6: Local Executive Committee

6.1 Composition

The Officers of The Local, President, Vice President, Secretary, Treasurer (or Secretary-Treasurer), together with the Unit Stewards shall constitute the Local Executive Committee (LEC).

6.1.1 Adding and Removing Positions

The Local can add and remove extra positions on the LEC outside of those outlined in Article 6.1.

6.2 Purpose

The LEC shall administer the affairs of The Local in accordance with The Constitution, these Bylaws, and the wishes of the membership.

6.3 Meetings

The LEC shall meet at least once every three (3) months. The Local President may call an LEC meeting at any time to deal with business of an urgent nature.

6.3.1 Quorum

Quorum for LEC meetings shall be in line with article 29.8.2 of The Constitution.

6.4 Parking Allowances

The Local shall pay for preferred parking for the Local President and the difference between preferred parking and general parking for the remaining members of the LEC. Parking costs are based on Fennell campus annual parking rates.

6.5 Term of Office

The term of office for members of the LEC shall be not more than two (2) years and not less than one (1) a year.

6.6 Election of Members of the LEC

Members of the LEC shall be nominated and elected at General Membership Meetings.

6.6.1 Vacancies

Any vacant position(s) on the LEC shall be filled promptly, by election, except where the vacancy occurs within three (3) months of the end 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.

Article 7: Communications

7.1 Cellular Devices

The Local will purchase up to five (5) cellular devices capable of communicating in a manner consistent with the needs of the Local as determined by the LEC. Any device purchased by The Local is the property of The Local.

The Local will choose cellular device plans, which are fiscally responsible, capable of meeting the needs of The Local, and do not carry a period of commitment. Plans are to be reviewed annually by the LEC and presented to the membership as part of the budget at a GMM.

7.2 Allowances

Communication allowances will be provided to members if they elect to use their personal cellular device and plan. Members will be permitted to claim the monthly amount of the plan that would have otherwise been provided by the Local or the actual cost of the member's plan, whichever is less.

Article 8: Financial Operation

8.1 General

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 The Local shall be any three (3) members of the LEC.

8.2 Financial Control

Financial Control of The Local shall rest with the LEC subject to ratification at a GMM.

8.3 Spending Authority

8.3.1 Officers of The Local may spend up to \$500.00 at any one time without LEC approval.

8.3.2 The LEC may spend up to \$2,500.00 at any one time so the business of The Local might be dealt with more efficiently. Any expenditure exceeding this amount requires approval at a GMM.

8.4 Budget

The Treasurer (or Secretary-Treasurer) shall present a budget at GMM. The budget shall include lines for each Unit, based on the number of dues-paying members in the Unit and the projected Unit activity for the year.

8.5 Expense Claims

Expense claims for expenses incurred within three (3) months will be processed accordingly. Any expense claim(s) submitted for expenses incurred after three (3) months shall require review and approval by the Treasurer (or Secretary-Treasurer).

8.6 Member Expenses

8.6.1 Travel

Officers, Stewards, and members who travel to attend meetings may claim their travel expenses including parking.

8.6.2 Hotel Accommodations

The Local shall cover the percentage not covered by OPSEU Head Office for members attending Union functions such as Educational Weekends, Regional and Divisional Meetings, Convention, etc.

8.6.3 Merchandise

The Local shall cover half the cost of OPSEU branded merchandise to be used by members representing The Local at OPSEU events.

Article 9: Trustees

9.1 Trustees shall be elected at a GMM and may not hold any other position in The Local. Nothing shall prevent a trustee from being elected as a delegate to any union event or meeting. Elections for trustees shall be held every two (2) years.

9.2 The trustees shall be responsible for examining all books, records, and properties of The Local at least twice per year. All Executive Officers of The Local are required to make available all necessary documents to the trustees on reasonable notice. The trustees shall make a report to the GMM immediately following each audit.

Article 10: Amendments

10.1 Amending Bylaws

These Bylaws may be amended, and any subsequent changes to them, must not be in conflict with The Constitution and must be adopted by at least two-thirds of the members voting at a regular or special GMM of The Local for which reasonable notice has been given to all members of the intention to deal with The Local's Bylaws.

10.2 **Approval**

No supplemental Bylaws or changes to these Bylaws shall take effect until they have been approved by the President of OPSEU.