

OPSEU Local 562 By-laws

Humber Faculty Union

April 29, 2021



- Adopted at the General Membership Meeting of _____(date)
- Approved by President Smokey Thomas _____(date)

Pre-amble

OPSEU Local 562 (Humber Faculty Union) is a single-unit local, representing full-time and partial-load professors, librarians, and counsellors at Humber College.

All local operations are governed by the OPSEU Constitution (2019). Approved Local 562 By-laws shall be in all respects subordinate to the OPSEU Constitution. References to the OPSEU Constitution are included in brackets.

Revisions: April 4, 1996 LEC approved; GMM approved; OPSEU approved
 June 16, 2020 LEC approved

LOCAL 562 BY-LAWS**Article 1: Steward System (OPSEU Constitution Article 29.1)**

1. Humber currently consists of six Faculties (Schools). Each Faculty shall be entitled to steward representation as follows:

For every 30 members in good standing, one (1) steward may be elected.

2. For Faculties that span more than one campus, representation shall be present at all campuses.
3. The occupational classification of counsellors shall be entitled to one (1) steward per 30 members in good standing, with a minimum of one (1) steward per campus.
4. The occupational classification of librarians shall be entitled to one (1) steward per 30 members in good standing, with a minimum of one (1) steward per campus.
5. Areas or campuses with fewer than 30 members in good standing shall be entitled to one (1) steward.

Article 2: Local Executive Committee (OPSEU Constitution Article 29.2)

1. Local 562 shall have the following Officer positions:
 - President
 - 1st Vice President
 - 2nd Vice President
 - Chief Steward

- Treasurer
- Secretary

Article 3: Term of Office (OPSEU Constitution Article 29.3)

1. The term for all elected positions shall be two years, commencing **June 1st** of the elected year, and ending **May 31st** two years later.

Article 4: Election of Delegates and Alternates (OPSEU Constitution Article 11.1.2)

1. For all OPSEU meetings that limit participation to elected delegates and alternates of the Local, including but not limited to Convention, Regional meetings, Divisional Meetings, Pre-Bargaining Conferences, and Final Demand Set meetings, one (1) delegate position and one (1) alternate position shall be reserved for a partial-load member. Should there be no partial-load nomination for such positions, these positions can be filled by full-time members.

Article 5: Union Business during Summer Vacation Period

1. Prior to the 9-week vacation period in the summer, Local Officers will develop a schedule to monitor the local's voicemail and email messages. LEC members will be asked to assist with summer coverage. This role is voluntary and will be supported by Local Officers throughout the summer period.

Article 6: Member and Steward Expenses

1. When members attend OPSEU events, OPSEU covers many expenses, as outlined in the OPSEU Policy Manual. Where OPSEU does not cover the expense, the Local may cover such expenses.
2. When members attend Local events or participate in events on behalf of the Local, the members' expenses may be covered by the Local. Expenses related to childcare are described in the Local's Child Care Policy (2019). Other expenses may be covered, and will be considered, in accordance with OPSEU Policy Manual guidelines.
3. For clauses 5.1 and 5.2, expenses up to and including \$300 CAD will require the approval of the Local President and Treasurer. Expenses greater than \$300 will require the approval of the Local President, Treasurer, and at least one (1) other Local Officer. A local expense form must be completed, with necessary receipts attached (as per OPSEU Policy), for full reimbursement or payment.

Article 7: Employees of the Local

1. The Local may hire staff to support its operations. A budget line must be approved by the LEC for this purpose.
2. Employees are not recognized as members of the Local and do not have any authority, signing or otherwise, that is reserved for members only.
3. A job description for each employee shall be prepared by the Local Officers. The Local President or designated officer is ultimately responsible for managing employees of the Local and ensuring regular performance reviews are held.
4. Compensation shall be comparable to the current CAAT Support Staff Collective Agreement. The Local may make monetary payments in lieu of benefits or for any other matter in that Collective Agreement that the Local would be prohibited by law from providing to its employees.

Article 8: Financial Operation (OPSEU Constitution 29.10.1)

1. The fiscal year of Local shall begin September 1 and end August 31.
2. Local expenditures may be paid via pre-authorized payment or online banking provided that they are approved and executed by the Treasurer following review of supporting documentation and authorization by another local officer with signing authority.

Article 9: Amendments

1. These By-Laws may be amended or supplemented (including additions or deletions) by presenting the amendments in writing to the LEC at least thirty (30) calendar days prior to a General Membership Meeting.
2. The amendments will be shared with members at least ten (10) calendar days prior to the General Membership Meeting.
3. If approved by two-thirds of the membership present and voting, the amendments will be considered adopted.

Article 10: Strike & Contingency Fund

1. The Local shall maintain a Contingency Fund, as agreed to by vote of the general membership. The Treasurer or designated officer is responsible for managing this fund and transferring surpluses from general operating funds when appropriate. Investments in the fund shall consist of secure instruments only.
2. The Contingency Fund will only be used in the event of a strike, or for any other related purposes upon approval of the LEC.
3. In the event of a strike, or if a strike is imminent, the Local President shall make every effort to involve Local Officers when making financial decisions on behalf of the Local. However, if circumstances do not permit for such consultation, the Local President shall have sole discretion in making financial decisions on behalf of the Local.