

OPSEU CAAT – Academic Union Local 653

Northern College

Local By-Laws

Enacted May 7, 2021

== BY-LAWS =====

Enacted on May 7, 2021, the following local by-laws supersede all existing local by-laws for CAAT – Academic Union Local 653, Northern College. In case of conflict, the Ontario Public Service Employees Union's (OPSEU) Constitution (2019) takes precedence over these local by-laws.

PROCEDURE TO AMEND THE BY-LAWS

1. Give the Secretary written notice of additions, deletions, changes, and/or amendments at least fourteen calendar days prior to a General Membership Meeting.
2. The secretary will serve notice to the membership at least ten calendar days prior to the General Membership Meeting of the proposed local by-law changes.
3. The proposed local by-law amendments will then be debated at the next General Membership Meeting.
4. Local by-laws amendments require a two-thirds majority of the members present for approval.

MANDATE OF LOCAL 653

1. To perform OPSEU and college roles in a professional manner.
2. To demonstrate positive, pro-active leadership to protect the membership's rights as outlined in the Academic Employees Collective Agreement and regulatory Acts.
3. To provide confidential service to all members of Local 653.
4. To ensure that Local 653's views are expressed at OPSEU's regional and provincial levels.
5. Maintain the Local 653 website (<http://www.sixfivethree.ca/>).

== MEMBERSHIP =====

Active Members	Unsigned Members
<ul style="list-style-type: none"> - have <i>signed</i> a Local membership card approved by OPSEU - pay dues (see Finances) - have all voting privileges 	<ul style="list-style-type: none"> - pay dues (see Finances) - may only vote per OPSEU Policy

Note: OPSEU (Policy, Section 15.4) rebates the locals on the basis of *signed* memberships only

Active memberships include:

1. All Full-Time professors, counsellors, instructors, and librarians. Full-Time members may opt to work a partial load while retaining their voting rights
2. Partial-Load professors (more than 6 to 12 contact teaching hours)
 - have all voting privileges
 - have rights under the College Collective Agreement as per specific Articles

Each union member in good standing has the right to nominate and vote, express opinions on all subjects before the Union, to attend all membership meetings and express views, arguments and opinions on all matters and business properly before the meeting, to meet and assemble freely with other members, and generally to participate in the activities of the Union Local. These rights shall at all times be subject to the rules of procedure governing meetings and other uniform rules and regulations contained in the Ontario Public Service Employees Union's (OPSEU) Constitution and local bylaws.

The membership shall strive to obtain the objectives set forth in the Ontario Public Service Employees Union's (OPSEU) Constitution and additional objectives as established as the policy of the Ontario Public Service Employees Union; to maintain free relations with other organizations; to do all in its power to strengthen and promote the labour movement; to cooperate with OPSEU Board members and OPSEU staff; and to help promote organizational activities.

The membership is the highest authority of this Union Local and shall be empowered to take or direct any action consistent with the Ontario Public Service Employees Union's (OPSEU) Constitution or local bylaws.

== STEWARDS =====

Number of Positions: Fourteen (14)

The stewards shall constitute the Local Executive Committee (LEC). The Local recognizes the desire to have all constituency groups and satellite campuses represented.

Stewards:

1. In accordance with Article 29 - Bylaws for Local Unions - of the Ontario Public Service Employees Union's (OPSEU) Constitution (2019), stewards are elected/acclaimed by their respective constituencies.
2. Term of office will be for 2 years:
 - nominations in March
 - elected in April
 - new stewards will assume their duties on September 1 after each election
3. Make up the Local Executive Committee (LEC).
4. Expected to positively engage with the membership at their respective campus, and at other campuses as appropriate.
5. Expected to contribute to and to attend all meetings of the LEC. In the event of absence from a LEC meeting, stewards must provide prior notification to all members of the LEC. Stewards who miss more than 3 meetings during an academic year will have their position reviewed by the LEC (with the member recused).
6. Expected to participate in demand setting activities prior to bargaining.
7. Vacancies during the Term of Office may be filled at a LEC meeting or at a General Membership Meeting.
8. Vacancies within the last ninety days of office may be appointed by the President of the Local.
9. In every case of filling a vacancy, the new incumbent shall serve only the unexpired portion of the term of office that has been vacated.

Composition: Stewards are elected from within the following constituencies:

3	Three stewards representing the Haileybury Campus
3	Three stewards representing the Kirkland Lake Campus
6	Three stewards representing the Timmins Campus
2	Maximum of 2 stewards at large
14	TOTAL

STEWARDS

Responsible for:

- Maintaining open communications with the members of their respective constituencies
- Developing their own awareness and expertise associated with the content of the Collective Agreement, workplace concerns, and also matters relevant to the union membership
- Respecting their constituencies
- Reporting on emerging issues / changes affecting members by providing a report at LEC meetings
- Attending monthly LEC meetings and others as scheduled by the President of the Union Local
- Providing input on issues at LEC meetings
- Making recommendations to enhance the by-laws of Local 653
- Maintaining a catalogued file of all SWF's and timetables for their campus
- Scrutinizing all SWF's from their local campus for:
 - adhering to the Collective Agreement
 - resolving SWF disputes which may arise
 - informing all overtime claimants of their rights and due process
- Adhering to the Collective Agreement
- Adhering to the local by-laws
- Reviewing the 27.12 Reports with the President, First Vice-President, and Second Vice-President
- Assisting with the preparation and processing all grievances in conjunction with the President / Chief Steward / Associate Chief Steward
- Assisting with the preparation of workload complaints in conjunction with the union members of the CWMG and with the President / Chief Steward / Associate Chief Steward
- Welcoming new union members from their home campus and providing an overview of the function of the union and the content of the Collective Agreement

Accountable to:

- The Membership
- The Chief Steward
- The Local Executive Committee
- The Local 653 President

Committees:

As elected to or assigned by the President
Attend Board of Governors (BOG) meetings as assigned

== OFFICERS =====

Officers are elected/acclaimed from the Local Executive Committee (LEC) after the election of the stewards at a General Membership Meeting.

The positions are President, First Vice-President, Second Vice-President, Chief Steward, Associate Chief Steward, Secretary, and Treasurer.

An effort will be made to have mentoring of new officers by experienced members of the LEC, including specific assistance to be provided by officers prior to their retirement from the institution.

Vacancies during the Term of Office (unexpired portion) may be filled at an LEC meeting or at a General Membership Meeting. Vacancies within the last ninety days of office may be appointed by the President of the Local. In every case of filling a vacancy, the new incumbent shall serve only the unexpired portion of the term of office that has been vacated. For operational reasons, terms of office may be extended for a period of up to one year by a vote at a General Membership Meeting.

Qualifications

All members of the Local Executive Committee and Officers of Local 653 must be in good standing with OPSEU in order to hold office.

PRESIDENT

Term of Office: Two-year term

Replacement during the Term of Office: To be elected/acclaimed at a General Membership Meeting. If the position is vacated within 90 days of end of term or, if incapacitated, the duties rest with the First Vice-President (or Second Vice-President)

Responsible for:

- Governance of Local 653
- Maintaining the overall integrity of the Collective Agreement
- Adhering to all legal matters pertaining to Local 653
- Abiding by the local by-laws
- Maintaining open communications with the Membership
- Chairing the Local Executive Committee Meetings
- Chairing the General Membership Meetings
- Maintaining and/or delegating responsibility for Local 653's website
- Presenting awards on behalf of Local 653
- Delegating responsibilities for maintaining current local membership lists, committee membership lists, mailing lists, etc.
- Endorsing cheques (1 of 2 signatures required)
- Primary signature with Treasurer except when away or signing own cheques
- Reviewing the 27.12 Reports with the First Vice-President, Second Vice-President, Chief Steward, Associate Chief Steward and stewards
- Organizing election processes
- Preparing and submitting reports to the Divisional Executive on behalf of the union local
- Selecting Workload Resolution Arbitrators

Accountable to:

- The membership of Local 653
- Applicable legislative Acts (e.g. Health and Safety)
- The Collective Agreement
- Union members on various college committees (e.g. Policies and Procedures)

Committees:

- Ex-officio to all committees, sub committees, etc. with voting rights
- Attends OPSEU Convention, Divisional meetings and other meetings on behalf of Local 653
- OPSEU: Represents Local 653 when elected to Provincial union committees (e.g. Divisional Executive of (DIVEX))

FIRST VICE-PRESIDENT

Term of Office:	Same as the President
Replacement during the Term of Office:	To be elected/acclaimed at a General Membership Meeting. The President may appoint the successor if within 90 days of the end of term; also, if incapacitated, the duties will rest with the President
Responsible for:	<ul style="list-style-type: none"> • Performing all the presidential functions during the absence of the President, and accepts and exercise such other duties and powers as may be designated by the LEC or the 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 • Abiding by the Local by-laws • Orienting new members to the Union and Union Local • Recruiting signed members to the Union • Revisions and maintenance of the Local by-laws • Informing the OPSEU Region 6 office regarding updated Local membership lists • Ensuring that the lists of all LEC members and all members of the Local Standing Committees are readily available to the Membership upon request • Reviewing the 27.12 Reports with the President, Second Vice-President, Chief Steward, Associate Chief Steward and stewards • Endorsing cheques (1 of 2 signatures required)
Accountable to:	<ul style="list-style-type: none"> • The members of Local 653 • The President
Committees:	<ul style="list-style-type: none"> • As elected or assigned by the President

SECOND VICE-PRESIDENT

Term of Office: Same as the President

Replacement during the Term of Office: To be elected/acclaimed at a General Membership Meeting.
The President may appoint the successor if within 90 days of the end of term; also, if incapacitated, the duties will rest with the President

Responsible for:

- Performing all the presidential functions during the absence of the President and First Vice-President, and accept and exercise such other duties and powers as may be designated by the LEC or the President
- May also attend all functions (including all regional meetings and Conventions) of the Union, in place of the President when neither the President nor First Vice-President can attend
- Assuming the First Vice-Presidents' role in his/her absence
- Abiding by the Local by-laws
- Maintaining updated lists as delegated by the President or First Vice-President
- Sending greetings/recognitions/condolences to the membership
- Inviting retirees to join the OPSEU retirees' group
- Reviewing the 27.12 Reports with the President, First Vice-President, Chief Steward, Associate Chief Steward and stewards
- Endorsing cheques (1 of 2 signatures required)

Accountable to:

- The members of Local 653
- The President

Committees:

- As elected or assigned by the President

CHIEF STEWARD

Term of Office:	Same as the President
Replacement during the Term of Office:	To be elected/acclaimed at a General Membership Meeting. The President may appoint the successor if within 90 days of the end of term; also, if incapacitated, the duties will rest with the President
Responsible for:	<ul style="list-style-type: none"> • Maintaining a cataloged file of all SWF's • Scrutinizing all SWF's for: <ul style="list-style-type: none"> ➤ adhering to the Collective Agreement ➤ resolving SWF disputes which may arise ➤ informing all overtime claimants of their rights and due process • Adhering to the Collective Agreement • Abiding by the Local by-laws • Processing all grievances in conjunction with the President / Stewards • Advising the stewards on dispute resolution mechanisms • Informing the executive on all pertinent precedent setting grievance and arbitration awards • Maintaining awareness of related provincial changes to legislation and arbitration awards effecting the membership • Reviewing the 27.12 Reports with the President, First Vice-President, Second Vice-President, Associate Chief Steward and stewards • Endorsing cheques (1 of 2 signatures required)
Accountable to:	<ul style="list-style-type: none"> • The membership of Local 653 • The President • Applicable legislative acts
Committees:	<ul style="list-style-type: none"> • As elected or assigned by the President

ASSOCIATE CHIEF STEWARD

Term of Office:	Same as the President
Replacement during the Term of Office:	To be elected/acclaimed at a General Membership Meeting. The President may appoint the successor if within 90 days of the end of term; also, if incapacitated, the duties will rest with the President
Responsible for:	<ul style="list-style-type: none"> • Assisting the Chief Steward • Performing all the Chief Steward functions during the absence of the Chief Steward, and accept and exercise such other duties and powers as may be designated by the LEC or the President • Maintaining a cataloged file of all SWF's • Scrutinizing all SWF's for: <ul style="list-style-type: none"> ➢ adhering to the Collective Agreement ➢ resolving SWF disputes which may arise ➢ informing all overtime claimants of their rights and due process • Adhering to the Collective Agreement • Abiding by the Local by-laws • Processing all grievances in conjunction with the President / Stewards • Advising the stewards on dispute resolution mechanisms • Informing the executive on all pertinent precedent setting grievance and arbitration awards • Maintaining awareness of related provincial changes to legislation and arbitration awards effecting the membership • Reviewing the 27.12 Reports with the President, First Vice-President, Second Vice-President, Chief Steward and stewards • Endorsing cheques (1 of 2 signatures required)
Accountable to:	<ul style="list-style-type: none"> • The membership of Local 653 • The President • Applicable legislative acts
Committees:	<ul style="list-style-type: none"> • As elected or assigned by the President

SECRETARY

Term of Office:	Same as the President
Replacement during the Term of Office:	To be elected/acclaimed at a General Membership Meeting. The President may appoint the successor if within 90 days of the end of term; also, if incapacitated, the duties will rest with the President
Responsible for:	<ul style="list-style-type: none"> • Preparing agendas for Local Executive Committee meetings in consultation with the members of the LEC • Serving written Notice of Meetings • Abiding by the Local by-laws • Recording, maintaining, and circulating the minutes for Local Executive Committee meetings, General Membership Meetings, as assigned by the President or Vice President • Maintaining attendance files for Local Executive Meetings, General Membership Meetings and others assigned by the President • Preparing Notice of Meetings, minutes, summaries of minutes, notices, etc. for distribution via web site, e-mail, and /or print, etc.
Accountable to:	<ul style="list-style-type: none"> • The membership of Local 653 • The President • OPSEU
Committees:	<ul style="list-style-type: none"> • Other - as elected or assigned by the President

TREASURER

Term of Office:	Same as the President
Replacement:	To be elected/acclaimed at a General Membership Meeting.
Replacement during the Term of Office:	The President may appoint the successor if within 90 days of the end of term; also, if incapacitated, the duties will rest with the President
Responsible for:	<ul style="list-style-type: none"> • Administration of the assets of Local 653, on the basis of a fiscal year that will begin May 1 to April 30 • Administration of investments as directed by the Local Executive Committee or decided at a General Membership Meeting • Advising the Local Executive Committee of any discrepancies • Abiding by the local by-laws • Scrutinizing expense claims for compliance with OPSEU and Local 653 Local by-laws • Generating and endorsing cheques (1 of 2 signatures required) • Primary signature with President except when signing own cheques • Preparing and presenting regular written financial reports and annual budget projections • Presenting financial statements at LEC meetings, General Membership Meetings • Expediting all cheques, reports, etc. on a monthly basis. • Supplying information and materials to selected internal auditors • Sending the completed Trustees' Audit Report to OPSEU Regional Office, every 6 months
Accountable to:	<ul style="list-style-type: none"> • The members of Local 653 • The Local Executive Committee • The President • Elected Trustees • OPSEU
Committees:	<ul style="list-style-type: none"> • As elected to or assigned by the union president

Health and Safety Representative

Term of Office: Same as the President

Replacement during the Term of Office: To be elected/acclaimed at a General Membership Meeting. Approximately 4 representatives – with 1 representative and 1 alternate for the Kirkland Lake Campus, 1 representative and 1 alternate for the Haileybury Campus, and 2 representatives and 1 alternate for the Timmins Campus.

The President may appoint the successor if within 90 days of the end of term; also, if incapacitated, the duties will rest with the President

Mandate: Provides leadership with regards to health and safety matters

Responsibilities:

- Conducting inspections at their respective campus
- Communicating and educating the membership about health and safety
- Abiding by the Local by-laws
- Preparing a written report for LEC and General Membership Meetings
- Providing recommendations to the employer for worker/workplace health and safety improvements

Outcomes and Deliverables:

- Informing the membership of important health and safety issues that affect them in their workplace Local

Accountable to:

- The membership of Local 653
- The President
- Ontario Public Service Employees Union

Review: The Terms of Reference will be reviewed at least once every two years

TRUSTEES**Number of Positions:**

Two (2)

Term of Office:

Same as the President.

Elected at a General Membership Meeting.

Vacancies are replaced by election at a LEC meeting or at a General Membership Meeting. At the first election in a Local, the terms may be varied to provide subsequently for overlapping terms

Responsible for:

- Examining all books, records, property of Local 653 on a semi-annual basis
- Abiding by the Local by-laws
- Filing audited reports to OPSEU on a semi-annual basis
- Reporting audited results to the next General Membership Meeting

Accountable to:

- The membership of Local 653
- Ontario Public Service Employees Union

Committees:

May not hold an executive position of Local 653

== STANDING COMMITTEES =====

- **LOCAL EXECUTIVE COMMITTEE (LEC)**
- **UNION COLLEGE COMMITTEE (UCC)** Collective Agreement, Article 7
- **COLLEGE EMPLOYMENT STABILITY COMMITTEE (CESC)** Collective Agreement, Articles 27.05, 28, 29
- **WORKLOAD MONITORING GROUP (WMG)** Collective Agreement, Article 11.02 B-G
- **HEALTH AND SAFETY COMMITTEE**

LOCAL EXECUTIVE COMMITTEE (LEC)

Between General Membership Meetings, the Local Executive Committee (LEC) shall be the highest authority of the Local Union and shall be empowered to act on behalf of the membership to the extent that urgent business requires prompt and decisive action and this action is consistent with the Ontario Public Service Employees Union's (OPSEU) Constitution, the local by-laws, and the will of the membership as expressed at General Membership Meetings.

Number of Positions: Fourteen (14) signed members maximum

3	Three stewards representing the Haileybury Campus
3	Three stewards representing the Kirkland Lake Campus
6	Three stewards representing the Timmins Campus
2	Maximum of 2 stewards at large
14	TOTAL

Term of Office: Same as the President

Composition: All active Stewards and Officers

Responsible for:

- Administrating the affairs of Local 653
- Adhering to OPSEU's policies and the Local by-laws of Local 653

Accountable to:

- The membership in its entirety
- OPSEU

Meetings of the LEC

Meeting Times:	Monthly or as requested by the President
Quorum:	Fifty per cent plus one of the total number of stewards, including at least three (3) of the President, First Vice-President, Second Vice-President, Treasurer, and Chief Steward.
Frequency:	Monthly
Conduct:	OPSEU Constitution (2019) Article 29.2 Robert's Rules of Order Written reports are to be submitted to the President and Secretary three days prior to the LEC Meeting. Call for agenda items and agenda sent out to LEC members prior to the meetings by the Secretary. Minutes are taken by the Secretary and are distributed to LEC members in a timely fashion.

Order of Business for LEC meetings

1. Call to Order
2. Adoption of Agenda
3. Minutes of Previous Meeting
4. Business Arising
5. Treasurer's Report
6. Correspondence
7. Reports of Officers
 - 7.1 President
 - 7.2 Board of Governors Report (BoG)
 - 7.3 Vice-Presidents (1st and 2nd)
 - 7.4 Chief Steward
 - 7.5 Associate Chief Steward
8. Reports of Committees
 - 8.1 UCC
 - 8.2 CESC
 - 8.3 WMG
 - 8.4 Health & Safety (Timmins, Kirkland Lake, and Haileybury)
 - 8.5 Return to Work
9. Unfinished Business
10. New Business
11. Adjournment

UNION/COLLEGE COMMITTEE (UCC)

The UCC is the same as the Union/College Committee as stated in Article 7 of the Collective Agreement.

Number of Positions:	Three members of the LEC, and one observer
Term of Office:	Same as the President
Method of Appointment:	Members of the committee are elected/acclaimed at a General Membership Meeting from within the members of the LEC.
Responsible for:	<ul style="list-style-type: none"> • Monthly meeting with the management's UCC team • Representing Local 653 membership inclusively • Acting and speaking in a professional and ethical manner • Clarifying conditions and / or procedures causing misunderstanding or grievances • Addressing college issues which may arise, including Health and Safety • Applying local applications of the Collective Agreement • Addressing all other issues that are mutually agreed upon with management • Advising the membership on pending issues and expressing Local 653's position • Approving all College Workload Monitoring Group (WGM) local agreements
Accountable to:	<ul style="list-style-type: none"> • The LEC Membership of Local 653 • OPSEU
Meeting Times:	<ul style="list-style-type: none"> • Caucus with Union reps as required • Monthly with management

COLLEGE EMPLOYMENT STABILITY COMMITTEE (CESC)

The CESC is the same as the College Employment Stability Committee as stated in Articles 27.05, 28, 29, 30 of the Collective Agreement.

Number of Positions:	Three members of the LEC, and one observer
Term of Office:	Same as the President
Method of Appointment:	Members of the committee are elected/acclaimed at a General Membership Meeting from within the members of the LEC.
Responsible for:	<ul style="list-style-type: none"> • Administration of the Joint Employment Stability Reserve Fund (JESRF) • Discussing planned staff reductions in caucus and with management (when Northern College decides to reduce faculty complement) • Determining methods to reduce the complement • Making recommendations to management with respect to long and short-term strategies to enhance employment stability
Accountable to:	<ul style="list-style-type: none"> • The Local Executive Committee • Membership of Local 653 • OPSEU
Meeting Times:	<ul style="list-style-type: none"> • Caucus with Union reps as required • Monthly with management

WORKLOAD MONITORING GROUP (WMG)

The WMG is the same as the Workload Monitoring Group (WMG) and the College Workload Monitoring Group (CWMG) as stated in Article 11 of the Collective Agreement.

Number of Positions:	Three members of the LEC, and one observer
Term of Office:	Same as the President
Method of Appointment:	Members of the committee are elected/acclaimed at a General Membership Meeting from within the members of the LEC.
Responsible for:	<ul style="list-style-type: none"> • Reviewing workload assignments for compliance with the Collective Agreement • Resolving disputes and / or inequitable workload assignments • Resolving faculty workload disputes and / or to represent disputes to the Workload Resolution Arbitrator (WRA) • Recommending Workload Resolution Arbitrators to the President
Accountable to:	<ul style="list-style-type: none"> • The LEC • Membership of Local 653 • OPSEU
Meeting Times:	<ul style="list-style-type: none"> • Caucus with Union representatives as required • Monthly with management • As requested

HEALTH AND SAFETY COMMITTEE

Number of Positions:	Approximately four (4) representatives – with 1 representative and 1 alternate for the Kirkland Lake Campus, 1 representative and 1 alternate for the Haileybury Campus, and 2 representatives and 1 alternate for the Timmins Campus.
Term of Office:	Same as the President
Method of Appointment:	Members of the committee are elected/acclaimed at a General Membership Meeting from within the members of the LEC.
Responsible for:	<ul style="list-style-type: none"> • Meeting quarterly with the joint Health and Safety • Promoting a healthy and safe working environment • Ensuring compliance with the Health and Safety Act • Assessing accident / incident reports and suggesting preventative measures • Inspecting work areas as required • Providing recommendations to the employer for worker/workplace health and safety improvements • Providing recommendations for adequate levels of worker health and safety training
Accountable to:	<ul style="list-style-type: none"> • The membership of Local 653 • The Health and Safety Act • Other applicable acts and Legislative Directives
Meeting times:	Quarterly

GENERAL MEMBERSHIP MEETINGS

Quorum:	Ten per cent of signed-up members to Local 653
Frequency:	Minimum of two per year
Special General Membership Meetings:	Convened upon written request of at least ten per cent of the membership
Conduct:	<p>OPSEU Constitution (2019) Article 29.7</p> <p>Robert's Rules of Order</p> <p>Written reports are to be submitted to the President and Secretary three days prior to the LEC Meeting.</p> <p>Call for agenda items and agenda sent out to LEC members prior to the meetings by the Secretary.</p> <p>Minutes are taken by the Secretary and are distributed to LEC members in a timely fashion.</p>

Order of Business for General Membership Meetings

1. Call to Order
2. Adoption of the Agenda
3. Minutes of the Previous Meeting
4. Business Arising
5. Treasurer's Report
6. Correspondence
7. Initiation of New Members
8. Reports of Officers
 - 8.1 President
 - 8.2 Board of Governors Report (BoG)
 - 8.3 Vice-Presidents (1st and 2nd)
 - 8.4 Chief Steward
 - 8.5 Associate Chief Steward
9. Report of Committees
 - 9.1 UCC
 - 9.2 CESC
 - 9.3 WMG
 - 9.4 H&S
 - 9.5 Return to Work
10. Unfinished Business
11. New Business
12. Adjournment

== FINANCES =====

Membership Dues

FINANCES

No assessment of the membership to increase revenue may be levied by the LEC unless the assessment has been approved by at least two-thirds of the members of the Local who vote in a referendum or two-thirds of those voting at a General Membership Meeting after having received at least ten (10) calendar days' notice of such meeting. The notice of meeting shall include a statement of intent to increase or decrease the Local assessment and by what amount.

Union dues are automatically deducted by payroll and submitted to OPSEU Head Office. All Full-Time academic employees and Partial-Load faculty pay dues. Sessional and Part-time academic employees do not pay dues. OPSEU dues are deducted at the rate of 1.325 % of salary. The rebate formulae are found in Section 15.4 of OPSEU'S Policy manual. OPSEU rebates to the local on the basis of signed members only. Local 653 dues assessment is \$20.00 per month per Full Time and Partial Load dues paying employee.

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 General Membership immediately following each audit.

BUDGETS

The budgets are set at a General Membership Meeting. The normal budgetary items are:

Revenue:

Local dues
OPSEU rebates
Northern Lights grant
Time-off fund revenue
Other revenue

Expenses:

Meeting expenses:
General membership meetings
Local executive meetings
Educationals
Unit meetings
Negotiating meetings
Community activities/socials
Alternates / observers
Other meetings – conventions
Other meetings – local president

Operating expenses:

Postage
Bank charges
Communications
Printing
Supplies
Other operating expenses

Other expenses:

Area council dues
Labour council dues
Steward expenses
Strike and other donations
Other expenses (purchase time)

CRITERIA FOR EXPENSES

See applicable expense forms for details and / or OPSEU's policy (Sections 10.1, 10.2)

All funds of Local 653 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. No individual officer of Local 653 shall have the power to incur any indebtedness on its behalf or appropriate any money without authority from these Bylaws or from the General Membership. Officers of the LEC may spend up to \$500 without LEC approval.

OPSEU policy states that members are to share hotel rooms when travelling to union events. Therefore, OPSEU Head Office only covers half of the hotel expenses for a member staying alone. The Local will pay the single supplement. A local expense form must be completed and properly approved.

The Local Executive Committee will be authorized on a year-to-year basis to spend an amount deemed to be suitable for cards, floral arrangements, plants or donations for: a member who is ill for a period longer than one week, a birth or bereavement for a faculty member, or for a person in the member's immediate family. Immediate family shall be defined as spouse, child, parent, sibling, grandparent, grandchild, and in-law.

ITEM	AMOUNT	ENTITLEMENT
Mileage	As per OPSEU policy	All union business
Accommodation	As per OPSEU's rebate formula	A distance greater than 60 km; additional cost of accommodation covered by Local 653
Meal Allowance	As per OPSEU policy	OPSEU business Local 653 business
Employee Assistance Program (EAP)	Per policy – Local 653	Agreement All members and their extended family
Family Attendant Care	Per policy – OPSEU Agreement	All members and their extended family