

By-Laws of Association of McGill University Support Employees (AMUSE)

Article 1: Name and History

1.1 The name of the Local union is the Association of McGill University Support Employees (AMUSE).

1.2 It is a 'Local' union directly chartered to the Public Service Alliance Canada (PSAC).

1.3 The union was certified by the Quebec Labour Board on December 23 2009, following a year-long union drive initiated by undergraduate students of McGill University.

1.4 The authority of the Bylaws derives from the Constitution of PSAC, and is superseded only by the laws of the land and the Constitution of PSAC.

Article 2: Jurisdiction

2.1. The jurisdiction of the Local consists of all the employees of McGill University that are included in the bargaining unit on the basis of which the Local gained accreditation. This includes, but is not limited to, temporary, replacement, and part-time workers of McGill University.

2.2. The jurisdiction of the Local shall be divided into two (2) units. Unit A shall comprise of members of the Local who are replacing members of the McGill University Non-Academic Certified Association (MUNACA). Unit B shall comprise of all other employees.

Article 3: Goals of the Union

3.1. The Local represents the interests of its members on salaries, benefits, and working conditions to the McGill administration and directly supports its members on labour related issues. AMUSE is members helping members.

3.2. To ensure that part-time and temporary employees of McGill University have access to the same benefits, in a manner proportionate to their work hours, as regular full-time employees at McGill.

Article 4: Definitions of Terms

4.1. The "Local" shall refer to the Association of McGill University Support Employees (AMUSE), directly chartered local of the Public Service Alliance Canada (PSAC).

4.2. “PSAC” shall refer to the larger entity of the Public Service Alliance Canada.

4.3. The “University” shall refer to McGill University, Montreal, Canada.

4.4. “Employee” shall refer to those workers at McGill included in as the bargaining unit in respect of which the Local gained certification.

4.5. “Members” shall refer to those employees who have satisfied the requirements stipulated at Article 2.2. and Section 4 of the PSAC Constitution, through which they are conferred rights and privileges accorded by the Local’s Bylaws.

4.5. “General Meeting” shall refer to the annual convening of members in good standing, as stipulated in Article 10.

4.6. The “Board” shall refer to the Board of Representatives (Article 11).

4.7. The “Executive” shall refer to the Executive Committee (Article 12).

4.8. 4.8. The “NBoD” shall refer to the National Board of Directors of the PSAC.

Article 5: Membership

5.1. To be a member in good standing of the Local, an employee must:

- a) Fall within the jurisdiction of the Local (2.1).
- b) Sign a PSAC membership card.
- c) Pay dues and other fees approved by the Local and the PSAC.
- d) Comply with the Bylaws of the Local and the Constitution of the PSAC.

5.2. An employee whose contract or working period has ended can keep his rights and responsibilities as member of the Local for a period of 12 months.

Article 6: Suspension

6.1. The authority to suspend members rests solely with the PSAC NBoD (National Board of Directors)

6.2. Membership of an employee may be suspended in the event that said member is found guilty of conduct prejudicial to the good name of the Local or PSAC; or infringes the bylaws and constitution of the Local or PSAC; or actively disregards the decisions of the Local or PSAC’s governing bodies. Suspension and dismissal of membership are matters to be decided by the

NBoD of the PSAC in accordance with article 25 of PSAC Constitution and the appropriate Policies and Regulations.

Article 7: Dues

7.1. The General Meeting shall fix the rate of membership dues, and future increase thereof, with a majority vote.

7.2. The board of Representatives advises the members regarding possible changes to the rates of union dues.

7.3. The dues rate is 0.2 % of employee salary superadded to the predetermined rate stipulated in PSAC's constitution (Section 24. 1)¹. This amount shall be collected each pay period

7.4 The portion of dues payable to the PSAC is set in advance, as defined in Section 24, Sub-Section (3) of the Constitution. The portion of dues payable to the PSAC corresponds to the average amount of dues paid by PSAC members that are assigned to a Component.

Article 8: Finances

8.1. The fiscal year shall begin on the 1st of January until the 31st of December of the same year.

Article 9: Organization and Governance

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9.1. The Local shall be administered and governed by the following bodies:

- a) General Meeting;
- b) Board of Representatives;
- c) Executive Board;

Article 10: Annual General Meeting

10.1. Structure

The General Meeting shall comprise of all members in good standing of the Local. All members have the right to speak, propose motion, and vote.

10.2. Function, powers, and obligations

¹ Current rate is 1.5%

The authority of the General Meeting shall pertain to the following issues in particular:

- a) Regulations concerning the internal organization of the Local;
- b) Election of the members of the Executive Board, and Chief Stewards;
- c) Forming committees that support the work of the Local, in particular bargaining committees;
- d) Selection of members for committees;
- e) Taking necessary acts and arrangements deemed necessary to ensure the smooth operation of the Local;
- f) Modification and amendments of Bylaws and Constitution, including increases of union dues;
- g) Vote on the budget presented by the Executive Board;

10.3. Frequency of meeting

The General Meeting shall convene once a year. It shall be held at the beginning of the new year, between the second and fifth week thereof.

10.4. Notice of General Meeting

A notice of twenty-five (25) days shall be given to all members.

10.5. Motions passed at a General Meeting shall be binding on all other bodies of the Local

10.6. Special General Meeting

Notwithstanding article 10.3., General meetings may also convene according to the needs of the Local.

A special meeting shall be called by the Board of Representatives or the Executive Board upon giving written notice of at least three (3) days to all members.

The Special Meeting must also be called upon motion of thirty (30) members of the Local. This Special Meeting must be convened by ten (10) days of the submission of the motion.

The agenda of the Special Meeting shall consist solely of the items mentioned in the written notice.

10.7. Quorum

Quorum for the General Meeting shall be fifteen (15) members in good standing.

10.8. Agenda

Agenda of General Meeting must include:

- a) Taking attendance of members in good standing present;
- b) Adoption of the agenda;
- c) Report of the Executive Board;
- d) Report of the Board of Representation;
- e) Report of Committees;

- f) Pertinent issues;
- g) Questions and Varia

Article 11: Board of Representatives

11.1 The Board of Representatives shall consist of the following members: the five (5) members of the Executive Committee, and twelve (12) Delegates of the membership who also act as Chief Stewards.

All members of the Board must attend a minimum of six (6) out of the ten (10) Board meetings.

11.2 Election of Delegates

Twelve (12) delegates are elected by secret ballot during the AGM. Candidates must be nominated and their nomination must be seconded. Candidates may nominate themselves, and may accept or refuse the nomination. Any member who has been voted down or censured by a GM shall not be appointed (see Article 10.5).

Following nomination procedures, the name, workplace, and unit of each candidate will be announced and displayed.

Blank ballots will be distributed to all voting members present at the AGM, and members will vote by writing the name(s) of no more than 12 candidates on their ballot. The twelve candidates with the most votes will be elected as Delegates to the Board for the term of one (1) year, ending at the next Annual General Meeting.

Should fewer than twelve members stand for election at the AGM or should any Delegate resign over the course of their term, the Board may appoint additional Delegates by a majority vote.

11.3 Delegates as Chief Stewards

In addition to performing the duties common to all members of the board (Article 11.5), delegates also act as Chief Stewards (see Article 14). While representation by one or more delegate(s) of each workplace is impractical due to the nature of the bargaining unit, effort should be made to reflect the diversity of the membership, the jobs performed, and the workplaces.

Duties of the Chief Stewards are:

- a) all regular duties of Stewards (see Article 14.5);
- b) to sit on at minimum one (1) committee of the Local;
- c) to read meeting minutes and reports that are prepared in advance of BoR meetings;
- d) to bring any relevant issues to the attention of the BoR; and,
- e) to participate in Steward training courses within six (6) months of their election.

11.4 Delegate Honoraria

Each Delegate shall receive an honorarium of thirty (30) dollars for each Board of Representatives meeting.

Any delegate performing BoR work outside of BoR meetings will be liberated by the Local.

11.5 The tasks of the Board are:

- a) to recommend a course of action with regards to bargaining;
- b) to set out general policies of the Local;
- c) to recommend a budget to the General Meeting;
- d) to oversee the activities of and give recommendations to the Executives;
- e) to arbitrate on disputes relating to the internal affairs of the Local;
- f) to form the necessary committees that serve to promote the goals of the Local;
- and,
- g) to propose amendments of the By-Laws and changes of Local dues for the consideration of the General Meeting.

11.6 The Board shall meet once every month, excepting December and April. Upon the request of any member(s), the Chair (see Article 11.7) shall organize an additional meeting at the earliest possible opportunity, balanced with the goal of maximal participation.

11.7 Quorum

The minimum attendance at a Board of Representatives meeting for it to operate as such shall be 6 Delegates and 2 Executives. All members are expected to make the utmost effort to attend every meeting.

11.8 Chair of the Board of Representatives

The Chair of the Board of Representatives shall be a member of the BoR duly elected by 2/3 of the Board at the first meeting. Where necessary, the President shall act as interim Chair. An Executive can be the elected Chair if and only if no Delegate stands and is elected.

The Chair is responsible for running meetings, facilitating the setting of meeting times and locations, informing and reminding Board Members of meetings, and drawing up an agenda for each meeting. The Chair shall also be responsible for giving a report on the activities of the Board of Representatives at General Meetings.

11.9 The Agenda of Board of Representatives Meetings

The Chair shall be responsible for drafting an Agenda prior to each meeting which shall include, but not be limited to, the following:

- i) a call for additions to the agenda;
- ii) a call for approval of the agenda;

- iii) reports from Officers and Committees; and
- iv) a Varia point (immediately prior to adjournment).

Article 12: Executive Committee

12.1. The Executive shall comprise of five (5) officers: President, Vice President, Secretariat and Communications Officer, Treasurer, and Labour Relations Officer.

12.2. The Executive are elected by the General Meeting for a mandate of twelve (12) months. In case of a vacant post, the Executive must open nomination. Election for the vacant position shall take place at the General Meeting. An interim position may be filled at the discretion of the Executive.

12.3. Quorum

The quorum of the Executive is more than half of the officers.

12.4. Meetings

The meetings of the Executive shall take place once (1) a month. Additional meetings may be called to ensure the smooth operation of the Local.

12.5. Honorarium

Members of the executive who do not otherwise receive monetary compensation for union activities shall receive an honorarium of \$150 per month.

12.6. Duties

- a) To manage the work of the Local, by ensuring the proper functioning of all support and ancillary bodies of the Local (committees, secretariat, etc);
- b) To ensure the implementation of the decisions taken at the General Meeting and Special Meeting, as well as decisions taken by the Board;
- c) To prepare and organize the General Meeting and set up Special Meetings of the Board;
- d) To admit new members;
- e) To authorize all proceedings, legal or otherwise, in the Local's interest, except those that require an authorizing motion from the General Meeting or the Board;
- f) To present an Annual Report to the General Meeting;
- g) To develop relationships with other Unions;
- h) To receive and distribute relevant information to the members;
- i) To meet representatives of the members, through mediation of the Chief Stewards, Committees, or otherwise, and respond to their concerns;
- j) To authorize persons amongst the Executive officers to sign monetary documents in the name of the Local;
- k) To name an Elections Officer that shall organize the election of the Executive when the elections period is due;
- l) To name the auditor and receive the auditor's report at the end of the fiscal year;

m) The Executive shall meet at the request of the President or any two (2) Executive members;

Article 13: Duties of the Officers of the Executive Committee

13. 1. President

The President shall

- a) be the chief spokesperson for the Local;
- b) be the chief administrator of the Local, ensuring the smooth operation thereof;
- c) supervise all officers of the Executive;
- d) meet with and supervise all officers of the Local's governing and support bodies, such as Chief Stewards and Head of Committees, making sure each are engaged in their assigned tasks and plans;
- e) be ex-officio, voting member of all committees of the Local and of the Negotiating committee;
- f) prepare an agenda for and chair all Executive meetings; Local Bargaining, Constitution, Bylaw, and Strike committee meetings; and Stewards' meetings; or appoint a designate to chair these meetings;
- g) chair General Meetings, or appoint a designate to chair these meetings;
- h) ensures proper implementation of bylaws, and decisions of the Local's governing and support bodies;
- i) prepare a written report at least one week prior to each General Meeting of the Local;
- j) sign all contracts, cheques, and official documents of the Local, including the minutes of the General Meeting, and Executive meetings;
- k) examine and either approve or reject any contacts between the Local and the media;
- l) attend PSAC's national convention as the Local's chief delegate, or appoint a designate to attend in this capacity;
- m) attend conventions of organizations that the Local affiliates with or has membership in, as part of the Local's chief delegate, or appoint a designate to attend in this capacity;
- n) Have a working knowledge of the Collective Agreement, PSAC's Constitution, the Rules of Order, and these Bylaws;

13.2. Vice President

The Vice President shall

- a) be second in authority to the President in his or her duties. In the case of the President's absence, or in any case he or she is unable to perform the functions of the Office, the Vice President shall exercise all functions of the Office during the period of absence.
- b) provide general and advisory assistance to the President;
- c) be ex-officio, voting member of all committees of the Local and of the Negotiating committee;
- d) be responsible for the distribution of all relevant information to the membership, through the Local's newsletter, website, and other means of communication. This function is carried out with cooperation of the VP Secretariat and Communications;
- e) be responsible of the administration of new members, such as to ensure that new members are met with their stewards, and are informed of the basic workings of the Local, including

membership cards, news bulletins, and other means of communication between the Local and said member, in collaboration with the Secretariat and Communications Officer;

f) work with Stewards to distribute information and materials;

g) coordinate the committee for mobilization in collaboration with the Labour Relations Officer;

h) have a working knowledge of the Collective Agreement, PSAC's Constitution, the Rules of Order, and these Bylaws;

13.3. Secretariat and Communications Officer

The Secretariat and Communications Officer shall

a) record or cause to be recorded the minutes of the meetings of the Executive and the General Meeting, and shall, jointly with the President, sign these minutes;

b) keep all contracts, books, records, and all other property of the Local, and produce these items when required by the Executive, and other governing and support bodies of the Local;

c) is responsible to create, maintain and update the list of members to date;

d) draw up and send the correspondence of the Local, and keep a copy thereof;

e) be responsible to receive correspondence on behalf of the Local;

f) appoint—with the approval of the Executive—and supervise any administrative staff;

g) be responsible for the visibility of the Local, and, in collaboration with the Vice President, communicating of relevant information to the membership and public;

h) be a member of the Bylaws committee

13.4. Treasurer

The Treasurer shall

a) keep records of monies and securities belonging to the Local;

b) collect or causing to be collected the member's dues and other sources of revenues;

c) keep accounts in a manner approved by the Executive; d) deposit Local receipts in one or more financial institutions chose by the Executive;

e) jointly with the President, sign cheques issued by the Local;

f) prepare a preliminary budget and submit it to the Executive before submitting it for the approval of the Board within thirty (30) days of his or her election;

g) prepare an annual financial statement that, after being approved by the Executive and Board, is submitted for the approval of the General Assembly at the end of every fiscal year;

13.5. Labour Relations Officer

The Labour Relations Officer shall

a) set up grievance procedure, and inform members of the proper channels for submitting grievances;

b) receive grievances and, if necessary, initiating a grievance procedure;

c) communicate all progress and decisions concerning grievances to the concerned parties;

d) be ex-officio member on the Negotiating committee, and all grievance-related committees of the Local;

e) act as liaison between Stewards and members with the Executive and Board;

- f) coordinate in collaboration with the Vice President on the distribution of information relating to labour conditions;
- g) coordinate the committee for mobilization in collaboration with the Vice President;
- h) ensure that Steward training courses are available to all Stewards at least three (3) times per year or as required.

Article 14: Stewards and Committees

14.1. Only the Board of Representatives and General Assembly can appoint standing and ad hoc committees and committee Chair to respond to specific needs and tasks;

14.2. Committees shall conduct investigations, conduct studies and hearings, and make recommendations to the relevant governing bodies.

14.3. No action by any committee shall be binding upon or constitute an expression of the policy of the Local until it is approved by the respective governing bodies that appointed the committee in question.

14.4. Committees may only be discharged by the governing body that appointed them when their work is completed or the mandate of a committee is no longer deemed necessary.

14.5. Once a committee has completed a project (for standing committees) or mandate (for ad hoc committees) they will complete an exit report which will be presented to the BoR and made available to the membership.

14.6. The Standing Bargaining Proposal Committee shall operate under Regulation 15 of the PSAC Constitution.

14.7. The Stewards shall

- a) collaborate with the Labour Relations Officer and the committee for mobilization in the effort in addressing any concerns of members in their area regarding their working conditions;
- b) ensure that these concerns are addressed by the Executive Committee;
- c) together with the Labour Relations Officer, shall be charged with the investigation of any complaints, gathering of information, and the passing of recommendations to file grievances;
- d) act as a liaison between the employees and the Labour Relations Officer and the Executive Committee;
- e) oversee the implementation of the policies set out by the governing bodies and items of the collective agreement that are relevant to the members of their Unit (see Article 2.2.) and department;
- f) meet members and inform them of the activities of the Local;
- g) ensure that each person signing a new contract with the University receive information regarding the Local and are offered membership;

- h) be represented in the Board of Representatives by twelve (12) Chief Stewards; and,
- i) participate in Steward Network meetings.

14. 8 The Steward Network shall meet a minimum of once every four (4) months in order to discuss issues common to all members and share information about the needs of the members in their area. The Steward Network shall also act as a communication tool for Stewards to contact each other when necessary.

Article 15: Rules of Procedure

The “PSAC Rules of Order” shall be the basis for the rules of procedure of the various bodies of the Local.

Article 18: Amendment of Bylaws

18.1. All proposed changes of bylaws shall be submitted in written form to the Board of representatives, who shall then appoint a committee to review the Submission and write a Report with recommendations, which must be distributed to all members of the Board.

18.2. A Stewards’ meeting is then called, and Stewards shall either, a) adopt the Reports as written, or b) accept with amendments, or c) reject it. If the Report is adopted then Report shall become “Proposal” to the next General Meeting.

18.3. For a Proposal to amend the Bylaws, it must be approved by two-thirds (2/3) vote at the General Assembly, and no amendments to the Proposal are permitted at this meeting.

18.4. Amendments to the Bylaws shall become effective upon the adjournment of the meeting, in which a Proposal was approved, unless otherwise specified in the Proposal.

Article 19: Declaration

Adopted May 2010

Amended February 2 2011

Amended February 15 2012

Amended October 10, 2012

Amended January 31, 2012