

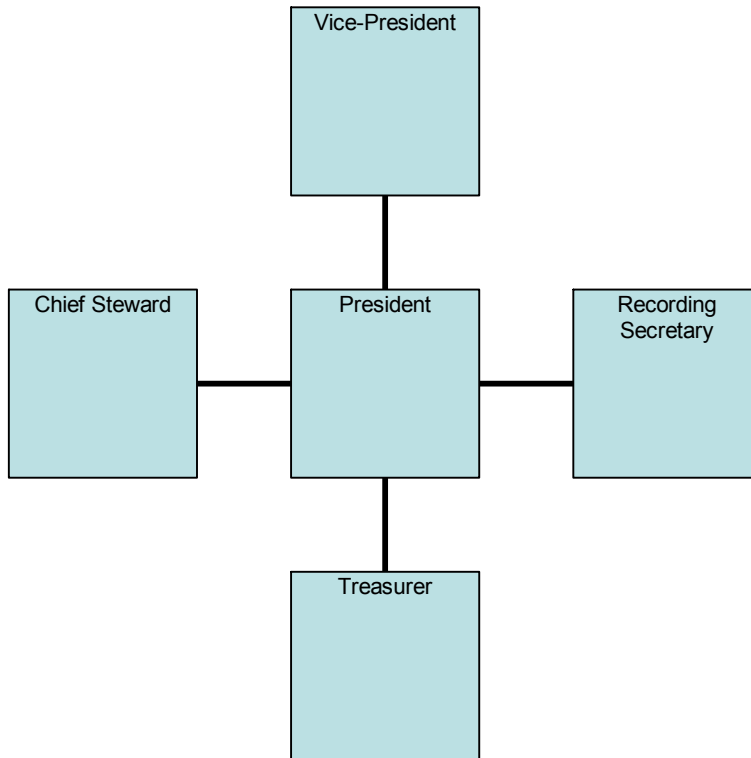


**PUBLIC SERVICE ALLIANCE OF CANADA  
COMMISSIONAIRES UNION  
OF PEEL REGION**

**BY-LAW #1**

Wednesday, August 15, 2002

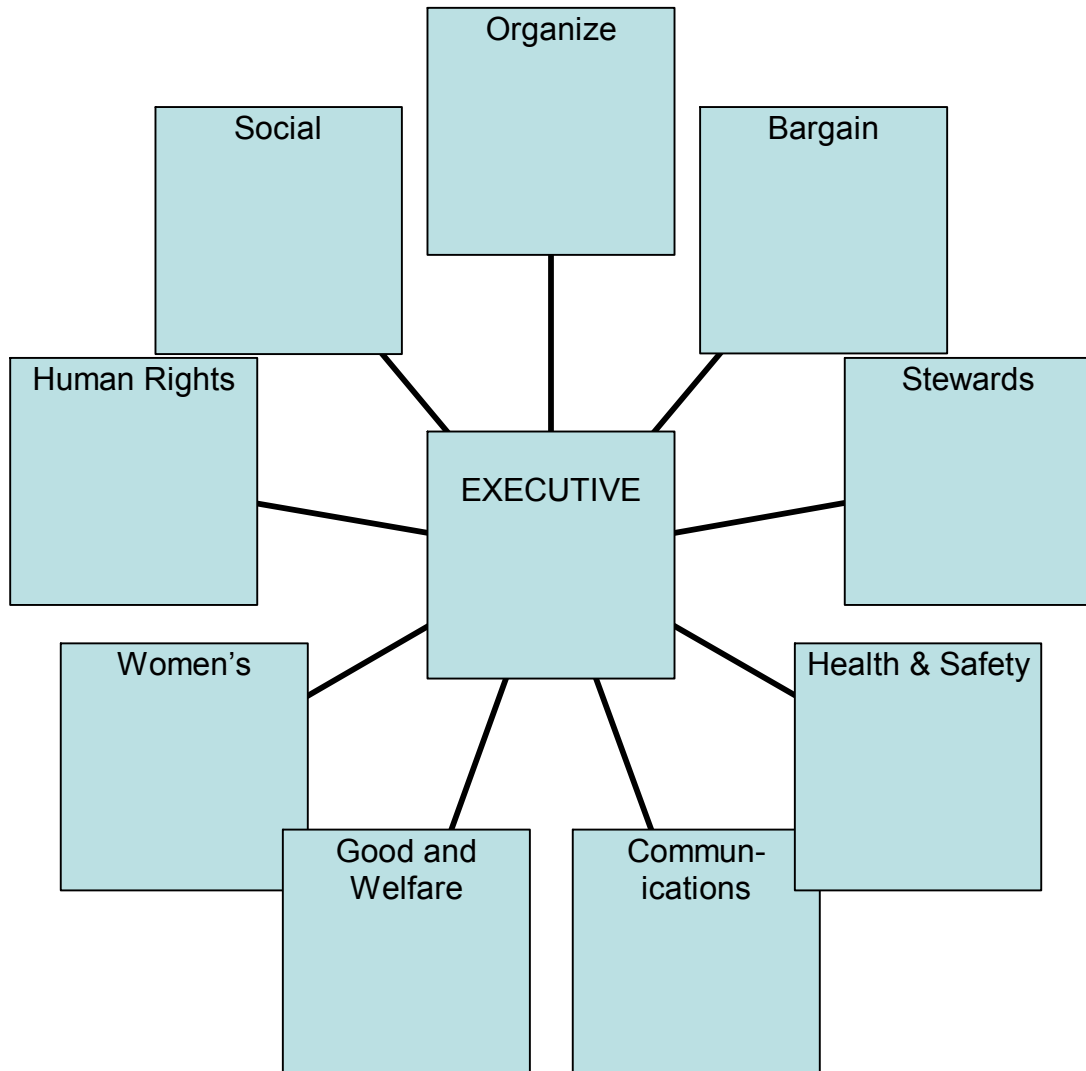
## **EXECUTIVE STRUCTURE**



***To ensure that the Executive is reflective of the membership every reasonable effort will be made to ensure that there is a minimum of: one women's representative and one racially visible representative on the Executive. (Local Union By-Law #1 Article VI)***

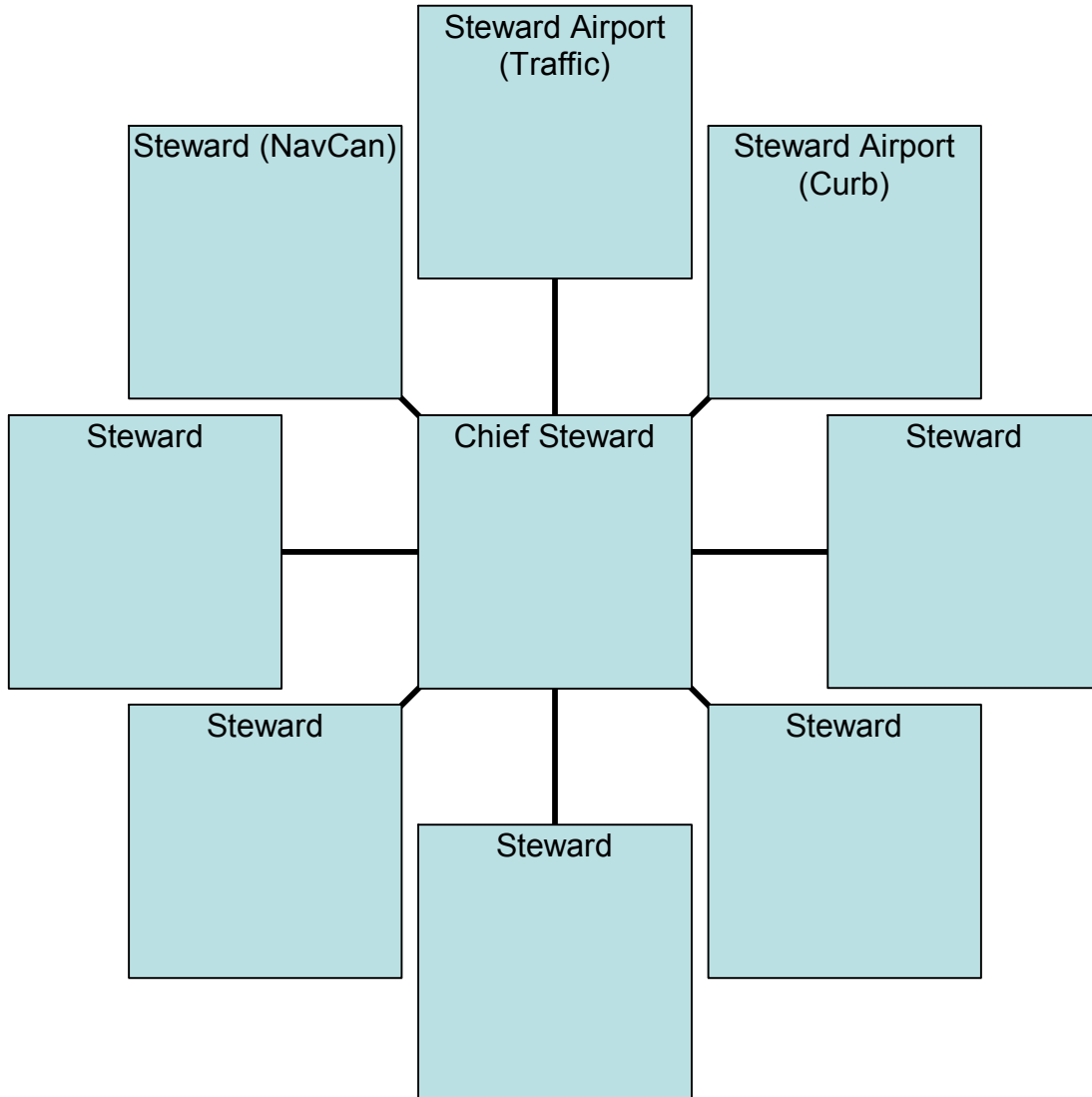
***Vacancies on the Executive of the Local Union shall be filled by an interim appointment by the remaining members of the Local Executive and that appointment shall be subject to a vote by the membership at the next General Membership Meeting. (Local Union By-Law#1 Article VI)***

## COMMITTEE STRUCTURE



***To ensure that Committee Chairpersons are reflective of the membership every reasonable effort will be made to ensure that there is a minimum of: one Committee Chairperson who is a women and one Committee Chairperson who is a member of a racially visible group (Local Union By-Law#1 Article VII)***

## STEWARDS COMMITTEE STRUCTURE



***The Chief Shop Steward shall preside at the Stewards Committee meetings and shall evaluate and advise on all grievances forwarded to the Local Union from the various contracts. The Chief Shop Steward shall coordinate the handling of all grievances and present grievances directly to the President. (Local Union By-Law#1 Article IX)***

**PUBLIC SERVICE ALLIANCE OF CANADA  
COMMISSIONAIRES UNION OF PEEL REGION**

**ARTICLE I – NAME AND JURISDICTION**

1. The name of the organization will be the Public Service Alliance of Canada, Commissionaires Union of Peel Region (“Local Union”). The Local Union shall be governed by the following By-Laws and by the Constitution and Regulations of the Public Service Alliance of Canada as amended from time to time, to which these By-Laws are always subordinate.

**ARTICLE II – PURPOSE AND OBJECTS**

1. The purpose and objects of the Local Union are:
  - A. The regulation of relations between the Canadian Corps of Commissionaires (Great Lakes Division) and COREII Security Inc. (hereinafter the “Employer”) and its employees through collective bargaining.
  - B. To unite all Commissionaires and Corell employees within a single democratic organization.
  - C. To obtain for all Commissionaires and Corell employees the best standards of compensation and conditions of employment.
  - D. To support the rights and interests of all workers through the broader labour movement.

**ARTICLE III – STRUCTURE**

1. The general membership meeting of the Local Union shall be the ultimate decision-making body over issues within the Local’s authority.
2. Between general meetings of the Local Union, its governing body shall be the Executive, which shall administer the affairs of the Local Union.

**ARTICLE IV – MEMBERSHIP APPLICATIONS**

1. Applications for membership in the Local Union shall be made in full in the form required by the Public Service Alliance of Canada.

2. Applications for membership shall be submitted to the Executive.

## **ARTICLE V – MEMBERSHIP MEETINGS**

1. An annual general membership meeting (“**Annual Meeting**”) shall be held for the purposes of receiving annual reports, the consideration of business or the election of officers. The Annual Meeting shall be held at a time and place established by the Executive.
2. Additional Meetings (“**General Membership Meetings**”) of the membership of the Local Union shall be held on a bi-monthly basis. Additional meetings may be held at the discretion of the Executive.
3. General Membership Meetings must be called by the Secretary of the Local Union who shall give not less than five (5) days notice to the membership in advance of every membership meeting with such notice to include a summary of the business to be transacted at the meeting.
4. In circumstances of urgency as determined by the Executive in its sole discretion, an Emergency General Membership Meeting (“**Emergency Meeting**”) may be called by the Executive on less than five (5) days notice, however, the business to be transacted at such an Emergency Meeting shall be clearly stated upon notices of the meeting, no business other than that specified on the notice shall be conducted at an Emergency Meeting and in no event shall an Emergency meeting be held on less than 24 hours notice to members.
5. A special membership meeting (“**Special Meeting**”) must be called by the Secretary upon receipt of a written petition signed by not fewer than twenty five (25%) of members in good standing at the time of filing of the petition.
6. A special meeting (“**Ratification Meeting**”) shall be held to ensure full discussion of any tentative collective agreement negotiated between the Employer and the Local Union.
  - (a) At least forty-eight (48) hours shall elapse between the distribution of the proposed agreement by the Bargaining Team and the start of the ratification meeting.
  - (b) The Negotiating Committee shall give a minimum of forty-eight (48) hours notice of the time, date and location of such meeting. Every effort must be made to schedule such a meeting so that every member has a reasonable opportunity to attend.

(c) At the end of such a meeting, unless the meeting resolves to postpone balloting, voting shall begin. All employees regardless of whether they are members in good standing of PSAC shall be entitled to vote at a Ratification Meeting.

(d) The ballot shall read as follows:

*Are you in favour of accepting the tentative agreement arrived at with the Commissionaires (Great Lakes) as presented to you by the Negotiating Committee of the Local?*

(e) Voting by proxy shall not be allowed.

1. Majority rule shall be maintained throughout and in no case shall more than a simple majority of votes be required to decide an issue.
2. A quorum at an Annual Meeting, General Membership Meeting or Special Meeting shall consist of ten (10%) of the membership.
3. Members not in good standing on the date of any vote or meeting of the Local Union shall not be entitled to cast votes, shall not be permitted to attend such meeting, and shall not be entitled to address the membership present at any meetings of the Local Union, unless denial of admittance to such meeting or denial of the opportunity to vote would constitute a breach of the Laws of Ontario. For greater clarity, non-members and members not in good standing shall be entitled to attend and participate in Ratification Meetings.

## **ARTICLE VI – EXECUTIVE**

1. The Executive shall be elected at an Annual Meeting of the Local Union, and shall hold office for a period of one year. Notwithstanding any other provision of these Bylaws the first elected Executive shall be elected at the first General Membership Meeting and shall hold office for a period of two years.
2. The Executive shall consist of the following elected officers:
  - (a) President
  - (b) Vice-President
  - (c) Recording Secretary
  - (d) Treasurer
  - (e) Chief Shop Steward

1. To ensure that the Executive is reflective of the membership every reasonable effort will be made to ensure that there is a minimum of: one women's representative and one racially visible representative on the Executive.
2. Vacancies on the Executive of the Local Union shall be filled by an interim appointment by the remaining members of the Local Executive and that appointment shall be subject to a vote by the membership at the next General Membership Meeting.
3. The Executive shall meet as often as necessary at the discretion of the President or Vice-President in the absence of the President. An Executive Meeting shall be held not less than once a month.
4. A quorum at any meeting of the Executive shall consist of three (3) members including the President or Vice-President in his or her absence.
5. The Executive committee shall administer the affairs of the Local Union subject to the decisions of the membership and shall supervise the handling of all Local Union funds. There shall be two signatures required on cheques of the Local. The signing officers for the Local Union shall be the Treasurer and either the President or Vice President.
6. The members of the Executive shall oversee the annual audit of the books of the Local Union.

## **ARTICLE VII – COMMITTEES**

1. The Union shall establish the following Standing Committees:
  - (a) Bargaining Committee
  - (b) Stewards Committee
  - (c) Health & Safety Committee
  - (d) Public Relations & Communications Committee
  - (e) Good and Welfare Committee
  - (f) Women's Committee
  - (g) Organizing Committee
  - (h) Human Rights Committee
  - (i) Social Committee
1. All committee Chairpersons shall be elected at a General Membership Meeting from members in good standing of PSAC. Membership on all committees shall be selected by committee Chairpersons or from volunteers subject to approval from the Executive.

2. All committee Chairpersons shall report to the Executive on a regular basis.
3. The **Bargaining Committee** shall be chaired by a member elected according to section 1 and 2 of this article. The Committee shall be responsible for developing bargaining proposals for the Negotiating Team. The Committee shall present recommendations to the Local Union Executive and membership at a General Membership Meeting. The Bargaining Committee shall also elect a Negotiating Team from among members of the Bargaining Committee.
4. The **Stewards Committee** shall be chaired by the Chief Shop Steward and shall include all Shop Stewards selected to represent each contract and/or work site. All members of the Stewards Committee shall be officers of the Local Union. The Stewards Committee shall not meet less than once every two months and may from time to time meet jointly with the Local Union Executive.
5. The **Health and Safety Committee** shall be chaired by a member elected according to sections 1 and 2 of this article. The Committee shall discuss all health and safety issues presented to it and present its findings and recommendations to the Local Union Executive.
6. The **Public Relations & Communications Committee** shall be chaired by a member elected according to sections 1 and 2 of this article. The Committee shall be responsible for producing newsletters, brochures and information bulletins, and maintaining and updating the membership list and developing a “phone tree” as directed by the Local Union Executive.
7. The **Good and Welfare Committee** shall be chaired by a member elected according to sections 1 and 2 of this article. The committee shall oversee a “Hardship Fund” to be funded initially by voluntary payments and following the ratification of a first collective agreement through a portion of membership dues. The Committee shall make recommendations to the Local Executive regarding distribution of such funds. The Committee shall send:
  - (a) cards to sick or injured members
  - (b) cards of condolence and flowers to the family of deceased members
1. The **Human Rights Committee** shall be chaired by a member elected according to sections 1 and 2 of this article. The Committee shall advocate for (1) the elimination of all forms of prohibited discrimination in the workplace (2) the adoption and implementation of anti-discrimination

contract language and (3) a workplace free from sexual harassment, personal harassment, abuse of authority or any other type of behaviour intended to demean the dignity and sense of self worth of a Commissionaire and Corell employee.

2. The **Organizing Committee** shall be chaired by a member elected according to sections 1 and 2 of this article. The Committee shall consist of members who have an interest in organizing new members to build the Local Union.
3. The **Social Committee** shall be chaired by a member elected according to sections 1 and 2 of this article. The Committee shall be responsible to planning events/activities to strengthen a sense of solidarity and build moral within the Local Union.
4. The **Women's Committee** shall be chaired by a member who is a woman and is elected according to sections 1 and 2 of this article. The Committee shall be responsible for promoting women's issues, bringing women together to share concerns, identify and challenge discrimination and sexism and to support women in the workplace.
5. The Local Union Executive shall at its discretion establish any other committees that it may require, either as a standing committee or a special committee on a temporary basis.
14. To ensure that Committee Chairpersons are reflective of the membership every reasonable effort will be made to ensure that there is a minimum of: one Committee Chairperson who is a women and one Committee Chairperson who is a member of a racially visible group.

## **ARTICLE VIII – OFFICERS**

1. Any member in good standing of the Public Service Alliance of Canada at the time of the nominations may nominate 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 in person or in writing, at the nominating meeting.
  - (b) When members are asked for nominations, members must be asked three times if there are any other nominations before nominations are considered closed for that particular position.

(c) No member shall nominate, accept nomination for or hold office in more than one position simultaneously on the Local Union Executive.

1. The President, Vice President, Recording Secretary, Treasurer, Chief Shop Steward shall be elected by secret ballot by the membership.
2. If a vacancy occurs in the post of any Local Union officer, an acting officer shall be appointed by the President, with the consent of the member so appointed. Such acting officer may hold office only until the next membership meeting for which proper notice can be given, where upon the vacancies shall be filled by an election held in the usual manner.

## ARTICLE IX – DUTIES OF OFFICERS

1. **President:** The President shall have the authority to represent the Local Union to the Employer. The President shall preside at all membership meetings of the Local Union and at meetings of the Executive. The President shall supervise all other officers in the exercise of their respective duties. The President shall be an ex officio member of all standing and special committees.
2. **Vice-President:** The Vice-President shall perform the duties of the President in the absence of that officer and any other duties delegated to the Vice-President by the President.
3. **Recording Secretary:** The Recording Secretary shall keep a correct, full and impartial account of the proceedings of each meeting of the Local Union and shall notify members of the time and place of Local Union meetings and shall be responsible for such other notices to the membership as are provided in these By-Laws. The Recording Secretary shall also keep a record of all Committee reports and shall make those reports available to the membership upon request and at General Membership Meetings. The Recording Secretary shall undertake such other duties as are assigned from time to time by the President or the Executive.
4. **Treasurer:** The Treasurer shall receive and give receipts for all monies due to the Local Union and shall deposit such monies in such bank or banks as the Local Union may direct in the name of the Local Union. The Treasurer shall have the authority to co-sign cheques, along with the President, for expenses incurred by the Local Union or the Executive. The Treasurer shall keep complete and accurate records of accounts and membership dues payments. The Treasurer shall report on the Local's finances whenever called upon by the Executive or by the Local Union and shall present the accounts for audit at any time that the Local Union requires.
5. **Chief Shop Steward:** The Chief Shop Steward shall preside at the Stewards Committee. The Chief Shop Steward shall co-ordinate the handling of all grievances; ensure that grievances are processed in accordance with any negotiated grievance and arbitration procedure and present copies of grievances directly to the President.
6. All members of the Executive shall have the authority to countersign PSAC membership cards.

## **ARTICLE X – FINANCES**

1. Except as provided below in paragraphs 2 and 3, no officer or officers shall purport to bind the Local Union in to any financial obligations without the express prior approval of a majority of the Local Union Executive.
2. The President, at his or her own discretion, may authorize expenditures of amounts equal to or less than \$150.00 plus applicable taxes on behalf of the Local Union.
3. The Chairperson of the Good & Welfare Committee may authorize expenditures of amounts equal to or less than \$100 plus applicable taxes on behalf of the Local Union.

## **ARTICLE XI – FUNDS AND PROPERTY**

1. The funds and property of the Local Union shall not be divided in any manner among membership individually.

## **ARTICLE XII – AMENDMENTS TO BY-LAWS**

1. These By-Laws may be amended by a majority vote of those present at any membership meeting upon the submission of proposed amendments by the Executive on its own motion, or by petition signed by not less than twenty five (25%) of members in good standing at the time of the petition. Such proposed amendments shall be mailed to the membership not less than fifteen (15) calendar days prior to the meeting with notice of the time and place of the meeting. A quorum of 20% of the membership shall be required to pass a proposed amendment to these By-Laws.

## **ARTICLE XIV – INTERPRETATION**

1. These By-Laws shall be interpreted by the Executive and shall be interpreted in such a way to be fully consistent with the Constitution and Regulations of the Public Service Alliance of Canada, as amended from time to time. The prerogative of constitutional interpretation shall rest with the National President of the Public Service Alliance of Canada.
2. Questions of procedure which are not included in these By-Laws or in the Public Service Alliance of Canada Constitution and Regulations shall be governed by the PSAC Rules of Order (most recent edition.)

## **ARTICLE XV – APPLICATION**

1. These by-laws shall become effective upon ratification of the membership at the first General Membership Meeting.