

CHILDREN'S AID SOCIETIES SECTOR

BYLAWS

Article #1 NAME

- 1.1 This Sector shall be known as the Children's Aid Societies Sector of the Ontario Public Service Employees Union (OPSEU).

Article #2 INTERPRETATIONS AND ABBREVIATIONS

- 2.1 "Union" means Ontario Public Service Employees Union and not a subsidiary body.
- 2.2 "Sector" refers to the Children's Aid Societies Sector of the Broader Public Service (BPS)
- 2.3 "Executive" refers to the Sector executive committee.
- 2.4 "Office" refers to the elected officer of the Sector.
- 2.5 "Chair" refers to the Chair of the Sector.
- 2.6 "Unit/Local" refers to the OPSEU members employed by a CAS unit as outlined in 4.1
- 2.7 "Bargaining Council" refers to the team elected for the purposes of coordinating sectoral bargaining and negotiating province wide sectoral agreements.

Article #3 AIMS AND PURPOSES

- 3.1 The aims and purposes of the Sector shall be:
- a) to develop and promote sectoral bargaining;
 - b) to co-ordinate Union activities on a sectoral basis in such matters as political action, social concerns, public relations, professional issues and educational development;
 - c) to promote and advocate justice, equality and efficiency in services to the public;

- d) to bring together members from the Children's Aid Societies to discuss matters of common interest and formulate policies and positions on matters of concern to our members and promote them within the Union;
- e) to advance the common interests of members of Children's Aid Societies, wherever possible, by all appropriate means; and
- f) participate in and promote the objectives of the BPS and the Union.

Article #4 JURISDICTION

- 4.1 Any Unit/Local of Children's Aid Societies branch of the BPS covered by the *Child and Family Services Act (CFSA)* of the Province of Ontario may become a member of the Sector.

Article #5 MEMBERSHIP

- 5.1 Any Local or Unit as defined in Article 4.1 shall be deemed to be a member of the Sector.

- 5.2 Every paid up Unit/Local in good standing as per Article 10.5 is entitled to:

- a) participate in the Sector's business with full voting privileges;
- b) run for office within the Sector or the Bargaining Council; and
- c) receive a copy of the bylaws of the Sector, be advised of amendments to it and receive an updated copy whenever the bylaws are compiled and reprinted.

- 5.3 Every Unit/Local which is not a paid up member and not in good standing as per Article 10.5 is entitled to:

- a) participate in the Sector's business but without voting privileges (voice but no vote);
- b) run for office within the Sector or the Bargaining Council; and
- c) receive a copy of the bylaws of the Sector, be advised of amendments to it and receive an updated copy whenever the bylaws are compiled and reprinted.

Article #6 DELEGATE ENTITLEMENT

- 6.1 Delegate entitlement for each unit/local shall be as follows:

- a) Two (2) delegates for units/locals with 1-200 unionized employees; and

- b) Three (3) delegates for units/locals with 200+ unionized employees
- 6.2 Sector Executive members and Executive Board Members who work in the Sector are automatic delegates and are not part of the delegate count for their Unit/Local.
- 6.3 The highest ranking officer in the CAS Unit/Local is an automatic delegate.
- 6.4 By application to the Executive, special consideration for additional representation, due to the geographical spread of the Unit/Local, can be requested.
- 6.5 Should a vacancy occur, the alternate will move into the member-at-large position and the remaining executive members will move up in order until such vacancy is filled.
- 6.6 With the exception of 6.2, in no case shall the number of delegates from any Unit/Local exceed three (3).

Article #7 SECTOR MEETINGS

- 7.1 The Sector shall meet at least once every two years, normally on the day following the BPS Conference. Other meetings of the Sector may be called if deemed necessary by the Executive of the Sector.
- 7.2 The Order of Business at a Sector meeting shall be:
 - 1) Call to Order
 - 2) Statement of Respect
 - 3) Adoption of the Agenda
 - 4) Minutes of the previous meeting
 - 5) Business Arising from the Minutes
 - 6) Treasurer's Report
 - 7) Reports
 - 8) Elections
 - 9) New Business
 - 10) Adjournment

In presenting an agenda based on the above order of business, the Executive should specify subjects under items (6) and (7). The Sector may change the above Order of Business by amending the Bylaws or for any given meeting by giving reasonable advance notice.

- 7.3 The conduct of the meeting will be in accordance with Robert's Rules of Order.
- 7.4 A quorum for Sector meetings shall be 50 per cent of the delegates registered and entitled to vote.
- 7.5 Only those delegates from Units/Locals in good standing as per Article 5.2 are

eligible to vote. Those delegates from Units/Locals not in good standing as per Article 5.3 have voice and are able to run for office within the Sector or the Bargaining Council, but have no vote. Alternates have voice, but no vote.

- 7.6 Subject to the approval of the Executive Board, a special meeting of the Sector will be considered called when majority (50%) of the constituent Locals request that such a meeting be convened. Such a request shall be in writing to the Sector Executive

Article #8 EXECUTIVE

- 8.1 The Executive of the Sector shall be composed of the following: Chair, Vice-Chair, Secretary-Treasurer and one (1) Member-at-Large. An alternate shall also be elected in the event there is a vacancy during the term of office.
- 8.2 The term of office for the officers elected by and from the Sector shall be for a term of two (2) years.
- 8.3 Should a vacancy occur, the alternate will move into the member-at-large position and the remaining executive members will move up in order until such vacancy is filled.
- 8.4 Duties of Officers of the Sector Executive Committee

8.4.1 Chair

The Chair of the Sector Executive committee or the Chair's designee shall:

- 1) represent the Sector at the BPS All Chairs Committee;
- 2) represent the Sector at the Community Services Divisional Council;
- 3) call regular meetings of the Executive, as necessary;
- 4) enforce compliance with the bylaws and regulations of the Sector;
- 5) chair the sectoral Bargaining Council as per Article 9.1
- 6) preside at sectoral meetings;
- 7) be an ex-officio member of all sectoral committees;
- 8) generally supervise the affairs and operations of the sector; and
- 9) carry out such other duties as may be prescribed by the Sector bylaws.

8.4.2 Vice-Chair

The Vice-Chair shall:

- 1) attend all meetings of the Executive and Sector;
- 2) in the absence of the Chair, perform all duties and functions of the Chair; and,
- 3) accept and exercise such other duties as may be designated by the Executive or the Chair.

8.4.3 Secretary-Treasurer

The Secretary-Treasurer shall:

- 1) attend all meetings of the Sector and the Executive and keep minutes;
- 2) be responsible for the proper administration of the operating funds of the Sector;
- 3) file an audit report on a form specified by Head Office when requested to do so; and
- 4) carry out other duties as may be required by the Executive.

8.4.4 Member-at-Large

The Member-at-Large shall:

- 1) attend all meetings of the Sector and the Executive; and
- 2) accept and exercise such other duties as may be designated by the Executive or the Chair.

8.4.5 Alternate

The alternate is elected for the purpose of filling a vacancy on the executive shall one occur. The alternate would then become the member-at-large position.

Article #9 THE BARGAINING COUNCIL

- 9.1 The Chair of the Sector is an automatic member of the Bargaining Council. The Chair of the Sector or another member of the Bargaining Council as designated by the Chair of the Sector shall be the Chair of the Bargaining Council.
- 9.2 The Children's Aid Societies Sectoral Bargaining Council shall further consist of up to (6) regional members elected at a sectoral meeting by region. If there are no regional delegates who are able or willing to run for election for a particular region, then a regional member will be elected at large to represent that region.

- 9.3 In addition, one (1) alternate shall be elected for each region. The alternate shall replace the Bargaining Council member from their region who has found it necessary to resign from the team.
- 9.4 Where no regional alternate is available to fill any vacancy on the Bargaining Council that occurs between regularly scheduled elections, the Chair of the Bargaining Council may appoint an interim replacement.
- 9.5 The term of office for the Sectoral Bargaining Council shall be determined by the Sector at the time the team is elected and shall be no longer than two years.
- 9.6 Duties of Members of the Sectoral Bargaining Council
- 1) Represent her/his region on the Bargaining Council;
 - 2) Maintain up-to-date contact information for all CAS units in her/his region (both OPSEU and CUPE);
 - 3) Provide up-to-date collective agreements for all CAS units in her/his region;
 - 4) Assist the Bargaining Council in developing “best language” or master contract language in regards to the top five demands;
 - 5) Provide support and assistance to all units which are in bargaining in her/his region bargaining; and
 - 6) Actively participate in the Bargaining Council list serve group.

Article #10 AUTHORITY AND FINANCES

- 10.1 The authority for the formation and activities of the Sector are set out in **Article 21** of the OPSEU Constitution.
- 10.2 The signing officers shall be any two (2) of the Chair, Vice-Chair or Secretary-Treasurer.
- 10.3 The fiscal year of the Sector shall coincide with that of the Union.
- 10.4 Local/Unit Membership dues shall be set by the Executive Committee to be ratified at a Sector/Division meeting.
- 10.5 Local/Units of the Sector/Division who pay annual Sector/Division dues shall be considered as paid up members and members in good standing of the Sector/Division. Dues become due on the 1st January of each year.

Article #11 AMENDMENT

- 11.1 These bylaws may be amended only by a two-thirds majority of those Sector Delegates present and voting at any Sector meeting, provided that at least sixty (60) days notice of the proposed amendments is given to the Units/Locals.
- 11.2 All proposed amendments shall be submitted to the President of the Union for approval, pursuant to Article 21 of the OPSEU Constitution.

Article #12 RELATIONSHIP TO THE DIVISIONAL COUNCIL

- 12.1 The Sector is a member of the Community Services Divisional Council
- 12.2 As a member, the Sector is entitled and required to have a representative on the Community Services Divisional Council. That representative shall be the Chair, or the Chair may delegate the next ranking and available Executive Officer as set out in Article 8.