

CHILDREN'S AID SOCIETY SECTOR

BY-LAWS

As Amended: November 07, 1999

Article #1 NAME

- 1.1 This Sector shall be known as the Children's Aid Society 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 an 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.
- 2.7 "Bargaining Team" refers to the team elected for the purposes of 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 Unit/Local is entitled to:

- a) participate in the Sector's business; and,
- b) receive a copy of the by-laws 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 Local shall be as follows:

- a) Two (2) delegates for Societies with 1-200 unionized employees; and,
- b) Three (3) delegates for Societies 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 In order to address extenuating circumstances, the Executive may use its discretion to appoint up to five (5) additional delegates to any meeting of the Sector.
- 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. 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) Adoption of the Agenda
 - 3) Minutes of the previous meeting
 - 4) Business Arising from the Minutes
 - 5) Treasurer's Report
 - 6) Reports
 - 7) New Business
 - 8) 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% of the delegates registered and entitled to vote. Should the Executive Board of OPSEU change the required percentage, this Article will be amended accordingly.
- 7.5 Regardless of the number of delegates attending a sector meeting from any one Local, it is understood that, for the purpose of voting on motions, each Local is entitled to one (1) vote.
- 7.6 Subject to the approval of the Executive Board, a special meeting of the Sector shall be called when a majority of the constituent Locals request of the Sector Executive

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 officers: Chair, Vice-Chair, Secretary-Treasurer and one (1) Member-at-Large.

8.2 The officers shall be elected by and from the Sector for a term of two (2) years. At the first election of the Executive, the terms may be varied to provide subsequently for overlapping terms.

8.3 The Executive will select a replacement to fill any vacancy on the Executive that occurs between regularly scheduled elections. The new incumbent will serve only the unexpired term of office.

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 Sector Chairs Committee;
- 2) call regular meetings of the Executive, as necessary;
- 3) enforce compliance with the by-laws and regulations of the Sector;
- 4) chair the sectoral bargaining team;
- 5) preside at sectoral meetings;
- 6) be an ex-officio member of all sectoral committees;
- 7) generally supervise the affairs and operations of the Sector; and
- 8) carry out such other duties as may be prescribed by the Sector by-laws.

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.

Article #9 THE BARGAINING TEAM

- 9.1 The Chair of the Sector shall be the Chair of the Bargaining Team.
- 9.2 The Children's Aid Society Sectoral Bargaining Team shall further consist of up to six (6) members elected at a sectoral meeting by region.
- 9.3 In addition, one (1) alternate shall be elected for each region. The alternate shall replace the bargaining team 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 team that occurs between regularly scheduled elections, the Chair of the bargaining team may appoint an interim replacement.

- 9.5 Team members should be elected from different OPSEU regions, where feasible.
- 9.6 The term of office for the Sectoral Bargaining Team shall be determined by the Sector at the time the team is elected.

Article #10 AUTHORITY AND FINANCES

- 10.1 The authority for the formation and activities of the Sector are set out in Article 20 and Article 23 of the OPSEU Constitution.
- 10.2 The signing officers shall be any two (2) of the Chair, Vice-Chair and Secretary-Treasurer.
- 10.3 The fiscal year of the Sector shall coincide with that of the Union.

Article #11 AMENDMENT

- 11.1 These by-laws may be amended only by a two-thirds vote 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 20.2 of the OPSEU Constitution.

Approved: "original signed by"
 L. Casselman,
 President, OPSEU

Date: January 21, 2000