PSAC 901

BYLAWS

PSAC Local 901 Bylaws Ratified Unanimously
at the 30 September 2010 Special General Membership Meeting.

Amended at General Membership Meetings held on the following dates:

26 April 2011	2 April 2015	16 October 2019
13 October 2011	4 November 2015	29 October 2020
11 October 2012	31 March 2016	25 October 2023
4 April 2013	27 March 2018	25 September 2024
27 March 2014	28 March 2019	22 April 2025
12 August 2025	7 April 2026	26 October 2026

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1. AUTHORITY

1.1 PSAC 901, as a Directly Chartered Local, is an autonomous body within the Public Service Alliance Canada (PSAC).

1.2 PSAC local 901 consists of two Composite Locals, which represent two Bargaining Units:

a) Composite Local 1: Graduate Student Teaching Assistants, Professional Student Teaching Assistants, Graduate Student Research Assistants and Teaching Fellows at Queen's University; and

b) Composite Local 2: Postdoctoral Scholars at Queen's University; and

1.3 These Bylaws shall conform in all respects with the Constitution of PSAC.

1.4 The activities of the Local shall be in conformity with the Constitution and Bylaws of PSAC and the Local.

2. DEFINITIONS OF KEY TERMS

2.1 The "Local" shall refer to PSAC 901: A Directly Chartered Local of the Public Service Alliance Canada, Local 901, which consists of members of Composite Local 1, and Composite Local 2.

2.2 "Composite Local 1" shall refer to the Graduate Student Teaching Assistants, Professional Student Teaching Assistants, Graduate Student Research Assistants, and Teaching Fellows Bargaining Unit at Queen's University

2.3 "Composite Local 2" shall refer to the Postdoctoral Scholars Bargaining Unit at Queen's University

2.4 The "University" shall refer to Queen's University, Kingston, Ontario, Canada.

2.5 A "Teaching Assistant" (or TA) shall be any person who

(1) is currently employed, has been employed within the current or two previous academic terms, or will be employed in the next term by the University to fulfill duties as a TA;

(2) is currently registered as a student in the School of Graduate Studies at the University;

(3) is a member of Composite Local 1's Bargaining Unit according to the scope of the certificate issued by the Ontario Labour Relations Board dated April 13, 2010; and

(4) if a member in good standing, has the right to attend and speak at General Meetings and the right to vote as required by relevant legislation.

2.6 A "Teaching Fellow" (or TF) shall be any person who

(1) is currently employed, has been employed within the current or two previous academic terms, or will be employed in the next term by the University to fulfill duties as a TF

(2) is currently registered as a student in the School of Graduate Studies at the University;

(3) is a member of Composite Local 1's Bargaining Unit according to the scope of the certificate issued by the Ontario Labour Relations Board dated April 13, 2010; and

(4) if a member in good standing, has the right to attend and speak at General Meetings and the right to vote as required by relevant legislation.

2.7 A "Postdoctoral Scholar" (or PDS) shall be any person who

(1) is currently employed as a PDS at Queen's University;

(2) is a member of Composite Local 2's Bargaining Unit according to the scope of the certificate issued by the Ontario Labour Relations Board; and

(3) if a member in good standing, has the right to attend and speak at General Meetings, and the right to vote as required by relevant legislation.

2.8 A "Research Assistant" (or RA) shall be any person who

(1) is currently employed as a RA at Queen's University;

(2) is currently registered as a student in the School of Graduate Studies at the University;

(3) is a member of the Graduate Student Research Assistant Bargaining Group according to the scope of the certificate issued by the Ontario Labour Relations Board dated February 16th, 2017; and

(4) if a member in good standing, has the right to attend and speak at General Meetings and the right to vote as required by relevant legislation.

2.9 A Local 901 "Member" shall be defined as

(1) any Teaching Assistant (TA), Teaching Fellow (TF), Postdoctoral Scholar (PDS), or Research Assistant (RA) whose membership is defined by the certificate issued by the Ontario Labour Relations Board on the date of certification; and who is currently employed or has been employed as a TA, TF or RA in the last eight (8) months, or is currently employed or has been employed as a PDS in the last four (4) months.

(2) TAs, TFs, PDSs and RAs who have confirmed position beginning in the next four calendar months shall also be considered members. Confirmation can be found through any of the following: an e-contract, a letter of email from the hiring department or designate, or a course listing the individual as a TA or TF for class occurring in said term. The union reserves the right to follow-up with the appropriate person to determine the validity of these sources.

(3) Any TA, TF, PDS or RA elected to the Executive Committee whose membership defined in clause 2.9 (1) lapses while serving the term of their elected position

(4) Members defined by clause 2.9 (1) may run and be re-elected to the Executive Committee for a second (2nd) consecutive term in office during which time they will be considered a member, but must be subsequently qualify as a member under 2.9 (1) to qualify for re-election to third (3rd) consecutive elected term.

(5) Any TA, TF, PDS or RA elected to the Executive Committee whose membership defined in clause 2.9 (1) lapses while serving the term of their elected position.

2.9.1 Members considered to be in "good standing", as defined by the PSAC Constitution, shall have the right to:

(1) attend, speak at, move and second motions and vote at all general meetings; and

(2) attend and speak at Stewards' Council meetings; and

(3) seek election for positions within the union.

2.10 A "Department" shall:

(1) be an administrative unit as defined by the University;

(2) refer to the Department of the course to which a Teaching Assistant,

Teaching Fellow, Postdoctoral Scholar or Research Assistant is assigned.

2.11 An "International Worker" shall be any one who:

(1) Is currently employed at Queen's University

(2) Is currently holding a Study Permit, Open Work Permit, and/or Postgraduate Work Permit in Canada

(3) is a member of either Composite Local 1's Bargaining Unit or Local 2's Bargaining Unit according to the scope of the certificate issued by the Ontario Labour Relations Board; and

(4) if a member in good standing, has the right to attend and speak at General Meetings, and the right to vote as required by relevant legislation.

3. OBJECTIVES

3.1 To protect, maintain, and advance the interests of the members of the Local.

3.2 To regulate the relations between the employer and the employees by means of collective bargaining and joint consultation.

3.3 To improve the quality of education and research at Queen's University by means of active participation in the determination of working conditions for Teaching Assistants, Teaching Fellows and Research Assistants in Bargaining Unit 1, and Postdoctoral Scholars in Bargaining Unit 2.

3.4 To develop and maintain professional standards of skill, as well as to ensure that rates of pay will be commensurate with those skills, and to ensure terms and conditions of employment will be fair and appropriate.

3.5 To ensure that the members have access to, and knowledge of, opportunities within the jurisdiction of the local.

3.6 To work for the improvement of the wages, working conditions, hours of work, job security and other conditions affecting all employees.

3.7 To advocate for funding packages that allow members to receive a liveable wage overall and to encourage the balance of employment income and student funding.

3.8 To eliminate harassment and discrimination within the workplace.

3.9 To promote equity and social justice within the Local, PSAC, Queen's University, and the broader Kingston community.

3.10 To act as a lobbying agent on behalf of its members to all appropriate outside agencies which are responsible for, or which have an interest in, post-secondary education issues (such as funding, access, and quality) and labour issues in the province of Ontario.

3.11 To do all things necessary to the attainment of the above objectives.

4. ORGANIZATIONAL STRUCTURE

The governing bodies of the Local shall consist of the following:

1. Annual General Meetings
2. Special General Meetings
3. Stewards' Council
4. Executive Committee

4.1 Rules of Order

(1) All General Meetings of the Local shall be conducted according to Bourinot's Rules of Order, which are supplemented by the PSAC Rules of Order; and

(2) all General Meetings shall be chaired by the Moderator, or by the Information Officer in the Moderator's absence.

4.2 Annual General Meetings

(1) Frequency: An Annual General Meeting (AGM) shall be held in the final week of March or in April of each year;

(2) AGMS shall be called by the Local Executive Committee.

(3) Notice: The Information Officer shall send an email including the date, time, place, and proposed agenda of the AGM to the entire membership of the Local at least seven (7) days before the meeting. The AGM will also be advertised to the membership through applicable channels.

(4) The agenda of an AGM, including substantive motions, shall be distributed by the Information Officer to all Officers of the Local.

(5) Attendance: AGMs shall be closed to all but members in good standing, staff of the Local, and officers and staff of the PSAC. Members in good standing in attendance may vote by a majority of votes cast to admit an individual non-member;

(6) Quorum: Twenty (20) members in good standing shall constitute quorum at an AGM for the transaction of business. In the event quorum is not achieved within 15 minutes of the scheduled meeting time, the Moderator shall reschedule the

AGM for seven (7) days from the original date;

(7) Voting: Every member in good standing in attendance is entitled to vote on any motion which arises at an AGM. Except where otherwise provided for in these Bylaws, voting shall be by show of hands, and a majority of votes cast shall be sufficient to determine a decision;

(8) Motions passed at an AGM shall be binding on all other bodies of the Local;

(9) The Treasurer shall present a draft budget for approval at the AGM;

(10) The Officers of the Local shall normally be elected at the AGM;

(11) Minutes: A member in good standing shall be elected to take minutes. They will be paid at the hourly TA rate. The member will deliver the minutes to the Moderator for approval within two (2) weeks after the AGM. Once approved, the Moderator will send the minutes to the Information Officer for filing. The Information Officer will be available to verbally deliver both approved and unapproved minutes to any member who requests them.

4.3 Special General Meetings

(1) Calling and Petitioning Special General Meetings: Special General Meetings (SGMs) may be called at any time by majority vote of the Executive Committee, by either Bargaining Team, by a previous General Meeting, or by the Executive Committee upon receipt of a written petition signed by not fewer than forty (40) members in good standing;

(2) Such a petition must contain the name, department of work, home telephone number, and signature of each signatory, as well as a statement of the purpose for which the members are petitioning the meeting;

(3) No more than fifty percent (50%) of the signatories may be from any one department of work. Upon receipt of a properly constituted petition, the Executive Committee shall call SGM to take place within fifteen (15) working days;

(4) Notice: A minimum of forty-eight (48) hours notice of the SGM and the subject(s) to be discussed, except when changes to dues assessment will be under discussion, in which case a minimum of five (5) days notice is required, as per 11.2(4). Notice shall be posted on Local bulletin boards, through Stewards, and other means as available;

(5) No business shall be transacted at the SGM other than that for which the meeting is called and notice given;

(6) The same provisions for attendance, proxies, quorum, minutes, and voting that



hold for Annual General Meetings apply to SGMs.

4.4 Composite Local 2 General Meetings

(1) May be called at any time by the Vice President Postdoctoral Scholars, by the majority vote of the Executive Committee, by the Composite Local 2 Bargaining Team, by a previous Composite Local 2 General Meeting, or by the Executive Committee upon receipt of a written petition signed by not fewer than twenty (20) Composite Local 2 members in good standing,

(2) Composite Local 2 General Meetings shall be closed to all but members in good standing of Composite Local 2, the Executive Committee, the staff of the Local, and officers and staff of the PSAC. Composite Local 2 members in good standing in attendance may vote by a majority of votes cast to admit an individual non-member;

(3) Six (6) Composite Local 2 members in good standing shall constitute quorum at Composite Local 2 General Meetings for the transaction of business. In the event quorum is not achieved within 15 minutes of the scheduled meeting time, the Moderator shall reschedule the General Meeting for seven (7) days from the original date; non-binding votes may take place where the decision would be ratified at future meetings where quorum is met;

(4) Composite Local 2 General Meetings may elect the Bargaining Committee for Composite Local 2, set the budget for Composite Local 2, enact supplementary bylaws for Composite Local 2, and, if the position of Vice President Postdoctoral Scholars is vacant, elect someone to that position;

(5) Resolutions passed at Composite Local 2 General Meetings are binding on the Executive Committee and Stewards' Council, as long as these resolutions do not conflict with a mandate rendered at a General Meeting comprised of members of both Composite Locals;

(6) In all other respects, the same provisions for Annual General Meetings shall apply to Composite Local 2 General Meetings.

4.5 Stewards' Council

(1) The Stewards' Council shall be responsible for ensuring that the administration of the university is complying with the collective agreements. The Stewards' Council shall also ensure that there is ongoing coordination within the departments/units, as well as open communication with members;

(2) Stewards' Council meetings shall normally be held monthly;

(3) Additional Stewards' Council meetings may be called by the President, a previous Stewards' Council meeting, or a petition signed by ten Stewards;

(4) All Executive Officers, Chairs of Local committees, Co-Lead Stewards, Stewards, and Moderator shall be expected to attend and participate fully (including voting rights) at all Stewards' Council meetings;

(5) Stewards' Council meetings shall normally be chaired by the Moderator. If the Moderator is unavailable to attend a Council, one Co-Lead Steward will chair in their stead.

(6) The Stewards' Council shall elect a member of the Council to record minutes of Stewards' Council Meetings. In the absence of a minute-taker, a Co-Lead Steward shall be responsible for recording minutes. The member will deliver the minutes to the Moderator for approval within two (2) weeks after the Stewards' Council Meeting. Once approved, the Moderator will send the minutes to the Local for filing. The Co-Lead Stewards will be available to verbally deliver both approved and unapproved minutes to any member who requests them.

(7) Quorum for Stewards' Council meetings shall be eight (8) voting members;

(8) Only Stewards and Executive Committee members can vote and raise motions at Stewards' Council; however, all members are welcome to attend and speak;

(9) Representatives from other organizations may attend and speak at Stewards' Council meetings if they have been invited by the Stewards or the Executive, but shall not have voting rights by virtue of such an invitation;

(10) Non-members may be excluded from a portion of a Stewards' Council meeting by a motion at that meeting;

(11) Motions passed at Stewards' Council meetings shall be binding on all bodies of the Local, except Annual General Meetings and Special General Meetings which may vote to amend or overturn Stewards' Council motions;

(12) The agenda of Stewards' Council meetings, including substantive motions, must be distributed to all Officers of the Local, Chairs of Local Committees, and any invited representatives of other organizations by a Co-Chief Steward at least one week before the meeting;

(13) Written reports are only required if the Executive Officer or Committee Chair is not in attendance and they will be given by the Co-Chief Stewards at the meeting and distributed in the minutes afterwards;

(14) Committee members for all Standing Committees shall be approved by the

Executive Committee in accordance with the definitions of each Standing Committee;

(15) Stewards' meetings shall follow the Rules of Order for General Meetings.

(16) In a case of a tie vote, the Chairperson will be entitled to a second vote to cast the deciding vote.

4.6 Executive Committee

4.6.1 Duties:

(1) The Executive Committee shall take such actions and render such decisions as may be necessary fully to carry out the instructions of the membership of the Local on a day-to-day basis;

(2) The Executive Committee shall enforce the Constitution of the Union and the Bylaws of the Local and the provisions of all agreements between the Employer and the employees, and shall coordinate Union - Local affairs;

(3) The Executive Committee shall have the authority to set the dues charged to the members, upon approval by a majority of the votes cast in a General Meeting (See PSAC Constitution Section 24 and Section 11(12));

(4) The Executive Committee shall consult with the Moderator regarding the agenda for each General Meeting and Stewards' Council meeting of the Local.

(5) The Executive Committee shall be responsible for performing or arranging specific research tasks required by the Executive and/or the membership.

4.6.2 Membership

The Executive Committee of the Local shall consist of the following:

(1) The President
(2) The Vice-President Community Relations
(3) The Vice-President Postdoctoral Scholars
(4) The Vice-President Research Assistants
(5) The Information Officer
(6) The Treasurer
(7) Co-Lead Steward one
(8) Co-Lead Steward two
(9) Co-Lead Steward three
(10) Equity Officer
(11) Occupational Health & Safety Officer
(12) The Vice-President International Workers

4.6.3 Eligibility

Any member in good standing of the Local at the time of election may be elected to any position on the Executive Committee, with the exception of the Equity Officer, the Vice President Postdoctoral Scholars and the Vice President Research Assistants as defined in the descriptions below.

4.6.4 Term of Office

The term of office for all members of the Executive Committee is May 1 of the year in which their election takes place to April 30 of the following year. Where such election does not take place before April 30, all members of the Executive Committee shall continue in office until such time as an election is held.

4.6.5 Vacancies

(1) Where a position on the Executive Committee is vacant, an election shall beheld at the General Meeting subsequent to the position being vacated.

(2) The Chief Returning Officer (or designate) may accept nominations from the Annual General Meeting floor for vacant Executive Officer positions.

4.6.6 Quorum

Six (6) voting members of the Executive Committee shall constitute quorum for the transaction of business.

4.6.7 Frequency

Normally, the Executive Committee shall meet, at a minimum, once per month during the months of June, July and December, and once every two weeks at all other times, or as often as the membership, Stewards' Council, or the Executive Committee deems necessary.

4.6.8 Meetings

(1) The Executive Committee members present shall select one of their number to chair that meeting;

(2) The Chair of the meeting shall be responsible for preparing an agenda;

(3) Members of the Executive shall be expected to attend and participate fully (including voting rights) at all General Meetings, Stewards' Council meetings, and Executive Committee meetings of the Local.

(4) In a case of a tie vote, the Chairperson will be entitled to a second vote to cast the deciding vote.

4.6.9 Authority

(1) Any Executive member may receive and sign grievances;

(2) The Executive shall have the authority to select individuals for acting positions under conditions specified in the article on elections and appointments;

(3) The Executive shall report to General Meetings and Stewards' Council meetings.

4.6.10 Executive Service Stipends

(1) All Executive Officers who remain in good standing and perform the duties of their office shall receive compensation for the duration of their office.

(2) Total stipend amounts shall be passed at an Annual General Meeting, or at the General Membership meeting where the Treasurer proposes the local's budget.

(3) The Executive Committee shall determine the frequency of stipend payments, which will usually be monthly, but may be paid out by semester in the interest of balancing local budgeting.

(4) Any Executive Officer may elect to decline partial or total stipend amounts

(5) Executive Officers who fail to perform their duties of office will have stipend payments suspended. Defining such "failure to perform duties" shall be determined either by consensus of the Executive Committee, or by a two-thirds majority vote of the Executive Committee.

5. OFFICERS

5.1 Executive Officers

5.1.1 President

The President shall:

(1) be the chief executive officer of and primary spokesperson for the Local and its Composite Locals;

(2) be the chief administrator of the Local, responsible, in conjunction with the Executive Committee, for the operation of the Local, including supervision of staff;

(3) sign all authorizations, contracts, and other official documents of the Local; except where the Executive Committee deems it more appropriate for a different member of the Executive Committee to sign on behalf of the Local;

(4) in conjunction with the Treasurer, be responsible for accounting for all funds of the Local;

(5) be responsible for the calling of all Local Executive Committee, Stewards' Council, and General Meetings for the Local and Composite Local 1, and, in coordination with the respective Vice President, be responsible for calling General Meetings for Composite Local;

(6) be an ex-officio non-voting member of all councils and committees of the Local, except where specified as a full member;

(7) report to the membership at each General Meeting regarding the actions of the Executive Committee;

(8) attend PSAC's national convention as a delegate of the Local, or appoint a designate to attend in this capacity;

(9) have a working knowledge of each Composite Local's Collective Agreement, PSAC's Constitution and Rules of Order, and these Bylaws;

(10) not hold any other office within the Local; and

(11) be responsible for signing and overseeing the negotiation of the PSAC Ontario DCL Service Agreement for each Bargaining Unit of the Local, and coordinate with the chief representative of each Composite Local during the process

(12) have access to all minutes, records, and reports of the Executive Committee, standing committees, and ad hoc committees, and may request updates on the status of ongoing initiatives or projects;

(13) work with the Executive Committee to ensure continuity in Local operations and prepare for leadership transitions.

5.1.2 Vice President Community Relations

The Vice President Community Relations shall:

(1) represent, or ensure the Local's representation, within the PSAC and the District Labour Council;

(2) be responsible for developing and maintaining contacts with organizations within the University community, including other unions at Queen's and the Society of Graduate and Professional Students;

(3) be responsible for developing and maintaining contacts and liaising with other organizations that the Executive Committee deems necessary or valuable;

(4) be responsible for developing and maintaining contacts with media organizations both on and off campus in coordination with the President;

(5) be charged with developing and maintaining a database of alumni/ae, donors, corporate sponsors, allies, etc. for use in Local campaigns;

(6) attend conventions of organizations the Local joins or has membership in as a delegate of the Local, or appoint a designate to attend in this capacity;

(7) in coordination with the Information Officer, stay informed of legislative and regulatory developments at the provincial and national levels. They shall, in cooperation with the Information Officer, coordinate the Local's response to such developments in consultation with the Executive;

(8) perform the duties of the President in the absence of that officer, and, in the case of the resignation or incapacitation of the President, shall perform the duties of the President until such vacancy is filled.

5.1.3 The Vice President Postdoctoral Scholars

The Vice President Postdoctoral Scholars shall:

(1) in coordination with the President, be the chief representative for Composite Local 2, representing Postdoctoral Scholar (PDS) Bargaining Unit members;

(2) be a member in good standing of the PDS Bargaining Unit at Queen's University;

(3) represent the interests of Composite Local 2 members within the larger Local, the PSAC, Queen's University, and broader communities;

(4) in coordination with the Executive Committee, call a Composite Local 2 General Meeting at least once per year;

(5) where needed, develop supplementary bylaws for Composite Local 2, which shall be in accordance with the Bylaws of Local 901 and the PSAC Constitution, and shall be ratified by the Floor of a Composite Local 2 General Meeting;

(6) normally be nominated at a Composite Local 2 General Membership meeting, or at a Local Annual General Meeting by PDS Bargaining Unit members in attendance, and acclaimed or elected at a General Membership meeting of the Local by PDS members in attendance;

(7) attend, participate in, and report on Composite Local 2's activities at Executive

Committee meetings, and General Meetings where Composite Local 2 business takes place;

(8) in coordination with the President, be responsible for developing and maintaining a PSAC Service Agreement for Composite Local 2 Bargaining Unit members;

(9) have a working knowledge of Composite Local 2's Bargaining Unit Collective Agreement, these bylaws, and any supplemental bylaws developed by Composite Local 2;

(10) organize and chair the Postdoctoral Scholar Committee;

(11) in coordination with the Information Officer, be responsible for communication with members of Composite Local 2; and

(12) in coordination with the Treasurer, be responsible for overseeing Composite Local 2's budget and spending.

(13) The position of Vice President Postdoctoral Scholars may be split into two Co-Vice President positions, with each Co-Vice President sharing stipend and duties as they see fit. They also share their one vote on the Executive Committee. Candidates for Vice President Postdoctoral Scholars should declare any intention to run as a Co-Vice President at the time of their nomination.

5.1.4 The Vice President Research Assistants

The Vice President Research Assistants shall:

(1) in coordination with the President, be the chief representative for the Research Assistant (RA) members of Composite Local 1;

(2) be a member in good standing of the Composite Local 1 as an RA at Queen's University;

(3) represent the interests of the RA members of Composite Local 1 within the larger Local, the PSAC, Queen's University, and broader communities;

(4) normally be nominated at a Local Annual General Meeting by RA members of Composite Local 1 in attendance, and acclaimed or elected at a General Membership meeting of the Local by RA members in attendance;

(5) attend, participate in, and report on the RA members of Composite Local 1's activities at Executive Committee meetings, and General Meetings where RA

business takes place;

(6) in coordination with the President, be responsible for developing and maintaining a PSAC Service Agreement for RA members of Composite Local 1;

(7) have a working knowledge of Unit 1's Collective Agreement, these bylaws, and any supplemental bylaws developed by the members of Composite Local 1;

(8) organize and chair the RA Committee;

(9) in coordination with the Information Officer, be responsible for communication with members of Bargaining Unit 1; and

(10) in coordination with the Treasurer, be responsible for overseeing the RA Committee's budget and spending.

(11) The position of Vice President Research Assistants may be split into two Co-Vice President positions, with each Co-Vice President sharing stipend and duties as they see fit. They also share their one vote on the Executive Committee. Candidates for Vice President Research Assistants should declare any intention to run as a Co-Vice President at the time of their nomination.

5.1.5 Information Officer

The Information Officer shall:

(1) be chiefly responsible for records, information, and communications for each Composite Local;

(2) ensure that accurate records of the membership of the Local and its Composite Locals are maintained, including applications for membership, membership lists, existing policies, and all other records which the Executive Committee or membership deem to be necessary;

(3) ensure that proper records of all correspondence of the Local are maintained;

(4) ensure that proper notice is provided to the membership for all meetings and referenda, including strike and ratification votes;

(5) prepare a written report to be distributed prior to each General Meeting and of the Local;

(6) ensure that agendas and minutes of General Meetings and Stewards' Council, and any related reports, are available to the membership verbally upon request;

(7) ensure that agendas and minutes of Executive Committee meetings, and any related reports, are available to the membership in oral form upon request, excepting confidential matters;

(8) be charged with keeping informed of legislative and regulatory developments at the provincial and national levels. They, in cooperation with the Vice President Community Relations, coordinate the Local's response to such developments in consultation with the governing bodies of the Local;

(9) be the Editor-in-Chief for the PSAC 901 Newsletter.

5.1.6 Treasurer

The Treasurer shall:

(1) be the chief financial officer of the Local and its Composite Locals;

(2) ensure that the financial records of the Local and its Composite Locals are properly maintained, and shall ensure proper accounting for all receipts and disbursements;

(3) ensure that a continuous record of all dues payments and any other assessments is kept, and shall ensure that all dues and assessments due to the Union are paid promptly;

(4) ensure that all revenues are deposited in an appropriate account at a credit union or other chartered, government-insured financial institution as the Executive Committee may direct in the name of the Local;

(5) ensure that all bills authorized for payment by the Executive Committee and/or membership are paid;

(6) report quarterly on the finances of the Local to the Executive Committee, and at least once per fiscal year to the membership at the Annual General Meeting (AGM);

(7) upon approval of the draft documents by the Executive Committee, the Treasurer shall present a financial statement for the current fiscal year and a budget for the next fiscal year for adoption by the membership at the AGM;

(8) upon request by the President, Executive Committee, or Ex-Officio Local Trustee, submit within seven (7) days all record books and vouchers; all receipts, cheques, and bank statements issued and received; and a detailed

written report of all expenditures and disbursements of the funds of the Local;

(9) ensure that the financial affairs of the Local and its Composite Locals are conducted in conformity with accepted accounting practices;

(10) under direction of the Executive Committee, ensure that the finances of the Local are audited/reviewed once per year;

(11) all expenditures made by the executive must be reported to the Stewards' Council during Executive Reports with the exception of bargaining related financial matters.

5.1.7 The Co-Lead Steward(s)

The three (3) Co-Lead Stewards shall:

(1) be the Grievance Officer for the Local and its Composite Locals;

(2) ensure that each department is represented by a steward, and where this is not possible shall act as steward for any department that is not otherwise represented;

(3) ensure the election or appointment of interested party (where stewards are not elected) of stewards from each department or program, and Bargaining Unit. Ideally stewards will be elected, but if no steward is elected in a department by October 1, the Co-lead Stewards will then appoint one;

(4) coordinate the training and activities of the elected stewards in a timely manner and ensure that each steward understands their duties and responsibilities within one month of their initial appointment;

(5) maintain an up-to-date list of stewards and compile and forward to the Information Officer a list indicating every steward's name, department, faculty, and contact information;

(6) have a good working knowledge of the Collective Agreement for each Composite Local;

(7) work with the stewards to monitor compliance with each Collective Agreement and ensure that each Collective Agreement is being implemented correctly;

(8) oversee and coordinate, in conjunction with the President, the Local's orientation and membership campaign;

(9) receive, sign, administer, monitor, and record grievances within the Local;

(10) ensure that grievances are handled appropriately and be available to support members through each stage of the grievance process as required;

(11) sit on the Grievance Committee and the Occupational Health and Safety Committee.

(12) coordinate with the other Co-Lead Stewards for all local activities.

(13) Ensure the minutes for all Stewards' Council Meetings are approved by the Moderator and filed appropriately.

5.1.8 Equity Officer

The Equity Officer shall:

(1) identify as a member of one of the five equity-seeking groups recognized by Ontario and Queen's University: women, members of visible minority groups, people with disabilities, Indigenous people, or 2SLGBTQ+ persons;

(2) address equity issues and issues of harassment within the Local, the University, and related external bodies;

(3) have some familiarity with equity-related legislation and regulations at the federal, provincial, and university levels;

(4) have chief responsibility for developing and implementing policies related to equity and harassment within the Local;

(5) have primary responsibility for identifying equity-related issues within each Composite Local's Collective Agreement and the workplace, and for bringing such issues to each Composite Local's Bargaining Team for negotiations with the employer;

(6) consult with international Teaching Assistants (TAs), Teaching Fellows (TFs), Postdoctoral Scholars (PDSs) and Research Assistants (RAs), and ensure that issues specifically or disproportionately affecting international members are addressed appropriately;

(7) in consultation with the Executive Committee, ensure that all officers, Stewards and staff of the Local receive equity-related and anti-harassment training;

(8) in consultation with the appropriate university officials, help determine the content of equity and harassment training for TAs, TFs, PDSs and RAs;

(9) work with the Co-Lead Steward to compile statistics based on grievance cases to monitor for equity- related concerns;

(10) represent the Local on the Council of Employment Equity (CEE) at Queen's University, and work with the CEE, the university Equity Office and appropriate university officials to track and address equity-related and harassment concerns appropriately.

5.1.9 Occupational Health and Safety Officer

The Occupational Health and Safety Officer shall:

(1) upon approval by executive, be responsible for the appointment of member representatives to the applicable Joint Health and Safety Committees (JHSCs) as governed by subsections 9.34 - 9.37 of the OHSA;

(2) coordinate training of the JHSC member representatives and ensure that each representative understands their duties and responsibilities within two weeks of their initial appointment;

(3) attend meetings of the JHSCs and conduct inspections with said Committees when member representatives are unavailable;

(4) manage the Local's subcommittee Occupational Health and Safety Committee (section 7);

(5) liaise with the employer's Department of Environmental Health and Safety, Physical Plant Services, and Joint Health and Safety Committee co-Chairs;

(6) collect, analyze, and file all digital copies of JHSC inspection reports, minutes and agendas from each of the member representatives on these committees every two months;

(7) collect timesheets and tabulate hours worked by JHSC member representatives. Submit this information to the Treasurer and President so the member representative can be paid.

(8) report on and make recommendations about health and safety hazards to the PSAC 901 Executive and issue health and safety warnings to the membership as deemed necessary.

(9) serve as the PSAC 901 representative on the Unity Council Health and Safety

Committee.

5.1.10 Joint Health and Safety Committee member representatives

The Joint Health and Safety Committee representatives referred to in section 5.1.10 shall:

(1) regularly attend designated Joint Health and Safety Committee meetings and represent the Local's membership concerns on said committees;

(2) regularly attend the Local's Occupational Health and Safety Subcommittee meetings, as defined in section 7 of the Bylaws;

(3) submit biannual reports to the Occupational Health and Safety officer;

(4) be entitled to payment from the employer, as stated in subsections 9.35 - 9.37 of the OHSA;

(5) submit timesheets for hours worked by the third Friday of each month to the Occupational Health and Safety Officer.

(6) submit JHSC documents in digital format to the Occupational Health and Safety Officer every two months.

(7) inform the Occupational Health and Safety Officer of any serious health and safety hazard the representative has been made aware of.

(8) remain in their appointed position for at least one year, unless deemed in nonfulfillment of their commitments, or until such time as the member representative cannot fulfill their duties;

5.1.11 The Vice President of International Workers

The Vice President of International Workers shall:

(1) in coordination with the President and Vice President of Postdoctoral Affairs, be the chief representative for the international members of each Composite Local;

(2) be a member in good standing of either Composite Local as an international worker at Queen's University;

(3) represent the interests of the international members of each Composite Local, the PSAC, Queen's University, and broader communities;

(4) normally be nominated at a Local Annual General Meeting by international members of either Composite Local in attendance, and acclaimed or elected

at a General Membership meeting of the Local by international members in attendance;

(5) attend, participate in, and report on the international members of the Local's activities at Executive Committee meetings, and General Meetings where international worker business takes place;

(6) have a working knowledge of Unit 1's and Unit 2's Collective Agreement, these bylaws, and any supplemental bylaws developed by the members of Composite Local 1 or Composite Local 2;

(7) in coordination with the Information Officer, stay informed of legislative and regulatory developments at the provincial and national levels. They shall, in cooperation with the Information Officer, coordinate the Local's response to such developments in consultation with the Executive;

(8) organize and chair the International Worker Committee;

(9) in coordination with the Information Officer, be responsible for communication with international members of the Local; and

(10) in coordination with the Treasurer, be responsible for overseeing the International Worker Committee's budget and spending.

5.2 Non-Executive Officers
Non-Executive Officers shall meet the minimum requirement of being a Member in good standing of the Local.

5.2.1 Moderator
The Moderator shall:

(1) chair General Meetings of the Local and Stewards' Council Meetings;

(2) be elected at the Annual General Meeting to serve a term of Office from May 1 to April 30. In the event of a vacancy of the position the moderator will be elected at the next immediate General meeting;

(3) have a working knowledge of PSAC's Rules of Order and these Bylaws;

(4) vote at General Meetings and Stewards' Council meetings only in the event of a tie and in votes held by secret ballot (but shall in no case vote twice on a single question);

(5) be the arbiter of all questions of procedure, subject to appeal by members present at the meeting (see PSAC's Rules of Order);

(6) provide written rulings on matters of procedure within ten working days, if requested by the Executive, subject to ratification at the next Stewards' Council meeting, and submit such rulings to the Information Officer to be distributed as a report to all members of Stewards' Council;

(7) ensure the accuracy of the minutes of all General Meetings and Stewards' Council meetings, and sign such minutes before they are distributed to stewards;

(8) be responsible for determining if quorum exists at all General Meetings;

(9) not normally hold any other office within the Local;

(10) sit on the Bylaws Committee.

(11) in the event of a conflict of interest by the LBO, the moderator will carry out the duties under 5.2.2 until the conflict is resolved; except where a conflict of interest is present by the Moderator.

(12) shall be remunerated as per the TA rate of pay for duties outlined in the bylaws;

(13) act as a mediator in disputes of a procedural nature within the Local, including those involving Executive members, committee chairs, and rank-and-file members, to maintain compliance with the local's Bylaws, the PSAC Constitution, and the PSAC Rules of Order. Disputes or reports should be sent to the Moderator's official PSAC 901 email address. The Moderator is required to forward any disputes that do not fall within the scope of procedure to the Equity Officer.

5.2.2 Lead Balloting Officer
The Lead Balloting Officer shall:

(1) be responsible for ensuring all elections procedures are properly conducted;

(2) be responsible for authorizing all official notices, announcements, and publicity related to Local elections, the announcement of nominees for any office normally elected at the Annual General Meeting (AGM), and the announcement of official election results;

(3) receive all nominations from whatever source and ensure the eligibility of nominees for all positions;

(4) schedule and chair any "All Candidates" meetings that may be held;

(5) announce the names of all nominees at the close of nominations, including the names of nominees judged to be ineligible and the rationale for their disqualification;

(6) be responsible for the ballot counting procedure;

(7) appoint and supervise Returning Officers;

(8) be responsible for issuing ballot boxes and ballots to Returning Officers and ensuring the proper mechanics of elections;

(9) report to the AGM or Stewards' Council meeting on the validity/invalidity and the official results of any election process;

(10) report to PSAC as required by the PSAC Constitution;

(11) shall be appointed for a term of 1 year or until the next September Stewards' Council meeting, whichever is shorter;

(12) shall be remunerated as per the TA rate of pay for duties outlined in the bylaws.

5.2.3 Stewards
Stewards shall:

(1) act as representatives of the Local to the Teaching Assistants (TAs), Teaching Fellows (TFs), Postdoctoral Scholars (PDSs) and Research Assistants (RAs) in their Departments, with one steward per Department, although special arrangements can be made for very small or very large departments as approved by the Stewards' Council;

(2) within the Local, represent the members in their Departments;

(3) organize members in their Departments;

(4) be expected to attend all Stewards' Council meetings and General Meetings;

(5) have a working knowledge of each Composite Local's Collective Agreement and advise the members of their Departments with regard to matters involving each Collective Agreement;

(6) where appropriate, assist in the processes of grievances initiated by members in their Departments;



(7) where necessary, communicate grievances to the Co-Lead Stewards;

(8) be elected by the members within their Departments according to the rules specified under the Article on elections under the supervision of a Co-Lead Steward;

(9) be expected to provide a written report to the executive at the end of their elected term.

5.2.4 The Ex-Officio Local Trustee

The Ex-Officio Local Trustee is a former Executive Committee member who consults with the Executive Officers, Stewards, and local activists on organizing aims, strategies, and tactics, grievance processes and precedence, as well as strategies for engagement with the employer and other community partners and actors.

(1) Act as a consultant to the Executive Committee as required by the Executive Committee or by individual Executive Officers;

(2) Strive to maintain the transition and succession of the Local's institutional memory;

(3) Is appointed by the Executive Committee at the beginning of their term.
The Ex-Officio Trustee can be any member of the previous Executive Committee.

6. ELECTIONS

6.1 Nominations

Nominations (except nominations for the Office of Lead Balloting Officer and Stewards):

(1) shall be received by the Lead Balloting Officer;

(2) may be in response to a Call for Nominations for Executive Officers, arranged for by the Lead Balloting Officer and published at least once in March and once per month thereafter until all Executive Positions are filled;

(3) be submitted with a minimum of the following information, or information determined by the Executive Committee: name; department; employment position; brief statement (not more than five-hundred (500) words)

(4) shall include information on the candidate's platform and previous Union experience. If the nomination submitted is for the position of Vice-President Postdoctoral Scholars or Vice-President Research Assistants, the candidate

shall declare whether they are running as a Co-Vice President or not.

(5) shall be submitted by email to the Local office at any time except the day of the AGM or verbally (when the Lead Balloting Officer reopens nominations immediately before permitting the candidates to speak prior to a vote, declaring a candidate Acclaimed, or declaring a position Vacant);

(6) shall be distributed to the membership via email seven (7) days before the AGM by the Information Officer if received by the deadline set by the Information Officer;

(7) Shall be acceptable provided that the nominee is a Member in good standing of the Local, and meets the minimum requirements for the position.

6.2 Nominations for Lead Balloting Officer
Nominations for the Office of Lead Balloting Officer shall be received by the Executive Committee, who shall nominate at least one individual at the first Stewards' Council meeting in the Fall Term and whenever the Office of Lead Balloting Officer is Vacant.

6.3 Lack of Candidates
In the event that the Lead Balloting Officer receives no acceptable nominations for a given position, the Lead Balloting Officer shall declare that position Vacant (see 6.6).

6.4 Acclamation
In the event that the Lead Balloting Officer receives only one valid nomination for a given position (including each individual position on a committee, but excluding the Office of Lead Balloting Officer), the membership will vote on the acclamation of the candidate. If majority votes in favor, the Lead Balloting Officer shall declare that candidate Acclaimed. If the vote is unsuccessful, the position shall be declared by the Lead Balloting Officer as vacant.

6.5 Elections

6.5.1 To the Offices of President, Vice-President Community Relations, Vice-President Postdoctoral Scholars, Vice-President Research Assistants, Information Officer, Treasurer, Equity Officer, Moderator, Co-Lead Stewards, and Occupational Health and Safety Officer shall:

(1) be conducted by secret ballot in a manner to be determined by the Lead Balloting Officer, such that each Member eligible to vote may vote for one candidate but no proxy voting shall be allowed;

(2) be held at a General Meeting (normally the Annual General Meeting);

(3) be resolved, normally, in a single round such that the candidate receiving the



greatest proportion of unspoiled ballots cast shall be declared the winner by the Lead Balloting Officer (plurality vote);

(4) be resolved, in the event of a tie, by a second secret ballot of the Members present, in which each eligible Member shall vote for only one of the tied candidates, and the candidate receiving the greatest proportion of unspoiled ballots cast shall be declared the winner by the Lead Balloting Officer (plurality vote);

(5) be resolved, in the event of a second tie, by a secret ballot of the Executive, in which each Executive Officer shall vote for only one of the tied candidates, and the candidate receiving the greatest proportion of unspoiled ballots cast shall be declared the winner by the Lead Balloting Officer (plurality vote).

6.5.2 To the Office of Vice-President Postdoctoral Scholars shall:

(1) be the same as any other Executive Officer as described in 6.5.1, except:

(2) only Members in good standing of Composite Local 2 shall vote, and

(3) the vote may also be conducted at a Composite Local 2 General Meeting.

6.5.3 To the Office of Vice President Research Assistants shall:

(1) be the same as any other Executive Officer as described in 6.5.1, except:

(2) only RA Members of Composite Local 1 in good standing shall vote, and

(3) the vote may also be conducted at a Research Assistant General Meeting.

6.5.4 To the Office of Lead Balloting Officer shall:

(1) be conducted by a secret ballot in a manner to be determined by the Current President, who shall conduct the vote, such that each person eligible to vote at a Stewards' Council meeting may vote for one candidate, but no proxy voting shall be allowed;

(2) be held at the first Stewards' Council meeting or General Meeting in the Fall term whichever comes first;

(3) include ratification of the candidate in the event that the Executive Committee nominates a single candidate;

(4) be repeated at the subsequent Stewards' Council meeting with the Executive providing at least one new candidate, in the event that ratification is denied by the Stewards;

(5) be resolved such that the candidate with the most votes shall be declared the

winner by the President (plurality vote);

(6) be resolved in the event of a tie by a second secret ballot in which each voter shall select only one of the tied candidates, and the candidate receiving the greatest proportion of unspoiled ballots cast shall be declared the winner by the President (plurality vote);

(7) be resolved, in the event of a second tie, by a secret ballot of the Executive Committee, in which each Executive Officer shall vote for only one of the tied candidates, and the candidate receiving the greatest proportion of unspoiled ballots cast shall be declared the winner by the President (plurality vote).

6.5.5 To Committees with maximum numbers of members (other than the Bargaining Committee) and of Representatives from the Local to other bodies shall:

(1) be conducted by the Lead Balloting Officer, such that each person eligible to vote at a Stewards' Council meeting may participate, but no proxy voting shall be allowed;

(2) be held at the Stewards' Council meeting immediately before the end of the member's term of service, or at each Stewards' Council meeting while the position is Vacant;

(3) be resolved, if possible, in a single round to be conducted by show of hands in which each voter may vote "for" (or not vote "for") each candidate individually;

(4) be resolved while the candidates are out of the room;

(5) be resolved such that the Lead Balloting Officer shall rank order the candidates in terms of number of votes "for" and declare as a winner the candidate(s) with the most votes "for" until all of the positions have been filled (modified plurality vote);

(6) be resolved, in the event of a tie on the first round, by a second round to be conducted by secret ballot in which each voter may vote for only one of the tied candidates, and the candidate(s) with the most votes are declared winner(s) by the Lead Balloting Officer (modified plurality vote);

(7) be resolved, in the event of a tie on the second round, by a secret ballot of the Executive in which each Executive Officer may vote for only one of the tied candidates (modified plurality vote).

6.5.6 To the Bargaining Committees shall:

(1) be conducted by the Lead Balloting Officer, such that each Member in good standing of the Local may participate, but no proxy voting shall be allowed;

(2) be held at a General Meeting;

(3) be resolved, if possible, in a single round to be conducted by secret ballot in which each Member of the Local may vote for each candidate;

(4) be resolved by the Lead Balloting Officer, who shall declare as winners first the four candidates with the most votes such that different disciplinary divisions (i.e., Natural Sciences, Humanities, Applied Sciences, and Social Sciences) are represented, if possible (modified plurality vote) or, if there is no candidate from one of the divisions, then the candidate with the next highest vote count;

(5) be resolved by the Lead Balloting Officer, who shall declare as winners the number of candidates as there are remaining positions, where the candidate(s) have received votes from at least fifty percent (50%) of those voting;

6.5.7 To delegations of PSAC Delegated Conventions and Conferences shall:

(1) be elected at a General Meeting or any meeting where the membership has been notified and may participate in, in accordance with all guidelines released by the PSAC or PSAC Ontario regarding said convention;

(2) except where directed by PSAC or PSAC Ontario guidelines, any member in good standing with the Local may stand for election from the floor;

(3) be conducted by the Lead Balloting Officer, who shall declare as winners the number of candidates as there are remaining positions, where the candidate(s) with the most votes are declared the delegate(s) until all of the positions have been filled (modified plurality vote);

(4) be resolved, in the event of a tie on the first round, by a second round to be conducted as was the first round, except that each member may vote for only one of the tied candidates, where the candidate(s) with the most votes are declared the delegate(s) until all of the positions have been filled (modified plurality vote);

(5) be resolved, in the event of a tie on the second round by a secret ballot of the Executive Committee in which each Executive Officer may vote for only one candidate, where the candidate(s) with the most votes are declared the winner(s) until all of the positions have been filled (modified plurality vote).

(6) elect an alternate list in accordance with the regulations of the conference or convention;

(7) be resolved, in the event of a tie for alternates, in the same manner as resolving a tie for delegates.

6.5.8 To Committees without maximum numbers of members shall be by expression of interest to the Chair of the committee in question. The Chair shall maintain a list of Members of the Committee.

6.5.9 To Stewardship shall be independently conducted by the Teaching Assistants (TAs), Teaching Fellows (TFs), Postdoctoral Scholars (PDSs) and Research Assistants (RAs) of each individual department, in a manner to be determined by the abovementioned, such that there is at least one Steward for every department. Stewards elected in their departments will be confirmed by the Co-Lead Stewards at the first Stewards' Council meeting to be held after their election.

6.6 Vacant Positions

6.6.1 Declaration
A position shall be declared Vacant by the Lead Balloting Officer (or the Moderator, for the Office of Lead Balloting Officer) when:

(1) the term of Office or term of service has expired and no replacement has been found, or

(2) when an Officer or committee member resigns (all resignations must be submitted in writing to the Information Officer),or

(3) when an Officer is removed from Office, or

(4) on the declaration of abandonment by the Executive, or

(5) in the case of the President Elect, at the end of the Annual General Meeting if there is no President Elect.

6.6.2 President
In the case where the Office of President is Vacant, the President Elect shall immediately assume the Office of President. When the Offices of President and President Elect are simultaneously vacant, the Office of Interim President shall fall to the following Officers (from first to last):

(1) Vice-President Community Relations;
(2) Information Officer;
(3) Equity Officer.

6.6.3 Executive Officer other than that of President

In the case where an Executive Office other than that of President is Vacant:

(1) the duties of that Office shall fall to the remainder of the Executive, to be distributed however they see fit;

(2) Notwithstanding 6.6.3 (1), the signing authority of the President, Treasurer, or Vice President Community Relations shall be transferred to the Information Officer if one of these Offices is Vacant.

6.6.4 Filling a Vacancy in a Position Normally Elected at the Annual General Meeting (AGM); When the Lead Balloting Officer receives an acceptable nomination for any Office normally elected at the AGM after the Office has been declared Vacant:

(1) the Lead Balloting Officer shall immediately arrange for publication of a Call for Nominations that also includes the name of the candidate and wait at least one week after that Call is published before declaring the candidate Acclaimed;

(2) if the Lead Balloting Officer receives one or more additional nominations for the Office of President after issuing a Call for Nominations under 6.6.4 (1), then the Lead Balloting Officer shall request that the President call a Special General Meeting (SGM) for the purposes of holding an election;

(3) if the Lead Balloting Officer receives one or more additional nominations for some Office that is normally elected at the AGM other than the Office of President after issuing a Call for Nominations under 6.6.4 (1), then the Lead Balloting Officer shall request that the President call a General Meeting for the purposes of holding an election.

(4) if the position of Vice-President Postdoctoral Scholars is vacant after an AGM, that position may be filled at a Composite Local 2 General Meeting.

(5) if the position of Vice-President Research Assistants is vacant after an AGM, that position may be filled at a Research Assistant General Meeting.

6.65 Filling a Vacancy in a Position Not Normally Elected at the Annual General Meeting (AGM) When the Lead Balloting Officer receives an acceptable nomination for any position not subject to 6.6.4 (e.g. committee members and representatives to other bodies) after that position has been declared Vacant:

(1) if the Lead Balloting Officer receives one or more additional nominations, they shall forward the names of all candidates to the Executive Committee, who shall elect an acting committee member or representative, subject to ratification by the Stewards' Council;

(2) acting committee members and representatives shall automatically be nominated for election at the next Stewards' meeting.

6.7 Campaigning

(1) Media campaigning of any kind shall not be allowed, except as described under 6.7 (2), and violations shall expose the candidate to disciplinary procedures under these Bylaws;

(2) Notwithstanding 6.7 (1), each candidate shall be allowed to distribute a one page statement (subject to the limitations stipulated by the Lead Balloting Officer), and this statement shall be distributed to the membership by the Executive Committee in the week prior to the General Meeting at which the election is to be held;

(3) An "All Candidates Meeting" may be scheduled and chaired by the Lead Balloting Officer in the week prior to the General Meeting at which the election is to be held;

(4) After nominations have been closed and before the "Question Period" (see 6.7 (5)), each candidate for Office shall be permitted up to five minutes to address the Membership;

(5) A "Question Period" of not more than ten (10) minutes shall immediately precede the vote for each position, in which Members may ask questions of any candidate in that election. Every candidate shall have the opportunity to answer each question posed by the membership.

6.8 Recall

For bylaws regarding disciplines of members for infractions please refer to Section 25 Discipline from the PSAC National Constitution: http://psacunion.ca/sites/psac/files/attachments/pdfs/psac-constitution-may-2015-eng_0.pdf

6.9 Transition

(1) During the month of transition, each new incoming executive position shall receive pay equal to half of the monthly stipend of their position.

(2) All executive members are required to keep an accurate record of all documents associated with the position. During the month of transition, all materials, accounts, and correspondence shall be transferred to the incoming executive member.

7. COMMITTEES AND WORKING GROUPS

7.1.1 Standing Committees and working groups of the Local may be established by the membership through changes to the Bylaws at General Meetings.

7.1.2 In addition to any committees established by these Bylaws, the Executive, Stewards' Council, and/or membership at a General Meeting may strike committees as considered appropriate for the needs and purposes of the Local. At the time any committee or working group is struck, the body striking the committee shall determine the mandate, the requirements for membership, and the duration of activity of the committee. Unless otherwise set out at the time a committee or working group is struck, the committee or working group shall make its report and recommendations to the body which strikes it.

7.2.1 Grievance Committee
The Grievance Committee shall:

(1) be composed of: the two Co-Lead Stewards, one of whom shall Chair the Committee; the President (or President's delegate); the Equity Officer; and at least four other members of the Local, preferably stewards from various disciplinary backgrounds;

(2) be responsible for ensuring that the Employer complies with each Composite Local's Collective Agreement;

(3) advise and assist the Co-Lead Stewards in matters involving grievance policy;

(4) make recommendations to the Executive regarding arbitration of grievances and/or continued carriage of grievances;

(5) meet at least twice per year, in order to holding further meetings as deemed necessary by the Chair;

(6) discuss grievance-related matters in camera. Where appropriate, the Grievance Committee may request the participation of others, such as appropriate Local staff, legal counsel; witnesses, etc;

(7) hold in strict confidence all information pertaining to any complaint or grievance.

7.2.2 Social Justice Committee
The Social Justice Committee shall:

(1) consist of the Equity Officer, acting as Chair, and at least two additional members in good standing of the Local, preferably drawn from Caucuses established under these Bylaws;

(2) assist the Equity Officer in the performance of their duties, including, but not limited to: educating the membership with regards to equity and human rights issues and representing and advocating for marginalized populations within the Local;

(3) identify issues specific to international Teaching Assistants (TAs), Teaching Fellows (TFs), Postdoctoral Scholars (PDSs) and Research Assistants (RAs);

(4) organize, facilitate, and participate in research and other activities to raise awareness around 2SLGBTQ+, women's and racial diversity issues and to work toward creating more inclusive spaces in the Local, the university, and the broader Kingston community;

(5) form alliances with other groups within the university community and in the City of Kingston in co-operation with the Vice-President Community Relations and the Political Action Committee;

(6) report to Stewards' Council and General Meetings through the Chair.

(7) In a case of a tie vote, the Chairperson will be entitled to a second vote to cast the deciding vote.

7.2.3 Budget Committee
The Budget Committee shall:

(1) consist of the Treasurer, who shall act as Chair, the Vice-President Postdoctoral Scholars, and at least two additional Members in good standing of the Local;

(2) assist the Treasurer in preparing a draft budget for the Local in time for the Annual General Meeting;

(3) collect data related to the financial goals and spending patterns of the Local;

(4) report to Stewards' Council and General Meetings through the Chair.

(5) In a case of a tie vote, the Chairperson will be entitled to a second vote to cast the deciding vote.

7.2.4 Bargaining Committees for each Composite Local's Bargaining Unit
Each Composite Local shall have a separate Bargaining Committee. Each Bargaining Team derived from a Bargaining Committee will consist of Bargaining Unit Members from the respective Composite Local.

Each Bargaining Committee shall:

(1) be struck not later than six (6) calendar months prior to the expiration of any Collective Agreement;

(2) consist of the President; Co-Lead Steward; Equity Officer; Vice-President Postdoctoral Scholars (Unit 2 bargaining team), Vice-President Research Assistants (Unit 1 bargaining team), at least four (4) members in good standing of the Bargaining Unit entering negotiations, preferably representing Sciences, Humanities, Engineering, and Social Sciences, elected at a General Meeting, but who may be acting members nominated by the Executive Committee and ratified by the Stewards' Council; and representatives (non-voting) from PSAC;

(3) be chaired by a PSAC representative (nonvoting);

(4) meet at the call of any of its members;

(5) select from among themselves three members of the Committee to serve on the "Negotiating Team" as defined by the PSAC Constitution, or in special circumstances more than three members;

(6) ensure that information related to bargaining (including but not limited to analyzing grievances, monitoring Collective Agreements and contracts of similar organizations,

(7) commissioning and collecting membership surveys, and monitoring the goals and finances of the University in general and, in the case of Composite Local 1, the School of Graduate Studies.

(8) ensure that appropriate summaries of the information collected is distributed to the membership in a timely manner;

(9) prioritize goals for negotiations;

(10) prepare draft negotiation proposals;

(11) report at Stewards' Council and General Meetings through the President;

(12) follow procedures established by the PSAC for ratification of Collective Agreements;

(13) be dissolved automatically when a Collective Agreement is ratified by the respective Composite Local's Membership.

(14) In a case of a tie vote, the Chairperson will be entitled to a second vote to cast

the deciding vote.

7.2.5 Bylaws Committee
The Bylaws Committee shall:

(1) consist of the Information officer, who shall act as Chair; the President or designate; the Moderator; and at least one additional member in good standing of the Local who volunteers;

(2) meet and review the Bylaws at least once per year;

(3) submit proposed changes to the Bylaws to the Executive Committee, who will submit approved changes to General Meetings for ratification; and

(4) ensure these Bylaws and respective Composite Local supplementaryBylaws are in line with the PSAC Constitution.

(5) in a case of a tie vote, the Chairperson will be entitled to a second vote to cast the deciding vote.

7.2.6 Political Action Committee
The Political Action Committee shall:

(1) consist of the Vice-President Community Relations, and at least two additional members in good standing; and

(2) organize, facilitate, and participate in direct action against forms of social, political, economic, and ecological oppression.

(3) in a case of a tie vote, the Chairperson will be entitled to a second vote to cast the deciding vote.

7.2.7 Postdoctoral Scholar Committee
The Postdoctoral Scholar Committee shall:

(1) consist of the Vice-President Postdoctoral Scholars, acting as chair, and at least two additional members in good standing of Composite Local 2; and

(2) be responsible for developing, communicating, and representing the interests of Bargaining Unit Members in Composite Local 2;

(3) in the case of a tie vote, the Chairperson will be entitled to a second vote to cast the deciding vote.

7.2.8 Research Assistant Committee
The Research Assistant Committee shall:

(1) consist of the Vice-President Research Assistants, acting as chair, and at least two additional Research Assistants in good standing; and

(2) be responsible for developing, communicating, and representing the interests of Research Assistant Members;

(3) in the case of a tie vote, the Chairperson will be entitled to a second vote to cast the deciding vote.

7.2.9 Occupational Health and Safety Subcommittee
The Occupational Health and Safety Subcommittee shall:

(1) be called the “Occupational Health and Safety Subcommittee”;

(2) comprise the Occupational Health and Safety Officer, acting as chair, and the appointed member representatives of the Joint Health and Safety Committees (JHSCs) as well as any interested local member in good standing;

(3) assist the Occupational Health and Safety Officer in their duties including but not limited to educating membership on occupational health and safety issues;

(4) identify and discuss occupational health and safety issues related to membership concerns;

(5) organize, facilitate, and participate in research and other activities to raise awareness among Membership about health and safety issues;

(6) in the case of a tie vote, the Chairperson will be entitled to a second vote to cast the deciding vote.

7.2.10 Strike Committee
The Strike Committee shall:

(1) be established immediately following a vote to strike;

(2) be chaired by the President, or designate;

(3) consist of at least two (2) other members in good standing of the affected Composite Local selected by the Executive Committee in addition to the chair.

(4) report at Stewards' Council meetings through the President; the committee will also give reports and seek feedback from membership through town halls, information sessions, and other applicable channels;

(5) be dissolved automatically at the end of any strike.

(6) In a case of a tie vote, the Chairperson will be entitled to a second vote to cast the deciding vote.

7.2.11 International Worker Committee

The International Worker Committee shall:

(1) consist of the Vice President of International Workers as the committee chair, the Vice President of Postdoctoral Scholars, Equity Officer, and at least two additional members in good standing; and

(2) Organize space for international students and workers on campus, facilitate and maintain communication with relevant groups on campus and beyond

(3) in the case of a tie vote, the Chairperson will be entitled to a second vote to cast the deciding vote.

(4) take actions based on the wants and needs of the committee membership and the community.

7.3.1 Caucuses

Members of populations discriminated against on grounds enumerated in the Ontario Human Rights Code may choose to form exclusionary caucuses as defined within the Code. Two self-identified members of an enumerated population choosing to form a Caucus may do so by notifying the Executive Committee. Caucuses can work toward new policy or bylaws, or reform of existing policy or bylaws, within the Local. Caucuses shall represent and advocate for its members within the Local, and form alliances with other groups within the university community and in the City of Kingston. Once a Caucus has been formed, any motion brought to the Executive Committee for any purpose (including bylaw changes for General Meetings) by that Caucus shall be considered moved and seconded.

7.4.1 Working Groups

(1) May be formed to carry out the work of rank and file members;

(2) Shall be open, self-determined, and semi-autonomous, but shall not contravene the local bylaws and must not act so as to undermine the policies duly-enacted by the general membership;

(3) Must be created and chaired by a member;

(4) May only be formed by a duly executed motion at a General Meeting which includes the objectives and process of the working group;

(5) With the exception of the position of chair, members of this group need not be part of the membership; (6) are accountable to both the Executive Committee and to the general membership.

7.5.1 Stewards' Council

Stewards' Council shall provide member oversight of the executive and ensure any actions taken by the executive are in compliance with Local bylaws.

8. DECISION MAKING PROCEDURES

8.1.1 General Meetings

(1) Every member of Composite Local 1 and Composite Local 2 in good standing in attendance is entitled to only one vote on any issue which arises at a General Meeting, with the exception of issues solely related to a single Composite Local, at which time only members in good standing of the specific Composite Local may vote;

(2) Except where otherwise provided for in these Bylaws, voting shall be by show of hands, and a majority of votes cast shall be sufficient to determine a decision.

8.1.2 All members present at General Meetings shall:

(1) work towards consensus whenever possible;

(2) obey PSAC's Rules of Order (except where the Rules contradict these Bylaws, in which case these Bylaws take precedence) in good faith while attempting to achieve consensus;

(3) abide by any Ruling by the Moderator (or person chairing the meeting), subject to Appeal (see PSAC's Rules of Order);

8.2.1 Stewards' Council

(1) every member of Stewards' Council in attendance is entitled to vote on any issue which arises at a Stewards' Council meeting;

(2) except where otherwise provided for in these Bylaws, voting shall be by show of hands, and a majority of votes cast shall be sufficient to determine a decision.

8.2.2 All members present at Stewards' Council shall:

(1) work towards consensus whenever possible;

(2) obey PSAC's Rules of Order (except where the Rules contradict these Bylaws, in which case these Bylaws take precedence) in good faith while attempting to achieve consensus;

(3) abide by any Ruling by the Moderator (or person chairing the meeting), subject to Appeal (see PSAC's Rules of Order).

8.3.1 Executive Committee

The Executive shall:

(1) work toward consensus whenever possible;

(2) except where otherwise provided for in these Bylaws, voting shall be by show of hands, and a majority of votes cast shall be sufficient to determine a decision.

8.4.1 Other Committees

All committees shall:

(1) work toward consensus whenever possible;

(2) except where otherwise provided for in these Bylaws, voting shall be by show of hands, and a majority of votes cast shall be sufficient to determine a decision.

(3) in the case of a tie vote, the Chairperson will be entitled to a second vote to cast the deciding vote, except in elections.

8.5.1 Right of Minority to Report

Where an issue has been decided by a vote, the minority shall have the right to include the opposing viewpoint with the Committee's Report.

8.6.1 All members responsible for chairing a committee must become familiar with facilitation methods by undergoing facilitation training relating to Bourinot's Rules of

Order, PSAC Rules of Order, as well as alternative facilitation methods such as progressive stack, if they have not already done so, to ensure equitable dialogue that actively includes equity-seeking groups at Local meetings.

8.6.2 Proxy Voting
As per the PSAC Rules of Order, no proxy voting shall be allowed.

9. DISCIPLINE
(For Infractions that Arise at General Meetings or Stewards' Council Meetings)

9.1 The Moderator shall:

(1) be responsible for discipline during General Meetings;

(2) have the authority to issue verbal reprimands for disruptive behaviour;

(3) If disruptive behavior is observed by the Moderator, the Moderator should verbally warn the individual. If the behaviour continues, the Moderator should put the judgement to the meeting, where the individual will be asked to give an explanation and then is asked to withdraw from the room while the meeting decides what actions should be taken next. (See Rules of Order for PSAC Meetings (8)).

9.2 Discipline of Members for Other Infractions
For bylaw regarding disciplines of members for infractions please refer to Section 25 Discipline from the PSAC National Constitution:
http://psacunion.ca/sites/psac/files/attachments/pdfs/psac-constitution-may- 2015-eng_0.pdf

10. FINANCES

10.1 The Executive Committee shall be responsible for administering the Local's funds in the best interests of the membership according to the Bylaws of the Local.

10.2 Where funds are assigned to a specific Composite Local by the Terms and Conditions of their respective Collective Agreement, those funds shall be allocated to the specific Composite Local and be administered by the Executive Committee in the best interests of the members of the respective Composite Local. Where the Local has discretion on how to spend these funds, the Executive Committee shall make a recommendation to the Stewards' Council, who shall decide how it should be spent.

10.3 There shall be three (3) authorized signing officers for the Local: The President, the Treasurer, and the Vice-President Postdoctoral Scholars. Should one, or more, of these positions be vacant, an additional interim signing officer shall be elected from the Executive by the Executive Committee.

10.4 All cheques drawn on Local funds must be signed by two signing officers.

10.5 The signatures of both the President and Treasurer shall be required to authorize any loan agreement on behalf of the Local. Any such loan agreement must be approved by the Executive Committee.

10.6 The Local may administer loans and support programs to its members, subject to regulations to be determined by the Stewards Council.

10.7 Requests for minor changes in existing budget lines by up to $500 must be voted on by the Executive and are to be submitted to and approved at a Stewards' Council meeting.

11. DUES AND ASSESSMENTS

11.1 Union Dues

(1) Each member of the Local shall pay dues as set by the Floor of PSAC National Triennial Conventions, and any Local levy, applying to one, two, or all Composite Locals, ratified by the entire or respective membership at a General Meeting;

(2) The rate of any Local levy may only be changed upon recommendation by the Executive Committee and approval by the respective membership in properly constituted General Meetings.

11.2 Special Assessments

(1) Each member shall pay, in addition to dues, any special assessment as determined by the Local for the Local Defence and Strike Fund or from time to time when special circumstances warrant;

(2) Where the Executive believes a special assessment is required, it shall give its reasons to, and obtain approval from, a General Meeting;

(3) The monies obtained from such assessment shall be used only for the purpose(s) of the assessment, except that any surplus shall be allocated to the Local Defence and Strike Fund;

(4) Notice in writing shall be given to each member in good standing of such a meeting not later than five days in advance of such a meeting.

12. STRIKE VOTES

12.1 Where a strike vote has been authorized by the PSAC in accordance with the PSAC Constitution and applicable Regulations, the following provisions shall apply:

(1) A Special General Meeting (SGM) of the affected Composite Local shall be

called and notice shall be sent to every member in that Composite Local in good standing advising her/him of the date, time and place of the meeting, along with a summary and explanation for the recommendation to strike.

(2) The notice shall be given to every member of the affected Bargaining Unit at least three days before the date of the General Meeting.

(3) The SGM shall deal only with the strike issue and no other business shall be conducted.

(4) A majority of the votes cast by secret ballot shall be required to decide the issue in favour of a strike mandate.

(5) Three scrutineers shall be appointed in a manner consistent with PSAC Regulations governing strike votes.

(6) The decision shall be conveyed to the membership within one day of the ballots being counted.

(7) Where a decision to strike has been decided in the manner herein prescribed, and so ordered, every member shall endeavor to support the strike in a sincere and conscientious manner.

(8) Every member shall comply with the strike policies and directives issued by the PSAC and the Local acting in accordance with PSAC directives.

(9) Every member shall comply with the directions and/or instructions issued by the Executive Committee and the PSAC during the period of the strike. Violations shall be dealt with in the manner prescribed in these Bylaws regarding “Discipline”.

13. LOCAL DEFENSE FUND

13.1 PSAC 901 shall establish and maintain Local Defense Funds for Unit 1 and Unit 2 to be held and maintained in the accounts separate from the general funds of the Local.

13.2 Interest from the Funds shall remain in the accounts to add to the principal.

13.3 The Local Defense Funds shall be used only in the following circumstances:

(1) Upon an affirmative strike vote by the membership, authorized and conducted in accordance with the PSAC Constitution and applicable regulations;

(2) In the event of a strike or lockout;

(3) In the event of the need for emergency funds by the Local (i.e. an Employer lockout);

(4) In the event funds are required in order to fulfill our legal duty to represent a member in relation to any grievance or arbitration; In the event a majority of both the Executive Committee and Stewards' Council vote to lend up to 15% of either or both Funds to another striking Local at Queen's, this must be repaid within twelve (12) months;

(6) In the event that an Annual General Meeting (AGM) of the Local directs the use of up to 15% of either or both Funds for a purpose determined by at least a two-thirds majority vote of the AGM Floor.

13.4 The Executive Committee shall thereby be authorized to withdraw and spend funds from the Funds.

13.5 The Executive Committee shall be responsible for the disbursement of the Funds, and shall maintain separate and detailed accounting of the Funds.

13.6 Strike pay and procedures shall be in accordance with the PSAC Constitution.

13.7 Deposits to the Local Defense Funds shall be in the form of a special levy of 0.5% of members' earnings.

13.8 Expenditures from the Local Defence Funds of Unit 1 and Unit 2 shall be in accordance with the Local Defence Policy and shall only be made as follows.

Local Defence Policy for Unit 1 and Unit 2:

(1) Beginning six (6) months prior to the date of expiration of a Collective Agreement, the Executive Committee, in consultation with the Bargaining Committee, shall be authorized to spend up to $10,000 from the Local Defence Fund to prepare for a possible strike.

(2) Strike-pay-top-ups will be made from the Local Defence Fund of the relevant unit (either Unit 1 or Unit 2) in accordance with the Local Strike Payment Model (Appendix A).

(3) At any time the Executive Committee may authorize – subject to the availability of funds, and taking into account the present and possible near-future requirement for Strike-Pay-Top-Ups to be paid – the use of funds for expenses directly related to any grievance or arbitration to an amount not to exceed $15,000. In the event that additional funds are required in order to fulfill our legal duty to represent a member, the Executive Committee shall bring a motion to Stewards' Council requesting additional funds to an amount not to exceed $50,000. In the event that additional funds are still required in order to fulfill our legal duty to represent a member, the Executive Committee shall call a SGM in order to request additional funds.

APPENDIX A - Strike Payment Model

In the event of a legal strike or lockout, the Local shall allocate funds from the relevant unit's Local Defence Fund to Provide Strike-Pay-Top-up to all qualifying members.

In order to be eligible for the Local Strike-Pay-Top-Up, a striking member shall not be performing strike work for the Employer, and must also qualify for PSAC Strike Pay in accordance with Regulation 6 of the PSAC Constitution (as amended from time to time). In part, Regulation 6 of the PSAC Constitution outlines that the qualifying period for strike pay commences the first day, and each subsequent day, of a strike where a member performs strike duties as assigned by duly-recognized officers for a minimum of four hours, and that only members who are on active payroll of the Employer with whom the bargaining agent is in dispute shall be eligible for strike pay.

Local Strike-Pay-Top-Up will be defined as follows:

(1) For qualifying members, the Local Strike-Top-Up will amount to up to 20% of the PSAC National contribution to strike pay per qualifying day and will be decided based on the Strike Payment Process.

Local Strike-Pay-Top-Up will be administered by the Local every two-weeks, or part thereof, for the duration of a strike.

14. AMENDMENTS TO THE BYLAWS

These Bylaws may be amended by the membership as follows:

(1) Any ten members in good standing may propose an amendment to these Bylaws, providing it is submitted in writing to the Executive and duly signed by each proposing member.

(2) The proposed amendment shall be sent to every member in good standing at least seven (7) days before the General Meeting at which it will be considered.

(3) The proposed amendment shall be dealt with at the next General Meeting, and a majority of the votes cast shall be required for the amendment to pass. Voting shall be in the manner prescribed in articles on General Meetings of these Bylaws.

(4) All amendments to these Bylaws must be in conformity with the PSAC Constitution.