



CONSTITUTION and BY-LAWS

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ARTICLE 1 - NAME

This organization shall be known as the Ontario University Workers Coordinating Committee, a Committee of the Ontario Division of the Canadian Union of Public Employees, hereinafter referred to as "the Committee."

ARTICLE 2 - PURPOSE

The Committee shall determine its program of activity that should provide for co-ordination and unification, where possible, of bargaining agenda and to pinpoint the problems that are peculiar to University Workers in Ontario, with a view to having them dealt with further through the Regional Office (Ontario) and the Ontario Division. Such programs shall be confined strictly to the occupational groupings within the University Workers in Ontario and will not depart from those problems.

ARTICLE 3 - OBJECTIVES

The objectives of the Committee shall be:

1. To unite the University Workers of Ontario in co-ordinating and presenting common objectives and matters pertaining to University Workers, Locals and their members.
2. To present matters of legal and legislative concern to University Workers to the Ontario Division, Canadian Union of Public Employees.
3. To submit to the CUPE Co-ordinator of University Workers of Ontario those matters referred to the Committee by the Locals for consideration, advice and/or assistance.
4. To, at all times, work for the good and welfare of the members of the University Workers Local Union and for the support of the programs of the Ontario Division of the Canadian Union of Public Employees.
5. The Committee, as a body, shall not participate in or support any person or persons for elected positions at Conventions.
6. The Committee shall take all possible steps to establish close co-operation and communication among University Workers Local Unions in Ontario.
7. To promote co-ordinated bargaining initiatives among University Workers Local Unions in Ontario.
8. The Committee, through the Ontario Division, shall establish and maintain an up-to-date file of current collective agreements pertaining to University Workers.

9. To assist and work in co-operation with the Officers and Representatives of the Canadian Union of Public Employees in order to promote CUPE principles and policies, keep University Locals informed of ongoing programs and assist and help, in all ways possible, to create active and responsive Locals working together towards common, unified positions within the province.

ARTICLE 4 - CONFERENCES

1. At least one conference of Ontario University Workers Local Unions shall be held each year.
2. On the recommendation of the Committee, this conference will be held at a time and place set by the Chairperson. When selecting the conference location, the Chairperson shall make every attempt to give preference to unionized facilities. Conference locations shall also be accessible for each delegate regardless of the delegate's level of ability.
3. The theme and program of the conference shall be set out by the Committee, in consultation with the Ontario Division and the Research Department of the Canadian Union of Public Employees.
4. The advance Conference Call shall be in the hands of the Local Unions at least two months prior to the date of the Conference.
5. The number of delegates who may attend each Conference shall not be limited. No more than two (2) delegates from each Local shall be deemed to be voting delegates; these delegates will be designated by their Local Union.
6. Registration fees for delegates shall be determined by the Committee for each Conference, having regard to the costs involved.
7.
 - (a) Sitting members of the Co-ordinating Committee shall be accorded delegate status but shall not be eligible for re-election unless they are designated delegates of their own Local.
 - (b) The President of the Ontario Division or the President's designate shall be an accredited delegate to all conferences.
 - (c) District Councils of the Canadian Union of Public Employees shall be entitled to one (1) accredited delegate per Council to each Conference.
8.
 - (a) Each Conference shall be governed by rules of order in accordance with Appendix 'A' attached hereto and forming part of this Constitution.
 - (b) It shall be the duty of the Chairperson to interpret the Rules of Order to be a method whereby delegates, regardless of their knowledge of or experience with the Rules, are enabled to speak and be heard.

Where the Chairperson at any time rules any delegate out of order, it shall be the duty of the Chairperson, where possible, to explain to the delegates how they might achieve their aim in an orderly fashion.

9. A quorum will be a minimum one-half (½) of the voting delegates properly credentialed and seated at any Conference.

ARTICLE 5 – COMMITTEE REPRESENTATION

1. At the Spring Conference, in even numbered years, the delegates shall elect:
 - a. The Chairperson, who shall be the designated representative on the Executive Board of the Ontario Division, the Canadian Union of Public Employees. The Chair shall act as the spokesperson for the Committee, serve on all relevant bodies, and shall preside at, and preserve order over, all meetings of the Committee. The person so elected must be a member in good standing of a University Sector Local affiliated with the Ontario Division.
 - b. The delegates shall also elect a Vice Chairperson as a voting member of the committee. The Vice-Chair shall make themselves available to assist the Chair of the Committee, perform tasks at the request of the Chair, and act in their place when called upon or in their absence. Should the position of Chair become vacant, the Vice-Chair shall become Acting Chair until a new Chair is elected by the delegates at a Conference. The person so elected must be a member in good standing from a University Sector Local affiliated with the Ontario Division.
 - c. The delegates shall also elect a Health and Safety Representative as a voting member of the Committee to represent the Committee on the Ontario Division Health and Safety Committee. The person so elected must have Health and Safety 1 and 2 certification as a minimum requirement and must be a delegate from a University Sector Local affiliated in good standing with the Ontario Division.
 - d. The delegates shall also elect an Injured Worker Representative as a voting member of the Committee to represent the Committee on the Ontario Division Injured Worker Committee. The person so elected must have WSIB 1 and 2 certification as a minimum requirement and must be a delegate from a University Sector Local affiliated with the Ontario Division.
 - e. The delegates shall also elect an Equity Representative as a voting member of the Committee. The person so elected must have anti-racist, anti- oppression training and must be a delegate from a University Sector Local affiliated with the Ontario Division.

- f. The delegates shall also elect an International/Migrant Worker Representative as a voting member of the Committee. The person soelected must have experience as a migrant worker and must be a delegate from a University Sector Local affiliated with the Ontario Division.
2. The CUPE Co-ordinator of University Local Unions for Ontario shall act as a liaison to the Committee and, as a non-voting member of the Committee, shall assist in every way possible to provide the Committee with the facilities and services of the National Organization.
3. Elections shall be held at the Annual Conference in even numbered years. One Committee member shall be elected to represent the locals from each University. These committee members shall be elected by the delegates present from the locals at the University they are to represent. The committee members shall elect from amongst themselves a Secretary, Financial Officer, a Recording Secretary, and a representative for the Tradesperson Committee and any other Ontario Division committee as required. To be eligible for election a person must be an elected delegate from a University Sector Local Union affiliated to the Ontario Division.
4. Each campus shall elect a member from a local on their campus to serve as Campus Representative on the Committee. One committee member shall be elected to represent the locals from each university. The committee members shall elect from amongst themselves a Financial Officer, a Recording Secretary, and a representative for the Tradesperson Committee and any other Ontario Division committee as required. To be eligible for election a person must be an elected delegate from a University Sector Local Union affiliated to the Ontario Division.
5. The Committee has the authority to appoint replacements for members of the Committee who resign or who are absent from two (2) consecutive, duly called meetings of the Committee without reasonable excuse.
 - a. Where the vacancy to be filled is that of a campus representative, theChair shall consult with campus locals.
 - b. Where the vacancy to be filled is that of the Vice-Chair, Equity Representative, Migrant Worker Representative, Injured Worker Representative, or Health & Safety Representative, the Chair shall solicit statements of interest from locals within the sector for a periodof 10 working days.
 - c. In order to ensure full representation, the committee shall appoint a replacement within 60 calendar days of the vacancy arising.

ARTICLE 6 – COMMITTEE MEETINGS AND DUTIES

1. The Committee shall meet at least three (3) times per year at the call of the Chairperson.
2. The Committee shall conduct all business referred to it by each Conference and shall in the interval between conferences have full and complete charge of all business.
3. Members of the Co-ordinating Committee shall be responsible for the establishment of liaison with the Local Unions at their University and reporting Local Union problems to the Committee.
4. The Committee shall be empowered to set up sub-committees for studying and reporting on special issues.
5. The Committee in conjunction with the Coordinator shall advise Local Unions on all matters of contractual, legislative or other similar matters that may affect the welfare of the Local Unions or their membership in general.
6. The Committee or each Conference, recognizing the autonomy of the Local Unions, shall have no right or authority to bind Local Unions to any course of action or decision of the Committee or annual Conferences, unless such decision is ratified by the Local Unions concerned in accordance with their By-Laws.
7. The members of the Committee or the Committee as a whole shall not in any way interfere in the operation of Local Unions, unless so requested by the Local Union concerned, and then only in an advisory capacity.
8. The Committee, through the Coordinator, shall be supplied with a copy of all collective agreements of Locals at their respective employers.
9. The members of the Committee, at its first Planning Retreat (“Advance”) following election, shall undertake anti-oppression/anti-racism and unconscious bias training.

ARTICLE 7 – HEALTH AND SAFETY COORDINATING SUB-COMMITTEE

1. The purpose of the Health and Safety Sub-Committee is to coordinate health and safety campaigns, contract language, and strategies across the province in the pursuit of hazard-free universities.
2. The Health and Safety Sub-Committee will meet at each OUWCC Conference.
3. All Health and Safety Sub-Committee members will be representatives or activists of their local Health & Safety Committee. Members must be in good standing of a University Sector local affiliated with the Ontario Division.
4. The Health and Safety Sub-Committee Co-Chairs shall be:
 - a. The OUWCC Health and Safety Rep, of article 5.1 (b) will hold one co-chair position on the Health and Safety Sub-Committee.
 - b. One co-chair position will be elected from the members of the Health and Safety Sub-Committee, present at the meeting at the OUWCC spring conference on even years. If the OUWCC Health & Safety Rep is from an academic local, then the elected co-chair must be from a support local and/or vice versa.
5. The Health and Safety Sub-Committee must provide a written report to the OUWCC Executive after each meeting, including strategic recommendations.

ARTICLE 8 - FINANCE

1. Financing shall be as provided in the Constitution of the Ontario Division and a separate accounting of all monies received and disbursed shall be maintained by the Ontario Division.

ARTICLE 9 - EXPENDITURES

1. All expenditures and bills of the Committee shall be accompanied by an expense voucher duly signed by the member submitting same, along with receipts where necessary and approved by the Chairperson.
2. When attending meetings of the Committee, members shall receive expenses equal to that paid by the Ontario Division for attendance at Executive Board meetings.
3. In addition to the expenses stipulated in (2) above, when attendance at a Committee meeting requires them to stay overnight, members of the Committee shall be reimbursed the single rate of hotel accommodation.

4. Members of the Committee shall be reimbursed for actual miscellaneous expenses incurred on behalf of the Committee or in the performance of their duties.
5. Transportation allowance for members of the Committee, in order to attend to the business of the Committee, shall be on the following basis:
 - (a) economy class return airfare via the shortest route;
 - (b) economy rail or bus return fare via the shortest route;
 - (c) for the use of a member's personal automobile, an allowance shall be paid equal to that paid by the Ontario Division; and,
 - (d) giving due consideration to the most economical and efficient manner, members of the Committee may choose their own mode of transportation and sections (a), (b) or (c) shall apply.

ARTICLE 10 – NEWS BULLETINS, REPORTS AND PUBLICATIONS

1. The Committee shall, through the Ontario Division, Canadian Union of Public Employees, endeavour to publish such reports as required, giving a brief summary of Committee activities and provincial news.
2. The Committee may, from time to time, publish reports, pamphlets, newsletters, etc., in order to acquaint Local Unions with urgent problems or to convey information to the Local Unions.
3. Conference Reports:

A summary of each Conference shall be prepared by the Secretary and form a part of the next OUWCC report.
4. Reports to the Conference:

All sub-committees and members shall submit a written report to each Conference.

ARTICLE 11 – AMENDMENTS TO THE CONSTITUTION

This Constitution, or any of its clauses, may be amended at any regular annual Conference by form of resolution or Committee recommendation and being approved by a two-thirds (2/3) majority vote of the delegates present at each Conference; provided, however, that such amendments do not conflict with the Constitution of the Canadian Union of Public Employees or the Ontario Division, and shall be subject to approval by the National Executive Board.

Unless specifically stated otherwise, all amendments shall take effect immediately following the conclusion of the Conference that adopts them.

APPENDIX 'A' – RULES AND ORDER OF BUSINESS

The Rules and Order of Business governing conferences shall be:

1. The Chairperson or in the absence of or at the request of the Chairperson, a Vice-Chairperson shall take the chair at the time specified at all regular and special conferences. In the absence of both the Chairperson and designated representative, the Committee shall choose a Chairperson.
2. No question of religious character shall be discussed.
3. When a delegate wishes to speak, such person shall proceed to one of the microphones provided for that purpose and, when recognized by the Chairperson, shall give his/her name and the organization represented and shall confine all remarks to the question at issue.
4. Speeches shall be limited to five (5) minutes except in the moving of a motion when the delegates shall be allowed ten (10) minutes.
5. A delegate shall not speak more than once upon a subject until all who wish to speak have had an opportunity to do so.
6. A delegate shall not interrupt a speaker except it be to call a point of order.
7. A delegate when called to order shall, at the request of the Chairperson, take his/her seat until the question of order has been decided.
8. Should a delegate persist in unparliamentary conduct, the Chairperson may be compelled to name said delegate and submit the delegate's conduct to the judgement of the Conference. In such case the delegate whose conduct is in question should explain and then withdraw, and the Conference will decide what course to pursue in the matter.
9. When a question is put the Chairperson, after announcing the question, shall ask: "are you ready for the question?" If no delegate wishes to speak, the question shall be put.
10. Questions may be decided by a show of hands or a standing vote on the basis of one (1) vote per delegate. A roll call vote may be demanded by two-thirds (2/3) of the delegates present. In a roll call vote, each delegate shall be entitled to one (1) vote.
11. The Chairperson shall have the same rights as other delegates to vote on any question and in the case of a tie vote shall also cast the deciding vote.
12. When the previous question is moved, no discussion or amendment to either motion is permitted. If the majority vote that "the question is now put," the original motion has to be put without debate. If the motion to put the question is defeated, discussion will continue on the original motion.

13. A delegate shall not move a motion to refer back after having spoken on the question at issue.
14. A motion to refer back is not debatable and, when properly seconded, the question shall immediately be put to the Conference.
15. If a report is adopted it becomes the decision of the Conference.
16. When a question is pending before the Conference, no motion shall be in order except: "to refer;" "to adjourn;" "for the previous question;" "to postpone for a definite time." If any of the foregoing motions is negated, it cannot be renewed until after an intermediate proceeding.
17. A motion may be reconsidered, providing the mover of the motion to reconsider voted with the majority, and a notice of motion is given for consideration at the next sitting, and said notice of motion is supported by two-thirds (2/3) of the delegates qualified to vote.