

**SOCIAL SERVICE WORKERS
COORDINATING COMMITTEE
BY-LAWS**

Approved by CUPE Ontario Executive Board April 2025
Approved by CUPE National Office December 12, 2025

SOCIAL SERVICE WORKER'S COORDINATING COMMITTEE BY-LAWS

ARTICLE 1 - Name

This organization shall be known as the Social Service Workers Coordinating Committee, a committee under the auspices of CUPE Ontario hereinafter referred to as the Committee.

ARTICLE 2 - Purpose

The Committee shall determine its program of activity to provide for cooperation and unification of bargaining agendas, and to research and identify the problems of social policy issues that are unique to this jurisdiction with a view to having them dealt with further. The Committee as a body shall not participate in or support a person or persons for elected positions at convention.

ARTICLE 3 – Environmental Sustainability and Fiscal Responsibility

Where possible, SSWCC members will make an effort to co-ordinate their travel arrangements in a manner that is environmentally sustainable and economically sensible. This will include, but not be limited to, the usage of public transportation, car-pooling, taxi-sharing, choosing ground travel over air travel (i.e. bus or train), amalgamating and/or consolidating committee activity where possible and practical, and soliciting those corporations who invest in environmental sustainability (i.e. those who are committed to environmental research and practice and/or incorporate carbon-offsetting into their business practice) where possible.

ARTICLE 4 - Accessibility

Conferences must be accessible to ensure that all members can participate fully. All meetings, teleconference calls and conferences must be held in locations that are both physically accessible and meet the individual accommodated needs of our members. All individual requests for accommodation shall be submitted to CUPE Ontario division outlined in the conference registration package.

ARTICLE 5 - Objectives

Members of the Social Services Workers Coordinating Committee (SSWCC) will carry out the objectives as outlined below:

- 5.1 To promote and support cooperation and communication among Social Service members in Ontario by defining common interests, developing and implementing action plans and campaigns to create active and responsive Locals working together towards common, unified positions;
- 5.2 To promote coordinated bargaining initiatives among Social Service members in Ontario;
- 5.3 To respond to Convention resolutions;
- 5.4 Organizing unorganized social service agencies in collaboration with the organizing department and other structures within CUPE;
- 5.5 To develop and maintain liaisons with community social service advocacy organizations;
- 5.6 To organize an annual conference;
- 5.7 To recommend priorities for legislative, legal, bargaining organizing and educational activities for Social Service workers to CUPE National and CUPE Ontario;
- 5.8 To assist the officers and staff of CUPE in promoting CUPE principles and policies;
- 5.9 The committee, through outreach to locals in the sector, will aim to establish and maintain an up-to-date list of local unions and a file of current collective agreements pertaining to Social Service workers;
- 5.10 To access and advocate for appropriate resources to carry out the committee objectives.

ARTICLE 6 - Composition and Committee Representation

- 6.1 To stand for nomination, members must be from an affiliated local of CUPE Ontario.
- 6.2 All single positions shall be elected by simple majority vote. All multiple positions shall be elected by a plurality vote, but no candidate shall be elected who receives less than twenty-five percent (25%) of the total votes cast.

The committee will be composed of one (1) Chair, one (1) Health and Safety representative, one (1) Injured worker representative, one (1) Equity

and Inclusion representative (as per article 7.10 & 7.11), and three (3) representatives from each of the following sub-sectors, elected during their sub-sector meetings:

- a) Child Care
- b) Developmental Services (DS)
- c) Municipal Social Services
- d) Children's Aid Societies (CAS)
- e) Community Agencies (CA) (and)
- f) 1 member from local 1750 (Local 1750 will notify SSWCC of their representative to the Committee)

The order in which elections will be conducted at the conference will be the position of Chair, Health and Safety representative, Injured Worker representative, Equity and Inclusion representative then sub-sector representatives.

At any Conference where elections occur, there will also be elections for one (1) alternate for each of the above listed positions, including the sub-sectors, with the exception of Chair.

6.3

- a) Should a temporary vacancy occur in the sub-sector representative positions, the Health and Safety representative position or the Injured Workers representative position or the Equity and Inclusion representative the vacant position shall be offered to the alternate for the remainder of the term. If the temporary vacancy cannot be filled in this manner, it shall be offered to the unsuccessful candidates in a temporary capacity in the order of votes received at the last conference election. If the temporary vacancy cannot be filled in this manner, it shall be filled by the committee appointing a replacement taking into consideration the recommendation of the sub-sector affected or the committee. Upon the return of the elected representative there shall be a transition process for a hand off of the ongoing work.
- b) Should a permanent vacancy occur in the sub-sector representatives or the Health and Safety representative position, the Injured Worker representative, or the Equity and Inclusion representative the position shall be offered to the alternate for the remainder of the term. If the permanent vacancy cannot be filled in this manner, it shall be offered to the unsuccessful candidates in the order of the votes received at the preceding election. If the vacancy cannot be filled in this manner, it shall be filled by the committee appointing a replacement until a by-election can take place at the next annual Social Services Conference.

6.4 The Chair of the Social Service Worker Committee shall be elected by voting delegates on the conference floor. Whereas they automatically sit on the CUPE Ontario Executive Board by way of this title, the Chair cannot be considered for the additional positions of sub-sector representative or occupational representative.

a) Should the Chairperson permanently vacate the position during the term of office, the Vice-Chair will assume the Chair's role until the committee can be convened and elect a new Chairperson as soon as reasonably possible.

6.5 The Vice Chair, Secretary and Treasurer of the Committee shall be elected bi-annually from amongst the members of the Committee.

a) Should the Vice-Chair, Secretary or the Treasurer permanently vacate their position during the term of office, elections for these positions will be held at the next scheduled committee meeting.

6.6 The Committee has the authority to declare vacant a position held by a member of the Committee who is absent for two (2) consecutive duly called meetings of the Committee without a justifiable reason.

6.7 A Health and Safety Representative shall be elected to represent the SSWCC on the Ontario Division Health & Safety Committee bi-annually by all delegates present at the annual conference in the even numbered years.

The person so elected must have Health and Safety 1 and 2 as a minimum requirement or equivalent.

The Health & Safety Representative will be a member of the SSWCC and will report to the Committee on all Health and Safety issues relating to the SSWCC.

a) According to the Ontario Division Constitution the H&S representative elected at the Social Service Conference will represent Social Service Workers on the Provincial Health and Safety Committee. If the H&S rep is unable to represent the sector more than twice (2) a term at either the SSWCC Committee meetings or the CUPE Ontario H&S Committee meetings without a justifiable reason, the Committee has the authority to declare the position vacant.

6.8 An Injured Workers Representative shall be elected to represent the SSWCC on the Ontario Division Injured Workers Committee bi-annually by all

delegates present at the annual conference in the even numbered years.

The person so elected must have Workers Safety and Insurance Board (WSIB) Level 1 and 2 as a minimum requirement, or equivalent.

The Injured Workers Representative will be a member of the SSWCC and will report to the Committee on all Injured Workers issues relating to the SSWCC.

a) According to the Ontario Division Constitution the Injured Workers representative elected at the Social Service Conference will represent Social Service Workers on the Provincial Injured Workers Committee. If the Injured Workers rep is unable to represent the sector more than twice (2) a term at either the SSWCC Committee meetings or the CUPE Ontario Injured Worker Committee meetings without justifiable reason, the Committee has the authority to declare the position vacant.

6.9 CUPE Ontario has a diverse membership and all committees work hard to have the diversity of the Union reflected in those who are elected to represent the sector.

6.10 An Equity and Inclusion representative shall be elected to represent the SSWCC bi- annually by delegates identifying as either Racialized, 2-Spirit, Lesbian, Gay, Bisexual, Transgender, Queer/Questioning, plus (2SLGBTQ+) Young Workers, Workers with Disabilities, Woman or Indigenous workers in the Equality Caucus at the annual conference in even numbered years.

The person so elected must self-identify as either Racialized, 2SLGBTQ+, Young Worker, Worker with Disabilities, Woman or Indigenous.

The Equity & Inclusion representative will be a member of the SSWCC and liaise with the CUPE Ontario Equality Committees & Human Rights Committee and will work with the SSWCC Committee to bring an equity and inclusion lens to all work of the committee and support the ongoing work of the Equality Committees.

ARTICLE 7 - Roles and Responsibilities of Committee Members

7.1 Chairperson

The Chairperson of the SSWCC Committee:

- Shall represent the Sector on the CUPE Ontario Executive Board and as

- such be from an affiliated local.
- Shall work closely with the CUPE National staff and OD staff assigned.
- Shall be responsible, in conjunction with the CUPE Ontario President, for the promotion of good relations with other groups as well as interacting with other unions, organizations, and relevant structures.
- Shall be required to attend or assign a designate to attend Government relations meetings with relevant agencies and ministries, to establish working relationships in order to better the interests of workers in their sector in every way.
- Shall preside at all Conferences and at all meetings of the committee and in the event of a central or coordinated bargaining process within the bargaining structures unless there is an alternative elected structure.
- Shall have the authority to interpret and enforce bylaws subject to appeal firstly to the President of CUPE Ontario, secondly to the delegates at a sectoral conference, and ultimately the National President.
- Chair or designate shall be an ex-officio member of all sub-committees, or working groups, within their sector.
- Shall, with the support of the staff assigned to the sector, prepare and present a report on the work of the sector to the annual conference, Ontario Executive Board and Convention.
- Shall, where possible and appropriate, be sent at the committee's expense to any convention, conference, or seminar, etc. deemed relevant by the sector committee.
- Shall actively encourage the recruitment of non-affiliated locals to join CUPE Ontario and to become more active in their sectoral work.
- Shall be involved in and provide leadership to the development and implementation of campaigns within the sector with the support of the CUPE Ontario Campaigns Coordinator.
- Shall be engaged concerning all communications that go out concerning issues in the sector.
- Shall, on the recommendation of the committee, set the time and place of the annual conference. This shall be done in conjunction with the CUPE Ontario events coordinator.

7.2 Vice-Chair

The Vice-Chair shall:

- If the Chair is absent or not eligible, perform all duties of the Chair.
- Preside over SSWCC Committee meetings in the absence of the Chair.

7.3 Secretary-Treasurer

The Secretary-Treasurer shall:

- Receive and review committee financial statements from the CUPE Ontario Secretary- Treasurer on a monthly basis and provide a report of the committee's financial statements at face to face committee meetings and provide a written annual report at the annual conference.

7.4 Recording Secretary

The Recording Secretary shall:

- Take minutes of all committee meetings, conference calls and conference proceedings and provide them to the Chair and the sector co-ordinator in a timely manner.

7.5 Health & Safety Representative & Injured Worker Representative

The Health & Safety Representative & Injured Worker Representative shall:

- Be responsible for bringing forward the social services sector issues respective to Health and Safety and Injured Workers to the CUPE Ontario Committees to ensure that the sectors priorities are incorporated into work plans and campaigns of the Health & Safety Committee and Injured Workers Committee.
- Provide the SSWCC regular updates of the work of the CUPE Ontario Health & Safety Committee and Injured Workers Committee and encourage engagement in ongoing work plans and campaigns.
- Be responsible for carrying out the objectives of the SSWCC Committee as outlined in Article 5.

7.6 Trades Representatives

The Committee shall appoint, from amongst its membership, one (1) representative to the CUPE Ontario Trades Committee. Should there be more than one (1) interested candidate, the committee shall conduct an election.

7.7 OMERS Representatives

The Committee will appoint, from amongst the SSWCC CAS representatives, one (1) member to the OMERS Reference Group.

7.8 Sub-Sector Representatives

The Sub-Sector Representatives shall:

- Be responsible for carrying out the objectives of the SSWCC Committee as outlined in Article 5.

ARTICLE 8 - Conferences

8.1 A Conference for the Ontario Social Service Workers shall be held annually. Except as otherwise directed by the delegates at the Social Service Workers Conference.

Delegates to the Social Services Worker Conference are unlimited.

Notwithstanding the above, for purposes of voting on issues pertaining to the business of SSWCC, the following shall be on how voting delegates are selected from each Local Union:

1 to 100 members	2 delegates
101 to 250 members	3 delegates
251 to 400 members	4 delegates
Each additional 150 members	1 additional delegate
District Councils	1 delegate

Locals who represent both social service and non-social service workers shall be allowed voting delegates based only on the number of workers in the social services sector in their local.

8.2 The President of the Ontario Division or their appointee shall be accorded delegate status. Area District Councils shall be allowed one (1) voting delegate.

8.3 The theme of the conference shall be set out by the Committee. Conference location shall be planned five (5) years in advance where feasible.

8.4 The 1st call for the conference shall be mailed 120 days prior to the start of the conference and the second call shall follow 60 – 45 days prior to the start of the conference.

8.5 Registration fees for delegates shall be determined by the Ontario Division for each conference having regard to costs involved.

The sitting members of the Social Service Committee shall be accorded automatic delegate status at the conference but cannot be eligible for re-election unless they are accredited delegates of their own Local.

The conference shall be governed in accordance with the Constitution of the Canadian Union of Public Employees.

A business meeting will be held within the conference and the order of business will be as follows:

ORDER OF BUSINESS

1. Roll Call of Officers
2. Reading of Minutes of Previous Conference
3. Matters arising out of Minutes
4. Executive Officer Reports
5. Chairperson's Reports
6. Correspondence
7. Unfinished Business
8. New Business
9. Good of the Union
10. Introduce the new committee members (in even number years)
11. Adjournment

ARTICLE 9 - Affiliation

Participation in the Committee sub-sectors and annual conference shall be open to all Social Service Local Unions in the province of Ontario chartered by CUPE National.

ARTICLE 10 - Finances

- 10.1 Financing shall be as provided in the Constitution of CUPE Ontario Division. A separate accounting of all monies received shall be maintained by CUPE Ontario.
- 10.2 The Committee shall be authorized to request an annual voluntary levy of two dollars (\$2.00) per member per year.
- 10.3 The Committee should receive at least a written financial update on their resources and spending from the Secretary-Treasurer of CUPE Ontario at each of its regular meetings.

Each sub-sector shall have the right to create a sub-committee to support bargaining initiatives in their sector. Pending approval from the

members of the sector a sub-sector shall have the right to create a voluntary levy to help fund the costs of the sub-committee.

ARTICLE 11 - Expenditures

Members of the Committee, when incurring expenses or lost time when involved on behalf of and authorized by the Social Services Coordinating Committee, will be reimbursed in accordance with the Financial Policies of CUPE Ontario. It is understood that the SSWCC committee will not cover costs related to SSWCC committee members attending the Ontario Social Service Conference. All SSWCC committee members will submit an expense voucher & receipts as per CUPE Ontario Financial Policies to the coordinator of the committee.

ARTICLE 12 - News Bulletins, Reports and Publications

- The committee shall publish and post such reports as required, giving a brief summary of Committee activities and provincial news.
- The Committee may, from time to time, publish and post reports, pamphlets, newsletters, fact sheets, e-actions etc., in order to acquaint Local Unions with urgent problems or to convey information to the Local Unions.
- A summary of each conference shall be prepared by the Secretary and form a part of the next SSWCC report.
- The Chair, Treasurer, Health and Safety representative and the Injured Worker representative shall submit a written report to each Conference.
- The members of each sub-sector shall, bi-annually, submit a brief written report to the Chair and the committee on the work and activities accomplished in their sector during the relevant time period, and the members of each sub-sector shall submit a written report to the Social Service Workers Conference detailing the activities and work in their sector in that year.

ARTICLE 13 – Committee Meetings

- 13.1 The Committee shall meet in-person/hybrid at least three (3) times per year.
- 13.2 Meetings, planning sessions and sub-committee meetings shall be subject to the budget of the committee.

- 13.3 The Committee shall use various forms of communications (Teams, Zoom, Webex, etc.) in between regularly scheduled meetings.
- 13.4 The Committee shall conduct all business referred to it by the annual Social Services Worker's Coordinating Committee conference and Ontario Division convention and carry out a work-plan in accordance with its purpose and objectives.
- 13.5 The committee will set its own agenda and committee members will submit agenda items to the chair fourteen (14) days prior to the meeting. The chair will distribute this agenda to the greater committee seven (7) days prior to the in-person/hybrid meeting.
- 13.6 The Committee will submit to the CUPE Coordinator matters referred to the Committee by locals for consideration, advice and/or assistance.
- 13.7 The Committee, through outreach to locals in the sector, will aim to establish and maintain an up-to-date list of local unions and a file of current collective agreements pertaining to Social Service Workers.
- 13.8 The Committee shall be empowered to set up sub-committees to carry out the business of the Committee.
- 13.9 There shall be a priorities and planning sub-committee comprised of the following:
- Chair
 - Vice-Chair
 - Treasurer
 - Coordinator of Social Services
 - National Researcher
 - Ontario Division Liaison

This sub-committee will assist in setting priorities and ensuring that the business of the Committee is carried out between meetings of the Committee.

ARTICLE 14 – Amendments to the Bylaws

- 14.1 The bylaws may be amended at any annual conference by a two-thirds (2/3) majority vote.

Proposed amendments to the bylaws may be made by a motion from a Local Union duly signed by the President and/or Recording-Secretary or by

recommendation of the Committee.

- 14.2 Amendments shall be received by the Chair of the Committee no later than forty (40) days prior to the annual conference. The proposed amendments shall be circulated to all member Locals at least twenty-one (21) days prior to the annual conference.
- 14.3 In case of a late notice of amendment, a two-thirds (2/3) majority vote of the delegates present shall be required in order to have the amendment considered by the delegates. Late amendments may only be dealt with after all properly submitted amendments have been considered.
- 14.4 Amendments shall not conflict with the CUPE National Constitution or the CUPE Ontario Constitution and shall be subject to approval by the CUPE Ontario Executive Board and by the National Executive Board.

ARTICLE 15 – Constitutional Amendments and Resolutions

- 15.1 Constitutional amendments to the CUPE Ontario Constitution may be submitted for consideration at any annual conference, and approved by a two-thirds (2/3) majority vote.

Resolutions to the CUPE Ontario Convention may be submitted for consideration at any annual conference, and approved by a simple majority vote.

Proposed amendments to the constitution or resolutions may be made by a motion from a Local Union duly signed by the President and/or Recording-Secretary or by recommendation of the Committee.

- 15.2 Amendments to the CUPE Ontario Constitution and resolutions shall be received by the Chair of the Committee not later than forty (40) days prior to the annual conference. The proposed amendments and resolutions shall be circulated to all member Locals at least twenty-one (21) days prior to the annual conference.
- 15.3 In case of late notice of amendment to the CUPE Ontario Constitution and resolutions, a two-thirds (2/3) majority vote of the delegates present shall be required in order to have the amendment considered by the delegates. Late amendments shall may only be dealt with after all properly submitted amendments have been considered.

ARTICLE 16 – Oath of Office

Current Oath of Office of CUPE Ontario, as per Article 6. L of the CUPE Ontario Constitution