



Public Service Alliance of Canada

**Bylaws for UWO Teaching Assistants and Postdoctoral Associates Union Directly Chartered Local 610
of the Public Service Alliance of Canada**

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1. Authority

- 1.1. The University of Western Ontario Teaching Assistants/Postdoctoral Associates Union (UWO TA/PDA Union) is an autonomous body within the Public Service Alliance of Canada.
- 1.2. The authority of these Bylaws derives from the Constitution of the Public Service Alliance of Canada.
- 1.3. These Bylaws, and any future amendments, are superseded only by the laws of the land and the Constitution of the Public Service Alliance Canada.

2. Definitions of Key Terms

- 2.1. The “Local” shall refer to PSAC Local 610: Directly Chartered Local 610 of the Public Service Alliance Canada.
- 2.2. The “University” shall refer to the University of Western Ontario, London, Ontario, Canada.
- 2.3. The “PSAC” shall refer to the larger entity of the Public Service Alliance of Canada, of which the Local is a Directly Chartered Local.
- 2.4. An “academic year” is the period from 1 September of one calendar year to 31 August of the following calendar year.
- 2.5. A “Graduate Teaching Assistant” (or GTA) is any person who is employed by the University to fulfill duties as a Teaching Assistant and who is currently registered as a student in the School of Postdoctoral and Graduate Studies.
- 2.6. “Bargaining Unit 1” shall consist of all Graduate Teaching Assistants recognized by a Collective Agreement between the Local and the University.
- 2.7. A “Postdoctoral Associate” (or PDA) shall be any person who is employed to fulfill duties as a Postdoctoral Associate, and who is appointed through the School of Graduate and Postdoctoral Studies.
- 2.8. “Bargaining Unit 2” shall consist of all Postdoctoral Associates
- 2.9. A “Member in Good Standing” is:
 - 2.9.1. A member who has held within the current academic year PDA contract or at least one GTAship as defined in the conditions of the respective Collective Agreement, or who has been granted membership in good standing by the PSAC National President for a period between contracts with the employer;
 - 2.9.2. Is a dues-paying member who have signed a PSAC Application for Membership Form, whose membership is not currently suspended by the PSAC National Board of Directors, and whose dues are kept current and paid no later than the month in which they become due;
 - 2.9.3. Members who are suspended or terminated by their employer, until they have exhausted all avenues of recourse;
 - 2.9.4. Non-dues paying PSAC members who do not have alternative paid employment and who are temporarily away on leave without pay for reason including disability, injury at work, maternity leave, parental leave, adoption leave, leave for care of family members or family leave responsibilities greater than two (2) years, and who are not required to pay dues pursuant to Article 24 of the PSAC Constitution in any amount or percentage while on leave without pay. Members under this subsection may have their membership extended for a maximum of thirty (30) months.

2.9.5. Those members described in 2.9.3 and 2.9.4 are required to make a written request to the PSAC National President, seeking the maintenance of their membership in good standing.

2.10. A “Department” shall:

2.10.1. Be an administrative unit as defined by the University;

2.10.2. Refer to the Department of the course to which a GTA is assigned Local or by PSAC (as outlined in the PSAC Constitution Article 25).

2.11. A “Rand Member” are those members who have chosen not to sign a union membership card, but who still pay union dues and are thus entitled to basic union representation and protection.

GOVERNANCE

3. The Rights and Responsibilities of Members in Good Standing

3.1. Have the right to attend, speak, and vote at General Meetings;

3.2. Have the right to attend and speak at Stewards’ Meetings;

3.3. Have equal rights to the benefits of union membership as provided for by the Collective Agreement and/or union policy.

3.4. Entitled to be free from any act or omission on the part of the union, or other members, that would discriminate against the member on the basis of age, sex, colour, religion, national and ethnic origin, race, marital status, family status, criminal record, physical or mental disability, sexual orientation, gender identity or expression, language, political belief, social and economic class or employer;

3.5. Entitled to be free from harassment within the union and in the workplace, on the basis of any ground mentioned in sub-section 3.4.

3.6 Entitled to be free from intimidation or coercion that may prevent anyone from exercising their rights.

4. Executive Officers

The Executive Officers of the Local shall be:

The President;

The Administrative Chair;

The Gender Equity Officer

The Communications Chair;

The Postdoc Chair;

The Chief Stewards of each Division of the School of Graduate and Postdoctoral Studies (i.e. Biological Science, Physical Science, Arts and Humanities, Social Science, and the Postdoctoral Associates).

4.1. General

All Executive Officers shall:

4.1.1. Be elected at a General Meeting normally following the elections guidelines in section 11 of the bylaws;

4.1.2. Shall only occupy one position in the Local;

- 4.1.3. Chair committees in accordance with the description of their duties;
- 4.1.4. Be compensated according to section 16.1 of the bylaws;
- 4.1.5. Be voting members at Executive Committee Meetings (7.5);
- 4.1.6. Produce written year-end reports for their portfolios, to be presented at the Annual General Meeting;
- 4.1.7. Have a working knowledge of the Collective Agreement, the constitution of PSAC and its regulations, the Rules of Order used by PSAC, and these bylaws;
- 4.1.8. Have the authority to receive and sign grievances for the Local;
- 4.1.9. Prioritize their work during bargaining to advance bargaining and mobilization.

4.2. President

The President shall:

- 4.2.1. Be the chief administrator and spokesperson for the Local;
- 4.2.2. Ensure the smooth operation of the Local;
- 4.2.3. Oversee all officers of the Local, with the intent of assisting with strategic planning and clarifying roles and responsibilities;
- 4.2.4. Shall form a Discipline Committee as per 9.3 and Regulation 19 of PSAC Constitution to investigate any Officer of the Local if the Officer's actions or inaction violate these Bylaws or PSAC Constitution and Regulations and may cause disruption in normal functioning of the Local;
- 4.2.5. Shall have the authority to supervise and direct office staff, in conjunction with the Administrative Chair;
- 4.2.6. Be an ex officio voting member of all Local committees, excepting where stated otherwise (see Standing Committees, section 8);
- 4.2.7. Can choose to be a member of the Bargaining team if adequate members have not been nominated;
- 4.2.8. Be the Local's chief delegate for the PSAC's national convention, or appoint a designate;
- 4.2.9. Be the Local's chief delegate at conventions of organizations with which the Local has a partnership or has otherwise joined, or appoint a designate;
- 4.2.10. Approve or reject any contacts between the Local and the media, excepting those administered by the Chief Returning Officer
- 4.2.11. Be responsible for all contacts with the School of Graduate and Postdoctoral Studies and University Board of Governors, and shall be the Local's chief delegate to these bodies;
- 4.2.12. Verify and authorize, jointly with the Administrative Chair, the minutes of General Meetings and Stewards' meetings after these minutes have been adopted by the Stewards;
- 4.2.13. Call, chair, and prepare the agenda for the following meetings, or else appoint a designate to do so
 - 4.2.13.1. General Meeting (s)
 - 4.2.13.2. Stewards' Meeting (s)
- 4.2.14. Call, chair and prepare the agenda for the following meetings, or else appoint a designate for any or all such duties:

4.2.15. Executive Committee

4.2.15.1. Strike Committee

4.2.15.2. Negotiations Committee

4.2.16. Prepare the following written documents:

4.2.16.1. Any procedural Rulings as requested by the Executive, to be presented to and voted on at the next Stewards' meeting or General Meeting, and subsequently to be presented as a Report to all members;

4.2.16.2. A written report one week prior to any General Meeting or Stewards' Meeting;

4.2.17. Receive nominations for and supervise the election for the position of the Chief Returning Officer (see 5.4);

4.2.18. Work with the Administrative Chair and the Communications Chair to organize and coordinate the Local's training workshops

4.2.19 Be responsible for ensuring that Executive members are conducting their duties and maintain the function of the local as outlined in Section 4 of the Bylaws of PSAC 610;

4.2.20 Follow in accordance with the bylaws and when necessary, the President's interpretation of the Bylaws of PSAC 610 shall take precedence;

4.2.21. Normally begin their service in a training capacity as President Elect from May 1 to August 31 and then serve a one-year term as President from September 1 to August 31;

4.2.22. Receive all complaints made by members of the Local against Officers of the Local and form the Discipline Committee to mediate to an equitable resolution;

4.2.23. May appoint a Vice President from the elected Chair positions;

4.3. Administrative Chair;

The Administrative Chair shall:

4.3.1. Be responsible for the administration of the Local;

4.3.2. Be responsible for the following general membership related matters;

4.3.2.1. Maintenance of membership information in a database;

4.3.2.2. Administration of new members;

4.3.3. Have the following duties related to General, Stewards' and/or Executive meetings:

4.3.3.1. Keep minutes of all General, Stewards' and Executive Committee meetings;

4.3.3.2. Verify and authorize meeting minutes, maintain the records and history of meeting minutes, and work with the Communications Chair to ensure accessibility of the Local's meeting minutes to the general membership;

4.3.3.3. Maintain a record of policies and motions passed at Executive, General, and Stewards' meetings in a motion database;

4.3.3.4. Prepare a written report for distribution one week prior to any General or Stewards' meeting, to be presented at that meeting;

4.3.3.5. Submit a financial statement for distribution at least one week prior to any General or Stewards' meeting, itemizing any office expenditures since the last meeting, as necessary;

4.3.4. Assist in organizing and coordinating the Local's training workshops;

4.3.5. Normally attend regular meetings of the Society of Graduate Students as the Local's chief delegate, or appoint a designate;

- 4.3.6. Supervise any administrative staff, as necessary and subject to the requirements of Section 15 of these bylaws;
- 4.3.7. Normally attend and take minutes at meetings of the Labour Management Committee for the Local's records, or appoint a designate;
- 4.3.8. Be responsible for and maintain a list of all approved contacts within the University community, excepting those of the President;
- 4.3.9. Serve as the Chair of the Bylaws Committee, Financial Assistance Committee, and the Food Bank Committee;
- 4.3.10. Normally begin their service in a training capacity as Administrative Chair Elect from May 1 to May 31 and then serve a one-year term as Administrative Chair from June 1 to May 31.

4.4. The Communications Chair;

The Communications Chair shall:

- 4.4.1. Be responsible for the dissemination of information to the members of the Local in a timely fashion;
- 4.4.2. Produce the Local's monthly newsletter;
- 4.4.3. Have the following duties related to General, Stewards' and/or Executive Meetings;
 - 4.4.3.1. Prepare a written report for distribution one week prior to any General or Stewards' meeting, to be presented at that meeting;
- 4.4.4. Promote the services of the Local to members including, but not limited to, GTA/PDA/ financial needs funds, food bank services, extended health care plan, and professional development opportunities;
- 4.4.5. Conduct orientation activities at the beginning of each academic year, in conjunction with the divisional chief stewards as determined by the Executive Committee;
- 4.4.6. Organize and coordinate the Local's training workshops;
- 4.4.7. Conduct at least one membership poll per year, via appropriate media, to determine members' needs;
- 4.4.8. Provide support to the Divisional Chief Stewards in developing and maintaining the Stewards' Network;
- 4.4.9. Be responsible for and maintain a list of all contacts external to the University and the PSAC, subject to approval by the President;
- 4.4.10. Maintain contacts with the media, subject to approval by the President and excepting those duties belonging to the Chief Returning Officer;
- 4.4.11. Actively cultivate a community of volunteers who can assist with the advocacy of the Local and the greater London community, in conjunction with or in addition to any of the aforementioned contact lists, the Stewards' network, or relevant committees;
- 4.4.12. Promote and cultivate the principles of social justice and equity as well as the promotion of the labour movement;
- 4.4.13. Attend conventions of organizations the Local joins, as its chief delegate, or appoint a designate;
- 4.4.14. Serve as the Chair of the Health and Safety Committee, and the Communications Committee;

4.4.15. Normally begin their service in a training capacity as Communications Chair Elect from May 1 to May 31 and then serve a one-year term as Communications Chair from June 1 to May 31.

4.5. Postdoc Chair

The Postdoc Chair shall:

- 4.5.1. be a postdoc member and be responsible for coordinating all postdoc related affairs
- 4.5.2. be responsible for engaging postdoc membership (unit 2) through communications, organizing postdoc steward and general meetings, and events
- 4.5.3. be responsible for the dissemination of information to the postdoc members of the Local in a timely fashion through Postdoc Facebook group, Newsletter, etc
- 4.5.4. work with the Communications Chair in having up-to-date information on the Local website for Postdocs
- 4.5.5. be responsible for co-chairing postdoc Labour-Management Committee (LMC) and keeping record of such meetings;
- 4.5.6. be responsible for maintenance and preservation of postdoc membership database
- 4.5.7. have following duties related to Postdoc Bargaining Unit General and Stewards' meetings:
 - 4.5.7.1. call and prepare the agenda
 - 4.5.7.2. designate a Postdoc Chief Steward or a Steward to take the minutes
- 4.5.8. in coordination with the bookkeeper, be responsible for overseeing Postdoc budget and spending, and keep track of Postdoc reserve
- 4.5.9. handling postdoc policy grievances and assisting postdoc chief stewards with individual/group grievances
- 4.5.10. keeping record of postdoc issues, grievances, collective agreements and bargaining updates from other postdoc unions, and taking initiatives in preparation of future bargainings
- 4.5.11. conducting membership surveys to understand members' need
- 4.5.12. be ex officio voting members of the postdoc bargaining team, postdoc mobilization, bylaws, finance and postdoc financial assistance committees
- 4.5.13. be liaising with Postdoctoral Association at Western (PAW), other postdoc unions, and internal and external bodies
- 4.5.14. coordinating tasks of the postdoc chief stewards
- 4.5.15. normally begin their service in a training capacity as Postdoc Chair Elect from May 1 to May 31 and then serve as Postdoc Chair from June 1 to May 31.

4.6. Gender Equity Officer

The Gender Equity Officer shall:

- 4.6.1. Identify as a woman, trans* individual, non-binary, genderqueer, and/or two-spirit person;
 - 4.6.1.1. Must take an actively trans-inclusive approach to gender equity;
 - 4.6.1.2. Take an intersectional approach to gender equity, understanding that gender oppression intersects with other aspects of identity such as race, sexual orientation, disability, economic status, and other;
- 4.6.2. Serve as the Chair of the Gender Equity Committee

- 4.6.3. Be the local's chief delegate at PSAC Women's Conventions, or appoint a designate;
- 4.6.4. Attend all PSAC conventions as a delegate of the local, or appoint a designate;
- 4.6.5. Be responsible for all grievance proceedings that revolve around gender equity issues;
- 4.6.6. Be responsible for responding to members questions and concerns regarding equity within the union;
- 4.6.7. Have the following duties related to General, Stewards' and/or Executive Meetings;
 - 4.6.7.1. Prepare a written report for distribution one week prior to any General or Stewards' meeting, to be presented at that meeting;
- 4.6.8. Only members who identify as women, trans*, non-binary, genderqueer, and/or two-spirit are able to cast a vote for the gender equity officer.

4.7. Divisional Chief Stewards

Total TA membership is divided into four divisions: Biological Sciences, Physical Sciences, Arts and Humanities, Social Sciences. The postdoc chief steward works under the oversight of the Postdoc Chair. A Chief Steward shall represent membership within their division.

Each five of the divisional stewards shall:

- 4.7.1. Be a member of the Division to which they are assigned;
- 4.7.2. Maintain and coordinate the Stewards' network, including the following duties:
 - 4.7.2.1. Access and maintain an updated list of all departmental Stewards;
 - 4.7.2.2. Actively and continuously seek to fill all Steward vacancies;
 - 4.7.2.3. Actively encourage divisional member participation in the Local (e.g. committee service), in addition to recruiting Stewards (see 4.7.2.2);
- 4.7.3. Be responsible for responding to members questions and concerns; and facilitating timely resolution;
 - 4.7.3.1 Shall be jointly responsible with each other to take turns hosting a monthly drop-in session to respond to queries, concerns, and to build relationships with members;
- 4.7.4. Be responsible to present at the orientation sessions to introduce new members how the local works and to promote their rights and benefits as per the collective agreement and the local initiatives;
- 4.7.5. Have the following duties related to General, Stewards' and/or Executive meetings:
 - 4.7.5.1. Prepare a written report for distribution one week prior to any General or Stewards' meeting, to be presented at that meeting;
- 4.7.6. Convene a divisional Stewards' meeting no later than January 31 of the current academic year in order to promote solidarity, discuss concerns in the year to date, and to clarify the roles and responsibilities of stewards;
- 4.7.7. Assist the Administrative Chair and the Communications Chair with the completion of their duties;
- 4.7.8. Be responsible for all grievance proceedings in their division, including the following duties:
 - 4.7.8.1. Evaluate any grievance within their division, in keeping with the Local's protocols, and advise to the best of their ability on the proceedings of the grievance;
 - 4.7.8.2. Receive, sign, administer, monitor and record grievances from their division;

- 4.7.9. Attend all of the Local's General and Stewards' meetings;
- 4.7.10. Serve as a member (or appoint a designate from their division) of the Mobilization, and Strike Committees and have the right to participate within any other committee of the Local;
- 4.7.11. Serve as a member at the Labour Management Committee;
- 4.7.12. Normally begin their service in a training capacity as Chief Steward Elect from May 1 to May 31 and then serve as Divisional Chief Steward from June 1 to May 31.
- 4.7.12. In addition, the Postdoc Chief Steward shall:
 - 4.7.12.1. Serve as the chairs of the Postdoc Financial Assistance Committee, and prepare a report of members' emergency financial needs (anonymous) to be presented to the membership and to store for future bargaining;
 - 4.7.12.2. have the following duties related to Postdoc Stewards' and General meetings including bargaining related meetings and events:
 - 4.7.12.2.1. provide logistic support including membership sign up;
 - 4.7.12.2.2. taking minutes of the meetings;
 - 4.7.12.2.3. presenting reports.
 - 4.7.12.3. find and ensure postdoc representations for the relevant local committees;
 - 4.7.12.4. assist the Postdoc Chair in organizing meetings/events and in preparing Newsletters/communications/surveys;
 - 4.7.12.5. organizing at least one solidarity event each year.

4.8 The Racial Equity Chair;

The Racial Equity Chair shall:

- 4.8.1. Be held by a racialised member of the union;
- 4.8.2. Actively work towards ensuring equity in all activities of the Union and the membership;
 - 4.8.2.1 Take an intersectional approach to racial equity, recognizing how other aspects of identity intersect with race (i.e. such as gender, disability, sexual orientation, citizenship, economic status, and other);
 - 4.8.2.2 Engage in equity activities on campus and within the community;
 - 4.8.2.3 Aim to build relationships with equity-focused organizations and individuals in the broader community;
- 4.8.3. Serve as the Chair of the PAC/Social Justice Committee;
- 4.8.4. Be the local's chief delegate at equity related conventions or appoint a designate (aside from the Women's Convention which is under the purview of the Gender Equity Officer);
- 4.8.5. Attend PSAC conventions as a delegate of the local, or appoint a designate;
- 4.8.6. Be responsible for grievance proceedings that revolve around all equity issues;
- 4.8.7. Be a point of contact for responding to members questions and concerns regarding racial equity within the union;
- 4.8.8. Have the following duties related to General, Stewards' and/or Executive Meetings;
 - 4.8.8.1. Prepare a written report for distribution one week prior to any General or Stewards' meeting, to be presented at that meeting;
- 4.8.9. Be protected by the union on the ability to speak freely against issues of inequity;
- 4.8.10. Provide support to the Divisional Chief Stewards in developing and maintaining the Stewards' Network;
- 4.8.11. Normally begin their service in a training capacity as Racial Equity Chair Elect

from May 1 to May 31 and then serve a one-year term as Racial Equity Chair from June 1 to May 31;

5. Elected, Non-Executive Officers

The Elected, Non-Executive Officers of the Local shall be:

The Executive Officers Elect (President, Administrative Chair, Communications Chair, Divisional Chief Stewards, and Postdoc chair);

The Stewards;

The Chief Returning Officer;

5.1. General

All Elected, Non-Executive Officers must:

5.1.1. Be members in good standing;

5.1.2. Meet the eligibility requirements outlined in section 11.1.2.

5.1.3. Normally be elected at a General meeting held for this purpose, excepting Stewards (see 5.3) and the Chief Returning Officer (see 5.4)

5.2. Executive Officers Elect (President, Administrative Chair, and Communications Chair)

The Officers Elect shall:

5.2.1. Assume the duties of their corresponding Executive position in the event of a vacancy in that office;

5.2.2. Be mentored and supervised by their corresponding Executive member;

5.2.3. Be a non-voting member of the Executive, and all other committees or groups corresponding to their Executive duties.

5.3. Stewards

5.3.1. TA stewards shall be selected or elected by the members of the department in which they are enrolled, two stewards for the first 70 members in a department, and one additional steward for every additional 35 members (rounded up);

5.3.1.1. At least one of the steward positions shall be reserved for members who identify as: women, trans, nonbinary, genderqueer, or two-spirit;

5.3.1.2. This selection/election process is not governed by these bylaws, but shall be administered at the departmental level, in accordance with departmental practice;

5.3.1.3. This selection/election process is expected to take place by 15 October of the current academic year.

5.3.2. Postdoc steward shall be elected or nominated by at least another postdoc; normally be appointed early in the Fall or on-going basis. The number of Postdoc stewards shall be 20 at most.

5.3.3. encourage all members of their department to sign their membership cards;

5.3.4. serve as a liaison between the members of their department, the Stewards of other departments and divisions, and the Local's Officers (including, and especially Divisional Chief Stewards);

- 5.3.5. solicit information from, and represent the interests of the members of their department within the Local;
- 5.3.6. attend all Stewards' meetings and General meetings;
- 5.3.7. assist with the grievance process where appropriate;
- 5.3.8. direct members to relevant sections of the Collective Agreement, as required;
- 5.3.9. be expected to attend Stewards' training;
 - 5.3.9.1 Compensation for attending Stewards' training is subject to PSAC Constitution but can be additionally compensated through executive approval;
- 5.3.10. be expected to hold at least one steward's solidarity event per academic year (see Appendix B).

5.4. Chief Returning Officer

The Chief Returning Officer shall:

- 5.4.1. Ensure all elections procedures are properly conducted, including providing ballot boxes and ballots, supervising ballot counting and being arbiter of "spoiled ballots," excepting the election of the Chief Returning Officer;
- 5.4.2. Authorize all official notices, announcements and publicity related to Local elections;
- 5.4.3. Issue calls for nominations, including those of all Executive Officers, which shall be publicized during the month of the election, and each month thereafter until all Executive positions are filled;
- 5.4.4. receive and announce all nominations, after ensuring the eligibility of nominees for all positions, excepting the Chief Returning Officer;
 - 5.4.4.1. candidates deemed ineligible must be informed of the reasons for disqualification, and this must be publicly announced before the election;
- 5.4.5. stipulate restrictions on and disseminate the candidates' mail-out;
- 5.4.6. announce any late nominees for any office normally elected at the General Meeting held for the purpose of elections;
- 5.4.7. Announce all official election results, both at the relevant meetings and to the broader membership;
 - 5.4.7.1. In the event of an invalid election process, this shall be reported at the next General or Stewards' meeting;
- 5.4.8. Schedule and chair an "All Candidates" meeting.;
- 5.4.9. Appoint, supervise, and issue ballots and ballot boxes to Returning Officers;
- 5.4.10. Report to the PSAC as required by the PSAC Constitution;
- 5.4.11. Normally be elected at a General meeting within the Fall term;
- 5.4.12. Remain neutral during the election process;
- 5.4.13. Forfeit voting rights for elected positions.

6. Appointed, Non-Executive Officers

The Appointed, Non-Executive Officers shall be: The Returning Officers; The Acting President.

6.1. Acting President

The Acting President shall:

- 6.2.1. Be determined by the presidential hierarchy, as outlined below:

6.2.1.1. In the event that the office of the President becomes either temporary or permanently vacant, or the President is on temporary leave, the President Elect shall serve as Acting President until the President returns or until the President Elect formally takes on the role on 1 September of the current year.

6.2.1.2. In the event that there is no President Elect, the Executive Committee shall motion for one of the following Executive Officers to serve as Acting President until such time as the President returns to their duties or until such time as a candidate for the Presidency is elected to the position: the Administrative Chair, the Postdoc Chair, or the Communications Chair.

6.2.2. Have all the duties and responsibilities of the President until they are confirmed as the President, or a new President is elected at a General Meeting held for this purpose.

ASSEMBLIES AND COMMITTEES

7. Meetings

7.1 General

All meetings shall:

- 7.1.1. Be open to all members in good standing;
- 7.1.2. Be called two weeks in advance;
- 7.1.3. Have the agenda distributed one week before the meeting;
- 7.1.4. Follow Bourinot's Rules of Order.

7.2. Annual General Meetings

The Annual General Meeting shall:

- 7.2.1. Be held in April of each year;
- 7.2.2. Normally be attended by all Executive Officers, committee chairs, Divisional Chief Stewards and Stewards, and during which the aforementioned persons shall have full speaking and voting rights;
- 7.2.3. Be the highest governing body of the Local, with all decisions made being binding on all other bodies of the Local;
- 7.2.4. Present a draft budget for approval by the members at the beginning of the meeting (not subject to quorum established in 7.2.6);
- 7.2.5. Present for approval, by the Administrative Chair, the minutes of the previous Annual General Meeting;
- 7.2.6. Have quorum set at five percent (5%) of the total number of members in good standing.

7.3. General Meetings

General Meetings shall:

- 7.3.1. Be attended by all Executive Officers, Committee Chairs, Divisional Chief Stewards and Stewards, and during which the aforementioned persons shall have full speaking and voting rights;
- 7.3.2. Be meetings where elections are held;
- 7.3.3. Be meetings where the general membership votes on proposed projects, decisions, or budget changes;
- 7.3.4. Present Executive reports and communicate work that is being done in the Local;

7.3.5. Hold strike votes;

7.3.6. Ratify any tentative Collective Agreement;

7.3.7. Bargaining Units may have separate Bargaining Unit General Meetings to decide on matters solely related to the bargaining unit: unit specific benefit programs within budget; unit specific committees, events, collective agreement, bargaining; and unit specific budget allocation;

7.3.8. In the case of bargaining, allow a meeting to be called with less than two weeks notice;

7.3.9. Have quorum set at five percent (5%) of the total number of members in good standing, except in regards to 7.3.2, 7.3.5, and 7.3.6.

7.4. Stewards Meetings

Stewards' Meeting shall:

7.4.1. Be attended by all Executive Officers, Committee Chairs, Divisional Chief Stewards and Stewards, and during which the aforementioned persons shall have full speaking and voting rights;

7.4.2. Have quorum set at five percent (5%) of the total number of stewards.

7.4.3. Make decisions that are binding on all bodies of the Local, excepting Annual General Meetings and General Meetings;

7.4.4. Be meetings where stewards liaison with the Local Executive Officers, raise and address workplace disputes, provide feedback for Local Officers, and propose and vote on Local projects;

7.4.5. Convene at least once per academic term;

7.4.6. Permit oral reports only to clarify what is included in a written report;

7.4.7. Present reports as motions, wherein a recommendation to adopt a report shall automatically approve any recommendations contained within the report;

7.4.8. Confirm committee members for all of the Local's committees;

7.4.9. Bargaining Units may have separate Bargaining Unit Stewards' Meetings to decide on matters solely related to the bargaining unit: unit specific benefit programs within budget; unit specific committees, events, collective agreement, bargaining; and unit specific budget allocation.

7.5. Executive Committee Meeting

The Executive Committee shall: Bylaws & Policies

7.5.1. Be chaired by the President, or a designate;

7.5.2. Be attended by all Executive Officers of the Local (see section 4);

7.5.3. Have a quorum of five (5) Executive Officers;

7.5.4. Execute the policy resolutions, as determined at Stewards' Meetings;

7.5.5. Not have the authority to approve any expenditure greater than \$2,000;

7.5.5.1. Any expenditure exceeding \$2,000 proposed by the Executive Committee shall be subject to a vote at a subsequent Stewards' or General Meeting;

7.5.5.2. If during the bargaining process a "no board" report is issued, this amount is increased to \$9,000 from local Strike Reserve;

7.5.6. Normally meet bi-weekly, and shall meet no less frequently than once per month;

7.5.7. Have the authority to call Divisional Stewards' Meetings.

7.6. Divisional Stewards Meetings

The Divisional Stewards' Meetings shall:

- 7.6.1. Be chaired by the corresponding Divisional Chief Steward, or a designate;
- 7.6.2. Be called by the corresponding Divisional Chief Steward, or by an Executive Officer;
- 7.6.3. Be attended by all divisional stewards, who will have full speaking and voting rights;
- 7.6.4. Be restricted to discussions of divisional concerns;
- 7.6.5. Be open to all non-Steward members of a division, who shall have speaking rights but not voting rights;

8. Standing Committees

The Local recognizes that committee work is central to the operation and transparency of the Local. Standing committees are intended to be ongoing and deal with the regular business of the Local, including meeting the immanent needs of the Local and its programs, and in its ongoing political outreach and social justice work, central to any labour organization. The Local recognizes eleven (11) Standing Committees. Additional Standing Committees are formed in accordance with bylaw.

The Standing Committees of the Local are:

- The Bylaws Committee;
- The Finance Committee;
- The Communications Committee;
- The PAC/Social Justice Committee;
- The Food Support & Resources Committee;
- The TA Financial Assistance Committee;
- The Postdoc Financial Assistance Committee;
- The Gender Equity Committee;
- The Mobilization Committee;
- The TA Labour-Management Committee;
- The Postdoc Labour-Management Committee;
- The Health and Safety Committee.

8.1. General

All Standing Committees shall:

- 8.1.1. Consist of and be open to all Local members in good standing, excepting the Mobilization Committee (see 8.10.2) and the Labour-Management Committee (see 8.11 and 8.12);
- 8.1.2. Determine membership based on applications to the committee chair, to be ratified at an Executive Committee Meeting, following a call-out by the committee chair;
 - 8.1.2.1. Applicants approved by the committee chair and the Executive Committee immediately begin serving as acting committee members with full voting and speaking rights;

- 8.1.2.2. Applicants approved by the committee chair and the Executive Committee will be listed as members in the official committee report presented at the next Stewards' or General Meeting;
- 8.1.3. Strive to represent each of the units and the divisions of the Local;
- 8.1.4. Have a Chair who shall;
 - 8.1.4.1. In the case of the Mobilization Committee, be elected by the committee members, for a fixed duration or on a rotating basis;
 - 8.1.4.2. In the case of the Bylaws Committee, Finance Committee, Scholarships Committee, Communications Committee, Food Support and Resources Committee, Financial Assistance Committee, and PAC/Social Justice Committee be the Executive member under whose portfolio the committee resides;
 - 8.1.4.3. Be responsible for recruiting members to the committee in order to ensure its proper functioning;
 - 8.1.4.4. Advertise vacancies as soon as they are known through appropriate official media (e.g. Local Newsletter);
 - 8.1.4.5. Set the agenda for committee meetings.
- 8.1.5. Have a minimum of three (3) members in addition to the chair;
- 8.1.6. Have members who serve for one calendar year at a time;
- 8.1.7. Have budgets that are approved by the Executive Committee, following a written request by the chairperson of the committee;
- 8.1.8. Produce a year-end report, to be presented at the Annual General Meeting by the Chair or a designate;
- 8.1.9. Maintain a record of meeting minutes and any year-end or other reports generated by the committee;
- 8.1.10. Shall employ, modify or establish a committee policy or terms of reference in order to affirm a clear mandate;
 - 8.1.10.1. Policies and terms of reference are subject to approval and annual review in accordance with section 12 of these bylaws.

8.2. Bylaws Committee

- 8.2.1. The Bylaws Committee shall review proposed amendments to these bylaws, in addition to reviewing all bylaws as part of regular duties, and report recommendations to the Stewards and general membership (see Appendix F);

8.3. Finance Committee

- 8.3.1. The Finance Committee shall collect data related to the financial goals and actual spending of the Local, and assist the bookkeeper in the performance of duties (including, but not limited to, the preparation of the draft budget) (see Appendix H);

8.4. Communications Committee

- 8.4.1. The Communications Committee shall assist in coordinating training sessions for Stewards, information sessions for the general membership, networking, and surveys, evaluate and make recommendations on communications strategies, and assist the Communications Chair in the performance of duties (see Appendix I);

8.5. PAC/Social Justice Committee

8.5.1. The PAC / Social Justice Committee shall educate the membership on policies and laws and how they will affect the membership (see Appendix J);

8.6. Food Support and Resources Committee

8.6.1. The Food Support and Resources Committee shall provide emergency sustenance assistance to Local members and their families (see Appendix K);

8.7. TA Financial Assistance Committee

8.7.1. The TA Financial Assistance Committee shall review members' applications for financial assistance on a monthly basis, based upon written criteria approved by the Executive (Appendix L);

8.8. Postdoc Financial Assistance Committee

8.8.1. The Postdoc Financial Assistance Committee shall review postdoc financial assistance applications three times in a year, based upon written criteria approved by the Postdoc Stewards (Appendix R);

8.9. Gender Equity Committee

8.9.1. The Gender Equity Committee shall take an intersectional approach to promoting and protecting the rights and interests of those who are marginalized on the basis of gender identity. The committee shall recognize that various intersecting marginalized identities such as race, disability, sexual orientation, and/or economic class shape individuals' experiences of gender-based oppression. The committee shall advocate for improved rights, resources, and working conditions for individuals marginalized on the basis of gender, such as women, trans, 2-spirit, non-binary, and genderqueer individuals at Western University and in the broader London community (Appendix N);

8.10. Mobilization Committee

The Mobilization Committee shall:

8.10.1. Work to mobilize the membership to respond to labour and social justice related issues, including but not limited to GTA/PDA contract concerns, working condition awareness campaigns, and bargaining mobilization;

8.10.2. Contain only members who are not on the Bargaining Team (see Appendix O);

8.11. GTA Labour-Management Committee

8.11.1. Be co-chaired by the President, or a designate (as per the Unit 1 CA);

8.11.2. Have its membership determined by the President;

8.11.3. Have meeting minutes recorded by the chair or a designate (for Local use);

8.11.4. Meet periodically, in accordance with the Unit 1 CA, to discuss issues relevant to ongoing labour relations between the Employer and the Local.

8.12. Postdoc Labour-Management Committee shall:

- 8.12.1. Be co-chaired by the Postdoc Chair, or a designate;
- 8.12.2. Have its membership determined by the Postdoc Chair;
- 8.12.3. Have meeting minutes recorded by the chair or a designate (for Local use);
- 8.12.4. Meet periodically, in accordance with the Unit 2 CA, to discuss issues relevant to ongoing labour relations between the Employer and the Local.

8.13. Health and Safety Committee shall:

- 8.13.1. The health and safety committee aims to promote the physical and mental health and safety of all Teaching Assistants and Postdoctoral associates by informing them of health and safety-related resources and will convey members' health and safety-related needs to the Executive (Appendix W).

9. Ad Hoc Committees

Ad Hoc Committees are distinct from Standing Committees in that they are not ongoing. Such committees are created by the Executive to deal with a particular issue that is neither permanent nor regular, including but not limited to dealing with a disciplinary matter, or any other subject falling outside the scope of a Standing Committee. The Local recognizes four permanently defined Ad Hoc Committees: the Negotiation Research Committee, Discipline Committee, Bargaining Team, and the hiring committee.

9.1. General All Ad Hoc Committees shall:

- 9.1.1. Be chaired by the President, unless otherwise stated at inception;
- 9.1.2. Establish a mandate in writing prior to being convened in the case of Ad Hoc Committees not already defined in these bylaws;
 - 9.1.2.1. This mandate shall include budgetary considerations;
- 9.1.3. Be approved by an Executive Meeting, and subsequently promoted through the Stewards' Network, or at an imminent Stewards' or General Meeting;
- 9.1.4. Consist of a minimum of three (3) members, in addition to the Chair, excepting the Negotiation Research Committee (see 9.2);
- 9.1.5. Be dissolved automatically once the matter for which the committee was convened has been resolved;

9.2. Negotiation Research Committee

The Negotiation Research Committee shall:

- 9.2.1. Be formed when the Local anticipates entering into negotiations with the Employer and at least eight months prior to the end of the current Collective Agreement;
- 9.2.2. Be constituted by the President, President Elect, or Postdoc Chair, and one representative from each of the divisions of the Local;
 - 9.2.2.1. The committee should strive in its members to represent the diversity of the Local as much as possible, including but not limited to consideration of degree type, gender, sexual orientation, ethnicity, familial status or religion;
- 9.2.3. Solicit negotiation demands from the membership, prioritize those demands, draft demands, and prepare draft negotiation proposals;

9.2.4. Review the Collective Agreement in its entirety to determine if it meets member demands or needs;

9.2.5. Report on progress at Executive, Steward, and General Meetings through its chair or designate;

9.2.6. Dissolve automatically when bargaining begins

9.3. Discipline Committee

The Discipline Committee shall:

9.3.1. Be convened to investigate charges of misconduct by members, in conformance with the process outlined in these Bylaws and the PSAC Constitution and Regulations.

9.3.2. Be governed by Regulation 19 and Section 25 of the PSAC Constitution, see Appendix P and Q.

9.3.3. Produce a report and recommendations at the end of the investigation, which shall be sent to the appropriate body as outlined in PSAC Regulation 19.

9.4. Bargaining Team

The Bargaining Team represents all members of a Bargaining Unit at the bargaining table and play an essential role in the bargaining process.

The Bargaining Team shall:

9.4.1. Be elected on a Bargaining Unit General Meeting;

9.4.2. Be governed by Regulation 15C of PSAC Constitution;

9.4.3. Participate in the process of negotiations by:

9.4.3.1. reviewing the bargaining input,

9.4.3.2. finalizing and prioritizing the package of demands normally approved by a Bargaining Unit General Meeting,

9.4.3.3. participating in bargaining,

9.4.3.4. participating in strategy and mobilization discussions as required,

9.4.3.5. making decisions on employer offers and tentative settlements,

9.4.3.6. participating in mobilization activities established for the bargaining unit;

9.4.4. Bargaining Team members are responsible for conveying information about the progress of bargaining to Bargaining Unit members, and for explaining decisions made by them at the bargaining table.

9.5 The Hiring Committee

The Hiring Committee shall:

9.5.1. Be chaired by the President;

9.5.2. Establish the job requirements for staff of the Local and prepare interview guidelines to be approved at a Stewards Meeting;

9.5.3. Be formed to conduct and complete the application review and interviewing process for staff of the Local;

9.5.4. Make a recommendation to the Executive Committee.

DEMOCRATIC PROCEDURES

10. Proxy Voting

No proxy voting shall be allowed.

11. Elections Procedures:

11.1. Nominations:

11.1.1. Nominations for positions other than the Chief Returning Officer and the Stewards shall:

- 11.1.1.1. Be open for a period of at least two weeks;
- 11.1.1.2. Be submitted in writing to the Chief Returning Officer and the Local office;
- 11.1.1.3. Can be proposed from the floor;
- 11.1.1.4. Be held in April

11.1.2. Eligibility for nominations extends to:

- 11.1.2.1. Any TA or Postdoc Member in Good Standing who has been employed within the current academic year for the positions of President, Administrative Chair, Gender Equity Officer, and Communications Chair;
- 11.1.2.2. Any Postdoc Member in Good standing for the position of Postdoc Chair or Postdoc Chief Stewards;
- 11.1.2.3. Any TA Member in Good Standing or any TA Member who has also been employed within the current academic year for the positions of the TA Chief Stewards of each division;

11.2. Elections Procedures of the Executive Officers shall:

- 11.2.1. Be conducted by a secret and secure method in a manner to be determined by the Chief Returning Officer, consistent with the procedures in this section of the bylaws, such that each Member in good standing may vote for one candidate in each position;
- 11.2.2. Be conducted such that a Divisional Chief Steward may only be elected by members within their own division;
- 11.2.3. Be held at a General Meeting for the purpose of elections without quorum requirement (see 7.3.9);
- 11.2.4. Permit candidates running for any offices to address the assembly for up to five minutes, preceding voting;
- 11.2.5. Only open balloting following the end of all the candidates' speeches and the question period;
- 11.2.6. Be held in separate rounds for President, Administrative chair, Gender Equity Officer Communications chair, Postdoc chair and Chief Stewards,
 - 11.2.6.1. After each round, the ballots will be counted and winner of the position will be announced by CRO;
 - 11.2.6.2. The candidate receiving the clear majority of votes shall be declared the winner;
 - 11.2.6.3. If no candidate receives the clear majority of votes the election procedure shall be by way of elimination;
 - 11.2.6.4. Before each round, nominations for the position will be accepted from the floor by the CRO;

11.2.7. In the event of a tie vote, the Chief Returning Officer shall immediately take a second ballot without recess or adjournment. If this results in a second tie vote, the Chief Returning Officer shall call a short recess before taking the third ballot.

11.3. Online voting shall:

11.3.1. Be conducted if in-person voting is not possible;

11.3. Vacant Positions

A position shall be publicly declared vacant by the Chief Returning Officer, or by the President in the case of a vacancy for the Chief Returning Officer, when:

11.3.1. The term of office has expired and no replacement has been found;

11.3.2. In the case of the President-Elect, the position is unfilled at the end of the General Meeting if there is no President-Elect;

11.3.3. An officer resigns or is removed from office.

11.4. Filling Vacant Positions In the event of a vacancy, the positions shall be filled according to the following regulations:

11.4.1. The office of the President shall be filled by the President-Elect immediately;

11.4.1.1. If the office of the President-Elect is also vacant, the role becomes that of Acting President;

11.4.1.2. The executive committee shall decide who shall fill the role of interim president;

11.4.2. In the event of a vacancy in any other Executive Officer position, the duties of the vacant position shall fall to the remainder of the Executive and be divided as they see fit;

11.4.3. In the event of a vacancy in any other position normally elected at the General Meeting for Elections, the Chief Returning Officer shall receive nominations for that position at any time;

11.4.3.1. If a nomination is received, the Chief Returning Officer shall issue a call-out, lasting a week, for additional nominations and, if none are received, the position shall be declared acclaimed;

11.4.3.2. In the event multiple nominations are received, the Chief Returning Officer shall declare a General Election;

11.5. Campaigning

11.5.1. No candidate may engage in mass electronic mailing of any kind, including but not limited to list-serve or recipient lists of more than five (5) persons;

11.5.2. Social networking (e.g. Facebook, LinkedIn, Twitter, et al.) shall be permitted; The local's social networking platforms shall not endorse candidates.

11.5.3. No money is permitted to be spent on any electronic media;

11.5.4. Each candidate shall be permitted to distribute a one page mail-out, subject to the limitations outlined by the Chief Returning Officer, that shall be distributed to the membership by the Communications Chair one week prior to the commencement of the elections;

11.5.5. The campaign period shall begin two weeks prior to the election and all candidates meet and greet shall be held one week prior to the election.

11.5.6. No campaigning materials shall be circulated once a General Meeting for elections has begun.

11.6. Terms of Office

11.6.1. The term of the President or Acting President and Chief Returning Officer shall end on August 31;

11.6.2. The terms of the Administrative Chair, Communications Chair, Post Doc Chair, and Divisional Chief Stewards shall end on May 31;

<i>Elections Table</i>			
<i>Position</i>	<i>Term</i>	<i>Elected at</i>	<i>Officer-Elect Term</i>
President	September 1 - August 31	General Meeting	May 1 - August 31
Administration Chair	June 1 - May 31	General Meeting	May 1 - May 31
Finance Chair	June 1 - May 31	General Meeting	May 1 - May 31
Communications Chair	June 1 - May 31	General Meeting	May 1 - May 31
Postdoc Chair	June 1 - May 31	General Meeting	May 1 - May 31
Chief Stewards	June 1 - May 31	General Meeting	N/A
Occupational Health and Safety Officer	June 1 - May 31 (two-year term) Discontinued (May 31, 2020)	General Meeting	N/A
Chief Returning Officer	January 1 - December 31	General Meeting or Steward Meeting	N/A

12. Policy Documents

Policy documents are intended to provide a set of procedures and best practices for the functioning of the Local. Terms of reference (TOR) documents will be considered policy documents. They shall not contradict the Constitution of the PSAC or the Bylaws of the PSAC Local 610.

12.1. Administration of Policy

12.1.1. Policy documents shall be subject to yearly review by a body consisting of the Chair of the committee, an additional two members of the Committee, and two Executive Committee members who are not active members of the committee;

12.1.1.1. The reviewed policy document shall be forwarded to the Executive Committee for endorsement;

12.1.1.2. If the reviewed policy document is rejected by the Executive Committee, the review body will reconvene and present a revised policy document to the Executive Committee;

12.1.1.3. If the reviewed policy is accepted by the Executive Committee, it is then presented for approval at the following Stewards and General Meeting;

- 12.1.1.4. Policy documents shall carry the enforceable weight of bylaws for the duration of an academic year during which they have been endorsed;
- 12.1.2. Previous policies shall remain in effect pending revision, alteration or suspension.
- 12.2. Storage and Dissemination of Policy
 - 12.2.1. Policy documents shall be added as an appendix to the bylaws after being endorsed by the membership at a General Meeting;
 - 12.2.1.1. The Administrative Chair shall append the document to the bylaws following endorsement;
 - 12.2.2. Policy documents shall be included in the Local's records for posterity and ease of reference, and shall be archived subsequently in order to track changes
 - 12.2.3. the Executive Committee shall inform committee Chairs of the adoption of policy change.

FINANCES AND COMPENSATION

13. Finances and Banking

- 13.1. The Executive Committee shall be responsible for administering the Local's funds in the best interests of the Membership;
- 13.2. An Independent, external agent selected by the Executive shall prepare a statement of the Local's financial position for the preceding year, and this statement shall be available to the membership at the Annual General Meeting;
- 13.3. The fiscal year for the Local shall begin June 1 and end May 31;
- 13.4. The banking affairs of the Local shall be transacted with such reputable banks, or other reputable corporations carrying on a banking business, as the Executive Committee may determine;
- 13.5. The signatures of two (2) officers with signing authority shall be required to authorize withdrawals of funds from the Local's bank account;
 - 13.5.1. The President, Administrative Chair, Communications Chair, and Postdoc Chair shall have signing authority;
 - 13.5.2. The Postdoc Chair shall normally be one signature for withdrawals from the Postdoc Bank account;
- 13.6. Notwithstanding 13.5. the signature of the President shall be sufficient to authorize the spending of budgeted funds through a University or University Student Council account number;
- 13.7. Loan agreements on behalf of the Local shall be authorized by the Executive and the PSAC;
 - 13.7.1. Such agreements shall be signed by the President;
- 13.8. The Executive shall have the authority to disburse funds as allocated by the budget approved by the membership;
- 13.9. The unspent portion of the postdoc budget shall remain in Postdoc bank account. Use of the Postdoc Reserve requires authorization by a Postdoc Stewards' Meeting or a Postdoc General Meeting;
- 13.10. The Local may administer support to its Members according to the standing committees' Terms of Reference;

13.11. The term of any financial investment made by the Local may not exceed the duration of the collective agreement (this is intended to provide the Local with maximum liquidity to bolster its strategic position during the bargaining process).

13.12. CRA Contacts;

13.12.1 The President, Administrative Chair, Bookkeeper, and Accountant shall be authorized to contact the Canadian Revenue Agency on behalf of the loca;

14. Conflict of Interest

14.1. Definition

A “Conflict of Interest” arises when a member of the Local has or could be seen to have an opportunity to use the authority, knowledge or influence derived from his or her position to benefit improperly the member themselves or another person with whom the member has a close relationship (spouse, business partner, family member, and the like). Such situations may include, but are not limited to the following:

14.1.1. Participating as an officer or in a managerial capacity with a firm that is a supplier of materials or services to the Local;

14.1.2. Having personal financial dealings with an individual whose business with the Local involves the member’s sphere of responsibility;

14.1.3. Participating in the hiring or contract review of anyone with whom the member has a close relationship;

14.1.4. Participating in the decision-making process regarding the member’s own employment or financial compensation;

14.1.5. When the chair of a Stewards’ or General Meeting can reasonably be seen to be biased in relation to matters being considered.

14.1.6. When an executive officer applies to or receives benefit from a program administered by a committee of members (see 14.4);

14.1.7. When an executive officer or non-executive member applies to or receives benefit from a program and is a member of that program’s committee (see 14.4);

14.1.8. When a member of a benefit program’s committee reviews the application of someone with whom they have a close personal relationship (see 14.4).

14.2. Obligation to Report

If any member or employee of the Local is faced with an existing or potential Conflict of Interest, then they must immediately report this situation to their immediate supervisor (e.g. relevant committee chair, President, or other Executive Officer), as appropriate. Failure to declare a potential Conflict of Interest is grounds for discipline under Appendix N of these bylaws.

14.3. Treatment: General Procedures

Upon a report that a Member is faced with an existing or potential Conflict of Interest, the President or committee chair shall determine if such Conflict of Interest actually exists. No action shall be taken if it is deemed there is no Conflict of Interest. If it is determined that there is a Conflict of Interest, the following actions may be taken, singly or in combination,

and in descending order of preference whenever possible, depending upon the severity of the matter:

- 14.3.1. Stipulate that the member refrain from voting on the issue, with the abstention noted in the assembly or committee minutes;
- 14.3.2. Stipulate that the member refrain from participating in debate on the issue, with the abstention noted in the assembly or committee minutes;
- 14.3.3. Stipulate that the member excuse themselves from any meeting in which the issue arises, with the reason for absence noted in the minutes;
- 14.3.4. Stipulate that the member withdraw from the activity or situation in which the Conflict of Interest arises;
- 14.3.5. Stipulate the member step down from their position of authority in the Local.

14.4. Treatment: Specific Cases

- 14.4.1. If an executive officer applies to the Financial Assistance Committee and the application is accepted, the application shall be reviewed a second time by the Food Support and Resources Committee;
- 14.4.2. If an executive officer or non-executive member who sits on the Financial Assistance Committee applies to the Financial Assistance Committee, the member shall refrain from attending the meeting at which their application is discussed. If the application is accepted, it shall be reviewed a second time by the Food Support and Resources Committee;
- 14.4.3. If an executive officer or non-executive member who sits on the Food Support and Resources Committee applies to the Food Support and Resources Committee, the member shall refrain from reviewing the round of applications containing their application;
- 14.4.4. If an executive officer applies to the Food Support and Resources Committee and is not a member of the committee, the committee may treat the application as any other application;
- 14.4.5. If a member of the Food Support and Resources Committee or the Financial Assistance Committee recognizes an application as belonging to someone with whom they have a close personal relationship, the member shall abstain from discussing and voting on the application.

15. Personnel Policies

15.1. Job Descriptions

Job descriptions shall be written by the Executive and approved at a Stewards' Meeting before any individual shall be hired by the Local. Job descriptions shall include, but are not limited to: job title, duration of employment, duties and compensation.

16. Compensation

16.1. Officer Compensation

Officers of the Local's compensation are calculated as multiples of a full Graduate Teaching Assistantship's (GTA) total compensation. The standard rate of pay used to calculate this compensation is the hourly wage of all members outlined in the current collective agreement. The Collective Agreement defines a full GTA as one academic term, averaging 10 hours per

week, for a total of 140 hours. As such, Officers of the Local shall be compensated as follows:

- 16.1.1. The President shall receive a stipend equivalent to the base pay of three (3) GTA;
- 16.1.2. The Postdoc Chair, Administrative Chair and Communications Chair shall each receive a stipend equivalent to the base pay of two (2) GTA;
- 16.1.3. The President-Elect shall receive a stipend equivalent to the base pay of a one-quarter (1/4) GTA;
- 16.1.4. The Chief Returning Officer shall receive honoraria equivalent to one hour's base pay of one (1) GTA per month;
 - 16.1.5.1. Additional work performed, subject to the approval of the Executive, shall also be compensated at the standard rate; executive approval shall not supersede the responsibilities of the officer as stipulated by the CA;
 - 16.1.5.2. Additional work is normally expected to be completed in less than 50 hours;
 - 16.1.5.3. Additional work authorized by the Executive shall not exceed the equivalent of one (1) GTA;
- 16.1.6. The Divisional Chief Stewards shall receive a stipend equivalent to the base pay of one (1) GTA;
- 16.1.7. Any member who chairs a General Meeting or Stewards' Meeting shall be compensated on an hourly basis at the standard rate;
- 16.1.8. The Executive Officers-Elect shall each receive a stipend equivalent to one-twentieth (1/20) GTA;

16.2 Steward Honorarium

- 16.2.1 The Stewards shall receive a base honorarium of \$50 plus the following;
 - 16.2.1.1 \$50 for attending two or more stewards and/or general meetings;
 - 16.2.1.2 \$50 for hosting a solidarity event as in accordance with Appendix B;

16.3 Committee Honorarium

- 16.3.1. Committee members shall receive an honorarium of \$75;
- 16.3.2. Committee chairs who are not members of the executive shall receive an honorarium of \$200;

16.4. Exceptional Circumstances

- 16.4.1. In exceptional circumstances, any member of the Local may apply to the Executive for financial compensation for work performed. This compensation shall not exceed the standard rate of pay and is subject to approval first by the Executive Committee and then by a Stewards' Meeting.

OTHER

17. Strikes

- 17.1. The Local shall strike only if a strike is authorized by a Local strike vote and the PSAC (per PSAC Regulation 15C);

17.2. Strike votes and related publicity shall be conducted as per PSAC regulations and relevant legislation;

17.3. The location and timing of a strike vote shall be determined by the Bargaining Team but must always include voting periods over a minimum of two days, preferably including one in the morning and one in the evening to ensure that the maximum amount of members are able to attend.

18. Amendments to the Bylaws

The following procedure in its entirety shall be required to make amendments to these Bylaws:

18.1. Proposed changes to these Bylaws shall take the form of a written submission to the Bylaws Committee Chair;

18.2. Any submission that involves the creation of a new Standing Committee must include the proposed structure of the new committee (including who will chair the committee, the composition of the committee, the duties of the committee, budgetary matters, and who reports to the Stewards on behalf of the committee), the purpose of the new committee, and any relevant background material supporting the creation of the new committee;

18.3. The Bylaws Committee shall review the submission and write a Report with recommendations, which must be distributed to all Officers of the Local, Chairs of Local committees, and invited representatives of other organizations at least one week before the next Stewards' meeting;

18.4. At the Stewards' Meeting, the Stewards shall do one of the following:

18.4.1. Adopt the Report of the Bylaws Committee as written;

18.4.2. Adopt the Report of the Bylaws Committee with amendments that do not change the intent of the Report, as interpreted by the Chair of the Bylaws Committee;

18.5. If the Report of the Bylaws Committee is adopted by the Stewards, then the Report (with amendments, if any) shall automatically become a "proposal" to the next General Meeting (in the case of amendments to these Bylaws);

18.6. Notwithstanding 18.1, and 18.3 to 18.5, a petition signed by at least fifty members shall serve as a proposal to the next General Meeting (in the case of amendments to these Bylaws), provided that the petition includes the exact wording of the proposed amendment and the exact wording of the relevant sections of the current Bylaws;

18.7. For a proposal to amend these Bylaws to be successful, it must be approved by a two-thirds vote at a General Meeting, and no amendments to the proposal are permitted at this meeting;

18.8. Amendments to these bylaws become effective upon the adjournment of the meeting in which a successful proposal was approved unless otherwise specified in the proposal.

19. Affiliations

The Local shall annually affiliate with the following groups:

19.1. PSAC Area Council;

19.2. London and District Labour Council;

19.3. Ontario Federation of Labour;

19.4. Canadian Labour Congress;

20. Ratification Votes

20.1. A ratification vote shall consist of no fewer than three separate information sessions with the bargaining team, to be held at three different times of the day over a minimum of two days;

20.2. Members shall be normally provided with a ratification kit no later than two weeks prior to the first of the ratification voting sessions;

20.3. Online voting shall:

20.3.1. Be conducted if in-person voting is not possible.

Appendix A. PSAC Policy Document Exemplar

Policy Category: General

Subject: Best Practices; Policy; Exemplar

Vetting Authority: Generating Committee

Approving Authority: PSAC Executive Committee

Related Documents: PSAC Bylaws

Effective Date: February 2013;

1 Purpose

1.1 The purpose of this policy is to outline the best-practice for documenting future policy at the Local.

2 Policy

2.1 Fundamental Principles

2.1.1. Policy is an expression of the current operation of the Local.

2.1.2. Policy should enable the local to achieve its goals in a transparent and efficient manner that agrees with the Constitution of the PSAC and the Bylaws of PSAC Local 00610.

2.2 General Guidelines

2.2.1. The general formatting of this exemplar should be adhered to whenever possible.

2.2.1.1. This formatting makes expectations clear to everyone and enables efficient communication about those expectations.

2.2.2. Policy documents should be vetted by the committee that generated them and then need to be approved by the Executive Committee before they become binding.

2.2.3. The Executive Committee is mandated to review all standing policy documents annually.

2.2.4. Current policy documents must be attached to the Bylaws as an Appendix.

2.2.5. Previous policy documents must be archived and accessible to the membership of the Local.

3 Appendix I

Appendices, graphics, tables, etc. may be included here and referenced within the document.

Appendix B. Steward Solidarity Event Policy

The Steward Solidarity Event is an opportunity for stewards to host an informal social event at the Grad Club to engage the members of their department.

Our local union has identified the importance of encouraging and supporting our stewards to interact with members of their departments. Through communication and dialogue we will gain a better understanding of working conditions, concerns, challenges and other issues GTA's face in their departments.

In addition to listening to the concerns of our members, this event also creates an informal venue for stewards to highlight the services and benefits that are available to our members, such as the Extended Health Plan, bursaries and scholarships, assisting with any work related problems such as harassment, overtime pay, and so on.

Stewards who run solidarity events are expected to write up a one page report after the event and submit it to their respective chief steward. The report will essentially be a summary of work related issues discussed with members during the event. The better we understand our members' department specific working conditions the better we as a union will be able to support and assist our members.

We feel this is a great way to encourage members in your department to come out to a social atmosphere, get to know their stewards, and have the space to talk about the work concerns and issues they face.

Such as how to book and how the budget works are included below. Importantly, please order food because it is irresponsible to purchase drinks on behalf of someone else without having made food available. The 'preapproved' menu items are intended to make the ordering process easy. You can always order more, up to the limit of your total event budget.

Event Details, Budgeted funds

\$20 per union member in the department that attends

- This amount will cover the food and drinks (2 drink maximum per person) and will also include taxes and gratuities
- For example, if 20 people attend the event there will be a total budget of \$400 which will include the costs of food, drinks, taxes and gratuity
- To be clear, a member is anyone that is either currently holding a GTA/postdoc position or anyone who has held a GTA/postdoc position in the past year – for instance graduate students that held a TA position in the winter or summer of 2012

Food

- Pre-approved food choices are available based on the amount of food you would need for the amount of people that will attend (see below).

Drinks

- Additional food and Drinks can be ordered from the bar and the **bartender will keep a tab**

and warn you when you are coming close to reaching your budget limit. Events should not exceed two hours in duration.

- Each member at the solidarity event will have a limit of 2 drinks.
- A steward who organizes an event can determine the nature of the event. Last year, some stewards organized a lunch while some stewards thought it best to gather in the evening.
- Do what you think will meet the needs of the members within your department.
- If individual stewards agree to do so, then Stewards can group their events together.
- Taxes and gratuities - again these will automatically be included in your tab but they come out of your total budget.

How to book an event:

- 1) Your Chief Steward will give you a contact list of all the members in your department
- 2) Figure out what time works for the members within the department you represent.
- 3) Email Marc Lalonde at the Grad Club and make a reservation for X people from the department and for what day and time. Also let him know how many of the food packages you would like to purchase. Each package provides snacks for 5 people.
- 4) After booking the event, promote the event to members within your department.
- 5) Inform the local executive of the date, time, and location of the event.
- 6) During the event, promote benefits, committees, and upcoming news about the local. Bring promotional material and blue cards to sign.
- 7) Afterwards, please email your steward with a brief summary of how the event went – what issues were discussed.

Appendix C. Electronic Voting Procedure

Policy Category: General

Subject: PSAC 610 Electronic Voting Procedure

Vetting Authority: Generating committee

Approving Authority: PSAC 610 Executive Committee

Related Documents: PSAC 610 Bylaws section 11

Effective Date: May 2019

1 Purpose

1.1 The purpose of this policy is to outline how the PSAC 610 will conduct electronic voting.

2 Voting Procedure

2.1 Only members in good standing and who have attended the election meeting are eligible to vote.

2.2 The PSAC 610 electronic ballots will be created on the website simplyvoting.com.

2.3 If online voting is accompanying in-person procedures, physical ballots will be issued for those who do not have access to online voting.

2.4 The CRO will specify the elections by:

- 2.3.1 Performing mandatory mock trials to ensure the quality of simplyvoting;
- 2.3.2 Uploading the membership list to the simplyvoting account;
- 2.3.3 Creating the balloting options (i.e., adding candidate names to the ballot);
- 2.3.4 Choosing the approximate length of time to open online balloting.

2.5 During the time to vote, members in good standing will be mass emailed through their non-uwo email and provided a personalized link to vote.

2.6 To authenticate the identity of the member, the PSAC ID number will be asked before the member can access the electronic ballot.

2.5.1. If authentication is successful, the member will be presented with a list of any ongoing elections;

2.5.2. If the member has not yet voted, the voter may click on the election and a tamper-proof electronic ballot will appear;

2.5.3. Once the member has voted they are issued a receipt and are now blocked from voting for the election again

2.7. Simply voting does not allow the CRO to change voting options or see results while members are voting; however, the CRO will have the ability to add members to the voters list during the voting process.

2.8. Once the window for voting has ended, the CRO will announce the winner along with the voting report that is generated by simplyvoting.

3 Privacy Policy

3.1. The CRO is the only member to have access to the simplyvoting account.

3.2. When the member submits a ballot, the results are encrypted and kept anonymous.

3.3. Any physical ballots issued must be destroyed after the election.

4 General Election Meeting Procedure

4.1. Campaigning procedures will follow section 11.5 of the PSAC 610 Bylaws.

4.2. A general meeting will be held where:

4.2.1. Only those in good standing can attend;

4.2.1. Members can nominate themselves/others from the floor;

4.2.3. Electronic ballots will be generated once candidates are announced;

4.2.4. Candidates will be given the appropriate speaking time for speeches and questions as outlined in Article 12 of the PSAC 610 Bylaws.

4.3. Members can only access the electronic ballot once candidate speeches have finished.

5 Special circumstances of a pandemic/calamity

5.1 The CRO along with the representative of PSAC will decide on a method that best serves members' accessibility.

[Updated May 2019; May 2021]

Appendix D. Extended Health Plan Policy

1 Preamble

- i. The purpose of the Extended Health Plan (the EHP) is to supplement the health care plan or plans of our Teaching Assistant members.
- ii. The majority of our members have coverage through The Ontario Health Insurance Plan (OHIP) or The University Health Insurance Plan (UHIP) along with coverage through an insurance plan provided through The Society of Graduate Students (SOGS).
- iii. This plan is not intended to not replace other health care plans; it merely supplements these plans. For example, a member cannot use this plan to opt out of an otherwise mandatory insurance plan (such as the plans usually offered by SOGS) on the basis that the EHP offers comparable coverage, unless that insurance plan was similarly limited in scope.
- iv. In order to meet the goal of supplementing existing insurance plans, the EHP provides coverage for a wide variety of optical, dental, and other medical expenses.
- v. The EHP operates on a reimbursement or partial reimbursement system whereby an eligible member will pay for an expense and file a claim or claims with their primary insurer or insurers and submit a claim to the EHP for the amount of their expense remaining after the expenses are addressed by their primary insurer or insurers.
- vi. Eligible members will be assigned a balance for each academic year upon which they can draw; this balance, along with the policies of the EHP, determines whether a claimant will be reimbursed, partially reimbursed, or not reimbursed for a claim.

2 Eligibility

2.1 Eligible Members

- i. All members in good standing who have or have been promised Teaching Assistant positions during an academic year are eligible to be assigned a balance for that policy year and draw upon that balance through the EHP.
- ii. All staff members who have worked or have been promised work for the Local during an academic year are eligible to be assigned a balance for that academic year and draw upon that balance through the EHP.
- iii. All Local executives who have held an office and worked in that office for the Local during an academic year are eligible to be assigned a balance for that policy year and draw upon that balance through the EHP.

i. Family

- i. Family members of an eligible union member cannot be assigned an individual balance through the EHP.
- ii. Eligible members may claim the expenses of their family members as if these expenses were their own, subject to the restrictions outlined elsewhere in this policy.

ii. **Balance**

- i. The balance available for each member shall be decided by the budgeting process of the Local.

iii. **Policy Year**

- i. A year of the policy corresponds to an "academic year" that begins on September 1st of one year and ends on August 31st of the following year.
- ii. Eligible members may only file claims for expenses incurred during the policy year for which they are eligible and their claims will be compared against their balance for that policy year.
- iii. Eligible members may file claims for expenses incurred during a policy year for which they are eligible after that year has ended. However, claims filed more than one month after the end of the policy year in which they were incurred may be reimbursed or partially reimbursed at the discretion of the Local.
- iv. A given policy year may be referred to by the year of the September in which the policy year began. For example, the policy year that began on September 1st, 2012 may be referred to as, "policy year 2012."
- v. The Local will make reasonable attempts to allow eligible members to apply for expenses incurred in a policy year after that policy year has ended.
- vi. Notwithstanding the above, it is within the discretion of the Local and its agents to stop reimbursing the claims of eligible members from a given policy year that are filed after the 1st day of business of the October following that policy year.

4 Reimbursement

4.1 Definitions

- i. Those expenses that the EHP covers are those expenses for which the EHP will reimburse or partially reimburse eligible members as determined by their balance.
- ii. In this policy, "to reimburse" is used to mean, "to reimburse in full or in part."

- iii. In this policy, "to cover" is used to mean, "to reimburse in full or in part."

4.2 Copayments and Coinsurance Associated with Another Insurer

- i. The EHP will reimburse those expenses that are normally addressed by an eligible member's primary insurer but for which there remain costs to the member either because the insurer does not regularly provide complete payment for these expenses or the insurer has a maximum on the amount for which it will provide payment for these expenses. Accordingly, for a given member, the EHP will recognize as legitimate all those expenses that member incurs that are covered by any other insurance plan in which that member participates.
- ii. Expenses that family members of an eligible member incurs as described in this subsection may be claimed by that member as if those expenses and the insurance plan were the expenses and insurance plan of the member.

4.3 Medical Expenses

- i. The EHP will cover the expenses of items and services that a registered medical professional prescribes or recommends in writing to an eligible member.
- ii. Members applying to the EHP are expected to be able to produce documentation verifying that they have a prescription or recommendation relevant to their expense.
- iii. For the purposes of the EHP, a registered medical professional is a person with a license or other special legal recognition to practice medicine, operating in that specific capacity in giving their prescription or recommendation, and operating within the bounds of the jurisdiction granting them license or recognition.

4.4 Optical Expenses

- i. The EHP will cover the expenses of items or services required for corrective optometry.
- ii. The EHP will cover the expenses of items or services provided by a registered health care professional required to prevent or correct impaired vision.
- iii. The EHP will not cover cosmetic procedures or products save in those cases where this procedure is part of another medical intervention or when the procedure or product is recommended by a registered medical professional in response to the results of serious injury or disease.

4.5 Dental Expenses

- i. The EHP will cover the expenses of items or services required for corrective dentistry.
- ii. The EHP will cover the expenses of items or services provided by a registered health care professional required to prevent or correct dental problems, including regular exams.

iii. The EHP will not cover cosmetic procedures or products save in those cases where this procedure is part of another dental intervention, or when the procedure or product is recommended by a registered medical professional in response to the results of serious injury or disease.

4.6 Additional Recognized Expenses

i. The following expenses will be covered:

- (a) Notes from health care professionals required for employment, education, or legal or governmental proceedings. This includes notes required to provide documentation for claims to the EHP.
- (b) Non-prescription medications with an active ingredient required for tending to a child.
- (c) Medication or procedures required for family planning, including birth control.
- (d) Vaccines and services required to procure or deliver vaccines.
- (e) Transportation to emergency care.
- (f) Transportation to medical care not available in an eligible member's home city.

ii. The EHP will cover the following costs associated with a gender transition program or regimen under the supervision of a registered medical professional:

- (a) Hormones.
- (b) Electrolysis or laser hair removal.
- (c) Voice therapy.
- (d) Travel for transition related care.
- (e) Surgery related to transition.

iii. The EHP will not cover costs associated with cancelled or missed meetings, save in those cases where a meeting or appointment was missed due to medical emergency.

iv. The EHP will not cover cosmetic procedures or products save as noted above and in those cases where this procedure is part of another medical intervention, is part of a gender transition program or regimen overseen by a registered medical professional, or when the procedure or product is recommended by a registered medical professional in response to the results of a serious injury or disease.

v. The EHP will cover those medical expenses not covered above or in another section of this policy in those cases where a registered medical professional will stipulate that the member needs or should undergo the intervention that originates the expense.

vi. In no cases will the EHP cover the costs associated with registering in or otherwise paying for a health insurance plan.

vii. In no cases will the EHP cover the costs associated with products or services that the eligible member intends to sell or otherwise use for financial gain.

viii. **Submitting and Processing Claims**

- i. The Local will make a submission form for the EHP available to the members.
- ii. Members who apply for the EHP are expected to correctly fill out the submission form. Failure to do so may prevent or delay reimbursement.
- iii. Members may submit forms and documentation to the Local in the form of copies, electronic or otherwise, with the understanding that they must make the original documents available if required.
- iv. The Local will return original supporting documents to members if they request these documents within one year of filing their claim.
- v. Members who apply for the EHP are expected to supply documentation to verify the amount and reason for their expenses.
- vi. Members who apply for the EHP are expected to supply documentation to verify that their expenses meet the criteria laid out in this policy.
- vii. Members who apply for the EHP are expected to supply documentation to verify that they hold or are promised a GTA position in the policy year.
 - (a) At some points in the academic year, the Local receives information from the Employer indicating to whom they have granted GTA positions and the above expectation may be waived accordingly.
- viii. The Local will endeavour to process all claims within three weeks of the date of their submission.
- ix. The Local will keep the nature of member medical expenses confidential and limit the number of officers and employees who review member documents.
 - (a) The Local will grant auditors access to member documentation with the understanding that the auditors keep personal and medical information confidential save in those cases where the medical information is fraudulent.
- x. It is within the discretion of the Local and its agents to make decisions regarding whether or not a claim meets the requirements laid out in this policy.
- xi. It is within the discretion of the Local and its agents to accept or reject claims that are not addressed in this policy as they see fit.
- xii. The Administrative Chair of the Local will consider appeals of the decisions of the Local and its agents regarding the processing of specific claims.

Appendix E. Donations and Contributions Policy

Article 1: General

In accordance with the PSAC 610 bylaws, the Executive Committee can disburse funds as allocated in the annual budget approved by the membership.

Article 2: Budget Allocation

At the Annual General Membership Meeting, the fiscal budget monies to be allocated for donations and contributions will be presented. The budget amount for donations and contributions shall not be exceeded by the Executive unless directed by way of a General Membership Meeting.

- a) A budget item shall be included for the establishment of a Strike Support Fund. This fund will be designated for donations to any:
 - i) Teaching Assistants / Academic Worker Unions; and
 - ii) Non-Academic striking Locals in Canada.

- b) A budget item shall be included for General Donations and Contributions, which may be initiated by the Executive Committee or from an external request.

Article 3: Disbursement of Funds

1. The Executive Committee may authorize a donation from the Strike Support Fund of up to \$1000.000 to any union involved in a work stoppage without budgetary limitations.
2. The disbursement of the General Donations and Contributions Fund is subject to the budgetary limits specified in Article 2 and the limitations specified in Article 4.
3. Monies from the General Donations and Contributions Fund may be disbursed by a Membership meeting in any amount subject to the limitations in Article 4;
 - i) The Executive Committee may disburse from the General Donations and Contributions fund \$200.00; and
 - ii) The Stewards may disburse from the General Donations and Contribution Fund no more than a total of \$2000.00 to any single request, inclusive of disbursements authorized by the Executive Committee.

Article 4: Eligibility Criteria

The PSAC Local 610 shall consider requests for donations from the General Donations and Contribution Fund if the request arises from:

- a) Educational and labour organizations and social justice movements/organizations within the City of London and the University of Western Ontario community;
- b) Educational and labour organizations and social justice movements/organizations in Ontario and Canada;
- c) Charitable humanitarian organizations in cases of acute need or exceptional circumstances; and
- d) Member-initiated activities at the University of Western Ontario.

Article 5: Limitations to Donations and Contributions

- a) No money shall be disbursed to any organization that does not protect and promote the interests of organized labour and equity seeking groups.

Article 6: Request Guidelines

All requests for donations from the General Donations and Contributions Fund shall:

- a) Be submitted in writing to the Executive Committee;
- b) Include the name, address, email, and phone number of the requester;
- c) Include a brief description of the organization the requester represents;
- d) Include a brief description regarding how the donation will be utilized;
- e) Include a brief description on how the objective(s) of the donation promote those of the PSAC Local 610; and
- f) Indicate how the Local will be recognized for their donation/contribution.

Appendix F. Bylaws Committee Terms of Reference

Name

The name of the Committee is the Bylaws Committee.

Mandate

The Bylaws Committee reviews the Local's Bylaws, proposes amendments to the Bylaws, and vets members' amendments to the Bylaws. The Committee presents its recommendation package at a Stewards' Meeting for approval and then presents the package at the Annual General Membership meeting for ratification.

The powers and functions of the Committee and the Amendment process are specified in the PSAC 610 Bylaws.

Membership

Chairperson: the Administrative Chair, or a designate.

Minimum of 3 members, other than the chair.

Maximum of 15 members, including the Administrative Chair and the President and Postdoc Chair as *ex officio* members.

Members will be selected by the Administrative Chair and approved by the Executive Committee after a call-out has been sent to the general membership.

Where possible, members of the Committee will normally consist of a representative of each of the divisions: Arts & Humanities, Biological Sciences, Physical Sciences, Social Sciences and postdoc divisions.

For transparent operations, the Bylaws Committee requires a simple majority of members to conduct business. Thus, regular attendance is a priority for committee members. Any committee member who must miss more than two meetings during the term of the committee will be asked to withdraw from the committee with the committee's gratitude for their interest. Any member who, having missed two meetings, does not withdraw, will have their continued membership in the committee subject to a motion put to the committee, whose decision in that instance will be final.

Membership Selection

Interested members must send an email to the chair of the Committee at admnpsac610@gmail.com (please cc staffpsac610@gmail.com). Members should indicate the following information:

- Name and department/faculty of study
- A statement of interest (two or three sentences) indicating why they want to serve on the

Bylaws Committee

- Availability for required meetings (see meetings section) All members who express an interest by the deadline of set by the Administrative Chair will be considered for appointment to the Committee.

Meetings

A schedule of meetings will be proposed by the chair once committee members are appointed.

Duration and Location

Meetings will be held in the PSAC Local 610 Office, Somerville House Room 1313.

Procedures

The Committee will proceed under the Bournouts Rules of Order.

Proposed changes to the Bylaws from the General Membership shall follow the procedure in section 18 of these bylaws .

Deliverables

The Committee shall communicate its decisions to the PSAC Local 610 Office Manager and the Executive Committee. The Committee shall also present its recommendation package at the Winter Stewards' Meeting for approval. If the report of the Bylaws Committee is adopted by the Stewards, the Bylaws Committee shall present the final Bylaws proposal (with amendments, if any) at the Annual General Membership meeting for ratification.

Honoraria

Honoraria will be provided to all non-executive members of the Committee, according to section 16.3.

Duty to Accommodate

PSAC Local 610 is dedicated to upholding the finding of the Canadian Human Rights Tribunal and the Federal Court of Canada ruling that workers must receive accommodation for their childcare needs.

Committee members needing childcare during hours spent performing committee work will be provided with a subsidy to offset the cost of accessing quality childcare.

[Updated May 2018]

Appendix G. Mental Health Fund Disbursement Policy

Policy Category: General

Subject: PSAC 610 Mental Health Committee Fund Disbursement Policy

Vetting Authority: Generating committee

Approving Authority: PSAC 610 Executive Committee

Related Documents: PSAC 610 Unit 1 Collective Agreement

Effective Date: November 1st, 2018

1 Purpose

1.1. The purpose of this policy is to outline how the executive will disperse the \$50,000 allocated to PSAC 610 in the current collective agreement and how data related to this disbursement will be stored.

2 Disbursement Policy

2.1. The PSAC 610 Mental Health Fund (MHF) will be made available to all members of PSAC 610 on a first come, first served basis. Members will be made aware of this when they apply; it will be clearly stated on the website, in any official communications regarding the Fund, and on the application form.

2.2. Members will be eligible to apply for the Fund to cover the following, based on the evidence-based literature review done by the PSAC 610 Mental Health Committee:

- i) Individual therapy by a licensed practitioner
- ii) Group therapy performed by a licensed practitioner
- iii) Medications, to treat mental health, with prescriptions made by a nurse practitioner, physician or psychiatrist.

2.3. Members will be able to apply for the fund to the maximum amount.

2.4. In order to make the Fund quickly accessible to PSAC 610 members, approval of applications will only require that they meet the terms set out in 2.2 and 2.3, with the signature of the President or Admin Chair verifying this on the application forms.

2.4.1. The Office Manager will be responsible for each application because they will be responsible for issuing cheques and maintaining the status of the fund. As such, they will know when the Fund has been exhausted.

2.4.1.1 Once the Office Manager is aware of the exhaustion of the Fund, they will immediately contact the Communications Chair, who will send out communication to the membership to let them know that funds are no longer available.

3 Privacy Policy

3.1. The application form will specify that all data collected for the purpose of administering the MHF will be kept confidential. The application form will describe the policy written below.

3.2. In order to be eligible for the funding, members of PSAC 610 will sign that they agree to their data being collected and stored in this manner.

4 Data Storage, Analysis, and Retention Policy

4.1. The office staff and members of the executive will ensure that the privacy of PSAC 610 members is maintained by keeping all applications in a locked filing cabinet (hard copy) or on a password protected computer (electronic).

4.1.1. Applications will only be stored in the Union office, which will be locked when staff and executive are not present.

4.2. At the discretion of the President, or by a majority vote by the executive, members of PSAC 610 (e.g. members of the bargaining team) will have the ability to analyze anonymized data within the Union office.

4.3. Raw data will only be accessible to the President, Administrative Chair, and Office Manager for the purpose of administering the MHF.

4.4. Raw data and anonymized raw data will not leave the Union office; only aggregate statistics will be made publicly available.

4.5. Raw data and anonymized raw data will be retained by the Union for a period of 7 years after the application year end date. After this period, the data will be destroyed.

[Updated May 2019, May 2021]

Appendix H. Finance Committee Terms of Reference

Name

Finance Committee

Term of the committee

The work of the finance committee is ongoing. Each year, members are selected by the Executive as specified in the PSAC 610 Bylaws. The term of the Committee shall be from September 1 to August 31.

Mandate and Goals

The Finance Committee is a standing structural committee that collects data related to the financial goals and actual spending of the Local and assist the Admin Chair in the performance of his duties including preparation of budgets.

Expanding the existing financial policy to provide comprehensive guidance with regards to budgets, expenditures, and deposits; exploring the feasibility of other International TA UHIP refund policy and preparing a Zero Sum Budget in accordance with PSAC 610 Bylaws.

Membership

The committee shall be composed of at least three members:

The chair: Administrative Chair

At least three members: selected by the executive

Ex Officio, Voting Member: the President, Postdoc Chair

Membership Selection

The process for committee membership selection is specified in the PSAC 610 Bylaws. Interested members must send an email to the chair (or the interim chair) of the Committee at prespsac610@gmail.com and cc: staffpsac610@gmail.com, indicating (a) their interest to be on the Committee and (b) their faculty of study. All members who express an interest by the deadline of August 31 shall be considered for appointment by the chair, pending approval of the Local executive committee. When voting on specific positions, all current members and candidates for positions may vote.

The Committee shall normally consist of representatives from each of the bargaining units.

Meetings and Communications

Meetings shall generally be held in the TAPD-Local 610 Union Office, Somerville House Room 1313, and shall generally be scheduled for a period of an hour and a half. During the school year, the committee will meet once a month **and** at the discretion of the chair. Committee members are expected to attend all meetings. More than 3 absences shall be justification for dismissal from the committee at the discretion of the chair. The committee will communicate via email.

Honoraria

A small honoraria will be provided to all non-executive members of the Committee, pending the approval of the executive committee of the Local, approval of the budget and under the condition that members must attend at least 5 meetings to be eligible for compensation.

Appendix I. Communications Committee Terms of Reference

Name

Communications Committee.

Mandate

The Communications Committee will be responsible for the following operations:

- Members will assist in preparing and coordinating training sessions for the Local's stewards
- Members will assist in preparing and facilitating biannual information sessions for the Local's general membership
- Members will evaluate existing communications strategies: the TA/PD Union website, the weekly email newsletter, the Facebook page, the Twitter account, and print media.
- Members will assist in improving these strategies by networking within the membership to collect information about their efficiencies, their redundancies, and their blind spots
- As it arises, members will assist in developing surveys to help direct the Local's operations and improve the Executive Committee's representation of the general membership
- Members will assist in any other projects proposed by the Communication Chair

Committee Membership

The Committee will be chaired by the Communications Chair and will include the Chief Divisional Stewards of Biosciences, Physical Sciences, Social Sciences, and Arts and Humanities. Also, the Postdoctoral Chief Steward has a seat in the committee. It will also include the members recruited through a call-out circulated to the general membership. The membership of the Committee is to be representative of all divisions. Any member of PSAC Local 610 who possesses or who is interested in developing strong networking, communication, and organizing skills is encouraged to send their interest.

Appendix J. Political Action and Social Justice Committee Terms of Reference

Name

The Political Action/Social Justice Committee.

Mandate

The work of the Political Action/Social Justice Committee addresses concerns in three contexts: the University of Western Ontario, Canada, and internationally. Because the university, provincial government, and federal government create policies and/or pass laws that have a direct impact on workers' lives, the Political Action/Social Justice Committee educates members about how these policies or laws affect them and works together to influence university officials and politicians. The Committee may also work with other progressive groups and coalitions to promote alternative policies which benefit workers, their families and communities; and the Committee may engage in solidarity-building acts with other labour communities, domestically or internationally, or with other progressive political groups.

Membership

The Committee shall be composed of the chair, a secretary-treasurer, and other members in accordance with the PSAC Union Bylaws. Some experience with developing and editing media would be an asset.

The chair shall be selected from the Committee's members at the first meeting and shall be responsible for calling meetings and preparing meeting agendas. The secretary-treasurer shall be responsible for taking minutes of the meetings and circulating them to Committee members, and for working with the secretary-treasurer to maintain the Committee's budget.

Membership Selection

Interested members must send an email to the Communications Chair at commpsac610@gmail.com (please cc staffpsac610@gmail.com) indicating (a) their interest to be on the Committee and (b) their faculty of study. Interested members are also invited to provide a brief statement of why they would like to be a part of the Political Action/Social Justice Committee. All members who express an interest by the deadline of September will be considered for appointment.

The First Meeting

The first meeting will be scheduled by the interim chair and the appropriate information will be emailed to successful candidates.

Meetings Duration and Location

Meetings will generally be held in the GTA Union Office, Somerville House Room 1313. Meetings will generally be scheduled for period of an hour. The frequency of meetings will depend on the projects the Committee undertakes.

Procedures

The Committee will proceed under the Burnoit's Rules of Order.

Honoraria

Small honoraria will be provided to all non-executive members of the Committee, pending the approval of the Executive Committee of the Local. The honoraria will in part depend on the activity of the Committee.

Appendix K. Food Support and Resources Committee Terms of Reference

Name

The Food Support and Resources Committee

Mandate

The Food Support and Resources Committee administers and dispenses resources that have been budgeted to aid the Local's members in the event that they experience financial shortage that affects their ability to purchase food for themselves and/or their families. Committee members meet at least once per term to coordinate and regulate the disbursement of the Food Support Fund's resources and also conduct business, such as the adjudication of Food Support applications, via email. If they wish to, the committee may also create and distribute educational resources on subjects such as food security, nutrition, and eating on a budget. The committee follows the guidelines for standing committees stipulated in the union's bylaws.

The Food Support and Resources Committee shall determine and post on local website the amount available for disbursement to eligible members (including additional amounts for dependants) and the maximum disbursement per term and/or year.

Membership of the Committee

The committee shall be composed of:

The Chair: The Administrative Chair, or a designate

7 Members: Up to a maximum of seven (7) members, selected by the Administrative Chair after a call-out has been sent to membership of the Local. Numbers of members are subject to change according to applications received to sit on the committee. Of these members, no more than five (5) shall be responsible for reviewing applications. Additional members may assist in community education and creating food-related educational resources.

Members will receive small honorarium for their contribution.

Interested members should contact the Administrative Chair at admnp610@gmail.com and cc staffpsac610@gmail.com. All members who express an interest will be considered for appointment by the Executive Committee.

Eligibility

The Food Support and Resources Program is intended to aid TA members who are experiencing unexpected financial need or an emergency that diverts income from their food budget. The food support application can be submitted more than once within one academic term with the following situations:

1. International students and members with children are deemed approved for double the

amount of support.

2. TAs with an annual income below \$18,000.

3. If the budget allows, the Food Bank committee may approve other members in good standing for double the amount of support.

The applicant may be asked to submit supporting documents. With a limited budget and resources, the fund is not sufficient to address chronic need and not everyone will be approved.

How to Apply

The food support application form is available online and can be completed and submitted at staffpsac610@gmail.com or in person at the union office, Somerville House, rm 1313.

Meetings

Schedule

The schedule for subsequent meetings shall be decided upon at the first meeting. Meetings shall be held at least once per academic term.

Meeting Duration and Location

Meetings will be held at the PSAC 610 Union Office, Somerville House Room 1313. Meetings shall be scheduled for one and a half (1.5) hours, although they will frequently take less time.

Attendance

Physical attendance at meetings is required, with the exception of remote participation where the Chair deems it appropriate. To maintain membership on the Food Support and Resources Committee, members shall be physically absent for no more than two meetings per academic year, except under extenuating circumstances (e.g., illness, research travel, bereavement).

Procedures

The Committee will proceed under Burnoit's Rules of Order, which can be viewed on our Local's website.

All members of the Committee have voting rights in matters of debate, which shall be decided by simple majority vote (50% + 1 of the total membership). In cases where the voting pool is comprised of an even number of members, the Administrative Chair will not cast a vote and will not be counted towards total membership.

[Updated May 2018, May 2021]

Appendix L. TA Financial Assistance Committee Terms of Reference

Name

The Financial Assistance Committee

Term of the Committee

Applications for financial assistance will be accepted throughout the year to be adjudicated by the committee during regular (monthly) meetings starting in June and ending in May. The applications are accepted throughout the year; however, application periods are divided by each calendar month (1st to 31st), and members can only apply once per term. The committee will adjudicate applications on the second full week of each month.

Budgetary Details

The terms of the Collective Agreement provide for the social welfare programming of the Local; these monies are known as "The Financial Aid Fund." The employer provides this funding. The total amount available for the Financial Assistance Committee to distribute per year is at a 3:1 ratio (medical/personal:academic/childcare).

The Financial Assistance Committee is encouraged to review disbursement criteria to compare demand upon the fund to the available funds within the account. The committee may increase benefit amounts and/or create new programming to meet the needs of the members, if and only if funds are available. The purpose of the Financial Aid Fund is to provide the greatest benefit to members in the greatest amount of need.

Members

1. Chairperson: the Administrative Chair, or a designate elected by the Committee.
2. Maximum of 8 members, but the committee can vote to increase the membership cap. An increase in cap shall not increase the budget for the committee.
3. Members will be selected and elected by the Executive Committee after a call-out has been sent to the membership.
4. Committee members shall meet several times and coordinate efforts to choose the recipients of financial aid.
5. Meetings will be held at the PSAC Local 610 Union Office, Somerville House Room 1313.
6. Members will receive an honorarium for their contribution.

How to Apply

Members should contact the Administrative Chair at admnpac610@gmail.com and cc staffpsac610@gmail.com to express interest in joining the Committee. The Executive

Committee will consider all members who express interest.

Meetings

Meeting Duration and Location

Meetings will be held at the PSAC Local 610 Union Office, Somerville House Room 1313. Meetings shall be held monthly and scheduled for two (2) hours, although they may take less time.

Attendance

Physical attendance at meetings is required, with the exception of remote participation where the Chair deems it appropriate. To maintain membership on the Committee, members shall be physically absent for no more than two meetings per academic year, except under extenuating circumstances (e.g., illness, research travel, bereavement).

Non-disclosure Policy

Members of the committee shall hold confidential all the information related to applications, circulating at the meetings of the committee. This information related to the applications is not to be disclosed or shared with a third party without the written permission of the applicants.

Deliverables

The Committee shall communicate its decisions to the PSAC Local 610 Office Manager.

Disbursement Policy for the Financial Assistance Committee

The Financial Assistance Fund exists to provide assistance to members who experience unexpected financial need. TA members in good standing who have held a teaching assistantship for at least one term in an academic year are eligible. This fund is structured as a series of streams to meet the unexpected needs of members who have exceptional demands upon their finances. This policy exists to define such needs, and how the Committee is authorized to respond to and assist applicants.

The Committee recognizes the issues of student poverty within PSAC Local 610. Unfortunately, the Committee must also fund applications according to preferential criteria and cannot offer funding to all applicants. The Committee gives priority to unexpected and unavoidable expenses; therefore, expenses cannot arise from a chronic need. While the Financial Assistance Committee cannot offer funding for general expenses, such as food or groceries, the Local does offer assistance through the Food Support and Resources program. Members are encouraged to apply to this program, should they feel the need to.

Although we offer limited funding for some academic expenses, the Committee cannot act as a substitute for departmental or external funding, nor can we fund tuition or any other academic fee.

To apply, fill out the application form. You will need to attach ALL receipts for expenses already incurred. You will also need to have signed your union card (the blue card). Applicants must be members of the Local at the time of the expense.

Applications are considered throughout the year. Please allow time for a response from the Committee. The committee aims to respond to all applications within one month. Applicants will be notified of decisions by email, and if your application has been successful, you can pick up your cheque at the Local's office.

The Financial Aid Fund is limited and, unfortunately, not all applications can be approved. You may receive a bursary that was not the full amount of your request. These circumstances are based on several factors: need, available funds, and number of applicants. If your application was declined and you want to know why, please contact the Administrative Chair (admnp610@gmail.com). Be advised that in contacting the Committee about your application, you will have self-identified, that is to say, your application is no longer anonymous.

The application process assures your confidentiality:

1. Each applicant is assigned an ID number.
2. Applications are reviewed without any identifying information.
3. Committee members must sign a Non-Disclosure Agreement before adjudicating applications.
4. Applications are kept on file for future use in characterizing members' needs for future rounds of negotiations.

Applications must be filled out in full to receive consideration. The Committee will verify the receipts appended to the application. Only documented expenses for which receipts are included shall be considered. Please include original receipts, or photocopies of original receipts, not bank statements.

While the Committee has the authority to fund or deny any application, the following criteria express the Committee's preferences.

Unlikely to be funded:

- Pet care expenses
- Passport fees, Visa applications or permanent residency fees
- Vehicle maintenance expenses (repairs, tires, etc.)
- UHIP expenses
- Textbook purchases, tuition fees
- Technology purchases, unless these can be explicitly justified
- Conference fees or membership fees
- And any other expense that does not qualify as "unexpected need"

Exceptions in the above cases, while extremely unlikely, are possible, at the Financial Assistance Committee's discretion based upon the applicant's justification.

Support for personal and medical emergencies can only be received once per term, up to a cumulative amount of \$500, regardless of when the expense was incurred. The terms divide into Summer (May–August), Fall (September–December) and Winter (January–April), and here refer to the time the committee adjudicates the application, not the date of the expense itself. Support for childcare expenses can only be received up to a cumulative amount of \$500 per academic year (September–August). Support for academic expenses can only be received up to a

cumulative amount of \$300 per academic year (September–August).

Should an applicant's claim exceed the allotted \$500 within a single term, the applicant may reapply in the next term for the remainder of the same expense. However, new claims from previously unfunded applicants take precedence. Please note as well that applicants may not receive funding for the same expense more than three times. In addition, the committee cannot consider expenses for which the receipts are more than 12 months old. **Applicants who have received the maximum disbursement in a term are not eligible to apply again to the FAC within the same term.**

The following types of expenses can be funded, with appropriate justification:

1) Medical Emergencies (maximum \$500 per term)

- These include emergency medical or dental bills, including bills incurred outside Canada
- Please ensure you have applied for and exhausted your eligible SOGS health plan and EHP benefits
- You may claim for a dependent, such as a child, spouse or parent

2) Personal Emergencies (maximum \$500 per term)

- Examples include but are not limited to:
 - Bereavement travel expenses
 - Financial difficulties related to separating from a spouse or partner
 - Extra expenses incurred during or as a result of an unforeseen, catastrophic home emergency: house fire, flood, sudden unexpected homelessness, etc.
- Note that we can only fund expenses for which a receipt is provided. Please ensure you include receipts and an adequate description of the nature of the emergency.
- The Committee keeps all such private and personal information confidential

3) Academic/Conference Travel (maximum \$300 per academic year)

- Please demonstrate proof that you have applied to your department and SOGS for travel funding prior to applying to the FAC
- Please enclose records of your participation at the conference (e.g. approved abstract, photocopy of conference program, etc.) and receipts
- The Committee will only consider applications in which the applicant was an approved participant in the academic conference (e.g. as a presenter of a paper or poster, a responder, a panel chair or organizer, etc.)
- The Committee will not fund conference or membership fees
- The Committee will not fund food expenses

4) Child Care Subsidy (maximum \$500 per academic year)

The Financial Assistance Committee is pleased to offer a subsidy to help members of PSAC Local 610 offset the considerable cost burden of accessing quality child care while they complete their work as teaching assistants. We recognize that as well as balancing their duties as workers, researchers, and students, members who are parents must manage additional financial and personal responsibilities. This subsidy is offered as part of a pilot program that seeks to address child care as a serious member need, and also to gather vital data on how our

membership is affected by the cost of child care in Ontario.

- The Committee and PSAC Local 610 may use non-identifying information from applications, such as the financial cost of child care, etc., in order to gather data about how our membership is affected by this issue.
- Please enclose the appropriate documentation and receipts with your application.
- Members are also encouraged to apply to SOGS Child Care Subsidy.
- Only receipts from licensed childcare providers and programs will be considered for the subsidy. For a list of licensed child care providers, go to <http://www.iaccess.gov.on.ca/LCCWeb/childcare/search.xhtml>

Members are encouraged to contact the Administrative Chair (admnp610@gmail.com) should they have questions about the Financial Assistance funding process.

[Updated May 2018]

Appendix M. International TA UHIP Refund Policy

1. General

From the GTA Collective Agreement the employer shall provide to the Local funds for use as the GTA Financial Fund. The budget of the PSAC Local 610 allocates a portion of this funds towards International TA UHIP Refund program. This policy is for administration of the International TA UHIP Refund Program.

2. Eligibility

Any member in good standing who is an International Student with valid Study Permit and pays for UHIP during an academic year is eligible upon fulfilling the application requirements.

3. Process of disbursement

- i. Every year the disbursement shall be given once in the Winter term.
- ii. The application to receive the disbursement shall be on-line. The information provided by the applicants should include but not limited to applicants' name and student number.
- iii. Each year the application process shall open by no later than March 16th and close by no later than March 31st.
- iv. The amount allocated to the program shall be divided by the number of eligible applicants and each eligible applicant shall receive a cheque equal to the outcome of the division or \$204 whichever is the lowest.
- v. The disbursement cheques shall be ready by no later than April 15th of the corresponding academic year.
- vi. Any remaining amount after the disbursement shall be transferred to the TA Financial Assistance Program budget line item for the following year.

4. Future Recommendations

- i. Providing disbursement twice a year can be considered.
- ii. Number of Dependents of the eligible members can also be considered.

[Updated May 2018]

Appendix N. Gender Equity Committee Terms of Reference

Name

The name of this committee is the Gender Equity Committee. The name serves to express that the purpose of this committee is to promote the fair, equal, and responsive treatment of those who are marginalized on the basis of gender identity-- including women, trans, non-binary, and genderqueer individuals.

Term of the Committee

The work of the Gender Equity Committee is ongoing, but members are elected each year as specified in the PSAC Local 610 bylaws.

Mandate and Goals

The Gender Equity Committee is a special standing committee of PSAC Local 610, as specified in the bylaws. According to the bylaws, “Special standing committees aid the Local in its integral and ongoing political outreach and social justice work, central to any labour organization.”

The committee’s purpose is to promote and protect the interests of those who are marginalized on the basis of gender identity and the various other aspects of social identity with which gender intersects. The committee is to advocate for fair working conditions for members of the PSAC 610 Union of Teaching Assistants and Postdoctoral Associates and to ensure that these working conditions allow all individuals to feel safe, respected, heard, and empowered. The committee also intends to promote a sense of community among those marginalized on the basis of gender, to serve as accessible points of contact for individuals to voice their interests and concerns, and to start dialogues concerning gender-based oppression. This committee also aims to build relationships with and to support organizations in the city of London that advocate for improved rights and resources for women, trans, non-binary, and queer individuals in the larger London community.

Membership

The committee shall be composed of the Chair, the Secretary, the Treasurer, and various Representatives. Membership roles can differ from these stated roles at the discretion of the Chair. The committee shall be restricted to women, trans, and genderqueer individuals in order to provide space for these voices to be heard. The committee shall have no more than seven (7) members, but may vote to raise the membership limit at

their discretion. Events sponsored by the Gender Equity Committee will be open to everyone, but will prioritize the voices of women, trans, non-binary, and genderqueer individuals.

The responsibilities of Committee members shall be as follows:

Chair - The Chair shall organize meetings and prepare meeting agendas. This person shall be the Committee's primary point of contact with the Local's executive committee and other organizations, whether internal or external to the Local and the Public Service Alliance of Canada. The Chair shall be primarily responsible for bringing motions and bargaining demands arising from the Gender Equity Committee to the appropriate Committee or organization.

Secretary - The Secretary shall take minutes of Committee meetings and distribute them to the Committee membership. This person shall also make room reservations when appropriate.

Treasurer - The Treasurer shall maintain the Committee budget. This person shall be responsible for working with the Local's Bookkeeper to reimburse members' expenses, and she shall prepare a proposed budget for the next year, to be reviewed by the Committee during the May meeting.

Representatives - The committee shall be composed of the Chair, the Secretary, the Treasurer, and various Representatives. Membership roles can differ from these stated roles at the discretion of the Chair. The committee shall be restricted to women, trans, and genderqueer individuals in order to provide space for these voices to be heard. The committee shall have no more than seven (7) members, but may vote to raise the membership limit at their discretion. Events sponsored by the Gender Equity Committee will be open to everyone, but will prioritize the voices of women, trans, non-binary, and genderqueer individuals.

Membership Selection

The process for committee membership selection is specified in the PSAC Local 610 bylaws. Interested members must send an email to the Local's Administrative Chair at admnpnac610@gmail.com (please cc the office at staffpsac610@gmail.com), indicating (a) their interest to be on the Committee and (b) their faculty of study. When voting on specific positions, all current members and candidates for positions may vote.

Meetings and Communications

Meetings occur on a monthly basis and shall be scheduled according to the schedules of the members. Meetings shall generally be held in the PSAC 610 Union Office, Somerville House Room 1313, and shall generally be scheduled for a period of an hour and a half.

The primary form of communication for the Committee shall be meetings and email.

Procedures

The committee will proceed under the PSAC’s Rules of Order and the Feminist Method of Decision Making, as outlined in the PSAC Regional Women’s Committee Handbook. According to the Handbook, the feminist process is “a method of working together and an approach to organizational structure that seeks to foster participation and inclusivity. Feminist process is based in the principle of equality. It emphasizes shared goals, authority, responsibility and accountability”. The advantages of using this process is that “power is shared by many, not concentrated in the hands of a few. Differences are incorporated, not suppressed. The growth of individuals is seen to strengthen, not threaten, the collective” (pg. 11).

Honoraria

Small honoraria will be provided to all non-executive members of the Committee, pending the approval of the executive committee of the Local. Pending approval of the budget and under the condition that members must attend at least 9 meetings to be eligible for compensation, according to section 16.3.

[Updated March 2020]

Appendix O. Mobilization Committee Terms of Reference

Article 1 - Name of the MC

The official name of the MC is “Bargaining Mobilization Committee,” hereafter referred to as the MC.

Article 2 - MC Mandate

TA unions have faced increasingly hostile employers during collective bargaining or in on-going labour relations (e.g., CUPE 3902 at the University of Toronto and CUPE 4600 at Carleton University). It is imperative to our bargaining process that we have structures in place to call upon during bargaining so that the membership stays informed and in the event that collective bargaining stalemates.

The MC will assist the Bargaining Team in communicating bargaining updates to the general membership and mobilizing the membership on bargaining issues. In the event that a tentative agreement cannot be reached, the MC will coordinate strike/lock-out activities.

Please see section 9 of these Bylaws for more information on ad hoc committee structure, including membership selection.

Article 3 – Membership

The MC is open to all members in good standing. The position of MC Chair shall be filled on a per-meeting basis.

The Chair shall be chosen by a simple majority vote at the beginning of each meeting. The MC shall endeavour to give all of its members equal opportunity to participate as Chair and ensure equal access to the role along lines of departmental affiliation, gender identification, and other salient divisions.

Article 4 – Finances

The MC autonomously administers an operating budget provided by PSAC Local 610’s Executive Council. The MC shall approve motions relating to expenses at the Committee level in the course of meetings without recourse to the Executive Council. The MC shall, however, endeavour to maintain accurate records of its expenses and relay this information to the Executive on a regular basis. Expenses that require more funding than the MC budget allows may be put forward as a motion to the Executive Council for approval. Motions relating to expenses must be sent to the Executive Council a minimum of two business days prior to its next scheduled meeting.

Article 5 – Meetings

During collective bargaining, meetings will be scheduled regularly corresponding to the Bargaining Team’s negotiation schedule. These meetings will generally last no more than two hours. In the event that collective bargaining fails, meetings may increase in frequency and duration.

Article 6 - Practices and Procedures

The MC will conduct itself as a direct democratic decision-making body.

Meetings shall be moderated by the chosen Chair (see Article 4). Motions brought forward in MC meetings are put to a vote and will pass or fail on the basis of a simple majority (50% + 1 of those in attendance). No quorum will be enforced for MC meetings at this time.

When debating motions (following Bourinot's Rules of Order):

1. Speak only when recognized by the Chair. Raise your hand to be added by the Chair to the speakers list.
2. The MC acknowledges the historical denial of speaking rights to certain groups. The Chair shall act to balance speaking rights to ensure equal participation by all members of the committee when it seems that equality and fairness may be obstructed due to the distribution among speakers for a motion and against, along lines of departmental affiliation, or other salient divisions.
3. Be concise, and address your comments to the topic at hand. Whenever possible, limit your comments to constructive criticism and suggestion. Speak using language accessible to the membership of the MC.

Article 7 – Agency

The MC is not an agent of PSAC Local 610's Bargaining Team and maintains autonomy with respect to the style and reach of its mobilizing efforts. The MC will, however, work with the Bargaining Team to relay accurate and transparent information about collective bargaining to the union membership.

Article 8 – Amendments

Amendments to the MC Constitution may be brought forward as a "motion to amend" in the course of MC meetings. Motions to amend the MC Constitution are subject to the same governance model and voting policy established in Article 6 of this document.

Appendix P. PSAC Constitution, Article 25, Subsection (5)

A PSAC, Regional Council, Component, Local, Area Council officer or member, is guilty of an offense against this Constitution who:

- (a) violates any of the provisions of this Constitution;
- (b) obtains membership or solicits membership by misrepresentation;
- (c) institutes, urges or advocates that a member institute action in a court of law against the PSAC, any of its constituent parts or any of their officers without first exhausting all remedies through appeal within the PSAC;
- (d) other than through proper Component channels, advocates or attempts to bring about the withdrawal from the PSAC, its Regional Councils, Components or Locals of any member or group of members;
- (e) publishes or circulates among the members, false reports or misrepresentations;
- (f) works in the interest of a rival organization;
- (g) slanders, libels or willfully wrongs an officer of the PSAC, its Regional Councils, Components, Locals or Area Councils;
- (h) uses abusive language or disturbs the peace of any meeting or around any office or meeting place of the PSAC, its Regional Councils, Components, Locals or Area Councils;
- (i) fraudulently receives or misappropriates any monies due to the PSAC, its Regional Councils, Components, Locals or Area Councils;
- (j) uses the name of the PSAC for soliciting funds or advertising without the consent of the AEC;
- (k) furnishes without prior authority a list or any information on the membership of the PSAC, its Regional Councils, Components or Locals, to any person or persons other than those whose official position in the PSAC, its Regional Councils, Components or Locals, would entitle them to have such information;
- (l) deliberately interferes with an official of the PSAC or its Components, in the discharge of duties;
- (m) engages in any other conduct prejudicial to the good order and discipline of the PSAC;
- (n) is a worker in a legal strike position, who either crosses the picket line or is paid by the employer not to participate in strike action, or performs work for the employer, unless required to do so by law, or who voluntarily performs struck work;
- (o) being a PSAC, Regional Council, Component or Local Officer who willfully does not initiate disciplinary action against scabs as defined in paragraph (n) of this Section; or
- (p) sexually or personally harasses another member.

Appendix Q. PSAC Constitution, Regulation 19

Enacted this 2nd day of June 1983

(As amended February 3, 1984)

(As amended October 1, 1987)

(As amended May 22, 1990)

(As amended May 29, 1991)

(As amended March 1, 1993)

(As amended May 27, 1993)

(As amended April 15, 1997)

(As amended May 21, 1998)

(As amended May 2003)

(As amended June 8, 2004)

(As amended June 2006)

(As amended February 5, 2013)

(As amended June 11, 2014)

REGULATION GOVERNING MEMBERSHIP DISCIPLINE

1. The National Board of Directors, in accordance with Section 25 of the Constitution, retains the authority to suspend or expel from membership any PSAC officer or member.
2. In accordance with this Regulation, a Regional Council, Component, Local or Regional Committee shall have the authority to remove from an office of the body concerned any member who is found to be in contravention of the Constitution as specified in Sub-Section (5) of Section 25 or the Regional Council, the Component, the Local or the Regional Committee By-Laws.
3. In accordance with the procedure outlined in this Regulation, a Regional Council, Component, Regional Committee or Local may recommend the suspension or expulsion from membership of any member of that body.
4. Any and all charges against a member shall be placed in writing, signed by the member or members making the charge or charges, and shall be submitted to the appropriate body for consideration.

Allegations Against	Appropriate Receiving Body	Appropriate Body Validating Process	Deciding Body Membership Suspension	Deciding Body Removal from Office	Deciding Body Removal from all PSAC Offices
Member	Local President	Component	NBoD	Component National Executive	NBoD
Local President	Local 1 st Vice-President***	Component	NBoD	Component National Executive	NBoD
Directly Chartered Local (DCL) Member	Local President	Regional Executive Vice-President	NBoD	Regional Council	NBoD
Regional Councils/Committees	Regional Executive Vice-President	Regional Council	NBoD	Regional Council	NBoD
Alliance Executive Committee (AEC)	PSAC National President	NBoD	NBoD	NBoD	NBoD
Component President	Component First or National Vice-President	Component National Executive	NBoD	Component National Executive	NBoD
Component National Officers	Component President	Component National Executive	NBoD	Component National Executive	NBoD
NBoD	PSAC National President	NBoD	NBoD	NBoD	NBoD
PSAC National President	PSAC National Executive Vice-President	Alliance Executive Committee	NBoD	NBoD	NBoD

***or if the 1st Vice-President is named in the allegations, the next Local Executive Officer not named in the allegations.

5. The appropriate executive body receiving the allegation(s) shall determine whether "evidence" (prima facie and supporting document) warrants an investigation.
6. Any charge or charges which are found to be frivolous or intended to harass, embarrass, or discredit a member or members may result in disciplinary proceedings under Section 25, Sub-Section (5) (e) and/or (g).

7. The procedure for the handling of disciplinary charges shall be as follows:
- (a) The appropriate body shall establish an internal or external impartial review committee consisting of three (3) people to investigate and assess the charges, including the receipt of oral and written evidence.
 - (b) The member(s) charged with misconduct shall be provided a copy of the charges and, both the members making the charge and member(s) charged will be afforded the right to appear before the Committee.
 - (c)
 - (i) If the Committee determines that the PSAC Constitution or appropriate body by-laws were not violated, no further action is taken.
 - (ii) If the Committee determines that the PSAC Constitution or appropriate body by-laws were violated but does not recommend disciplinary action, the Committee report shall be placed before a special or general meeting of the appropriate body and shall be subject to acceptance of two-thirds (2/3) of those members in attendance; except only that the member(s) initiating disciplinary action against another member(s), and the accused member(s) shall be denied voice and vote during the decision-making process.
 - (iii) If disciplinary action is recommended, the Committee report shall be placed before a special or general meeting of the appropriate body and shall be subject to the acceptance of two-thirds (2/3) of those members in attendance; except only that the member(s) initiating disciplinary action against another member(s), and the accused member(s) shall be denied voice and vote during the decision-making process.
 - (d) If allegations are founded, the report of the Committee established in Section 7 (a) of this Regulation shall consist of two parts.
 - (i) Part I: will include a finding of fact that confirms the members have violated the PSAC Constitution or Regional Council, Component, Local or Regional Committee By-Laws. This part of the report cannot be amended.
 - (ii) Part II: will recommend the specific disciplinary action, if any to be imposed.
 - (e) If the appropriate body accepts a recommendation of removal from office, it shall convey that decision to the member or members concerned together with written notice that an appeal may be submitted to the appropriate body.

- (f) If the appropriate body accepts a recommendation to suspend or expel from membership, the appropriate body shall forthwith advise the Regional Executive Vice-President or Component President in writing together with all relevant documentation.
8. (a) A charge or charges against an officer of the National Board of Directors in the capacity of a member of the NBoD shall be submitted to the PSAC Alliance Executive Committee, except as provided in Section 9.
- (b) A charge or charges against an officer of the National Board of Directors in the capacity of a Component President shall be submitted to the Component First or National Vice-President.
9. (a) Where a charge or charges of misconduct is alleged against an officer of the Alliance Executive Committee, except the National President, the written allegation shall be submitted to the National President and, at its next regular meeting, the National Board of Directors shall establish an internal or external impartial review committee to deal with the matter in accordance with Section 7.
- (b) Where a charge or charges of misconduct is alleged against the National President, the written allegation shall be submitted to the National Executive Vice-President and, if validated by the Alliance Executive Committee, the NBoD shall, at its next regular meeting, establish an internal or external impartial review committee to deal with the matter in accordance with Section 7.
10. Any member charged with misconduct shall not be a member of the Committee established to investigate the allegation(s), and shall not participate in the vote to accept or reject the findings and recommendations of such a committee. For greater clarification, where more than one member is charged with a similar offence, such as crossing a picket line (Section 25, Sub-Section (5) (n)), the member(s) charged will not be member(s) of the Committee established to investigate the allegation(s), and shall not participate in the vote to accept or reject the findings and recommendations of such a committee.

Appeal Procedure

11. (a) A decision to implement disciplinary action under the provisions of Sub-Sections (1) or (2) of Section 25 of the Constitution, the applicable Regional Council, Component, Local or Regional Committee By-Laws may be appealed to a tribunal empowered to hear appeals. A written notification of the individual's intent to appeal must be submitted to the Senior Officer of the appropriate body within sixty (60) calendar days of receipt of the disciplinary notification. The appropriate body will determine whether the Tribunal consists of one or three members.

- (b) A Tribunal comprised of three (3) members shall include a representative of the appellant, a representative of the appropriate PSAC body and a third independent person agreed to by both parties or appointed by an appropriate labour organization such as a Canadian Labour Congress affiliated union, a Federation of Labour or the Canadian Labour Congress, as determined by the AEC. The appellant shall not be a member of the Appeal Tribunal. The representative of the appropriate PSAC body must not have a conflict of interest in the outcome nor have been involved in the process or the decision to suspend.
 - (c) The decision of the Tribunal shall be final and binding on all parties to the appeal.
12. The Tribunal shall be established within a two-month period unless the timeframe is extended by:
- (a) mutual agreement of the parties concerned; or
 - (b) the AEC if it determines that extenuating circumstances prohibit the establishment of the Tribunal within the above-noted timeframe.
13. The PSAC Centre shall be responsible for the cost of the hearing and the expenses of the Tribunal in the case of a single member Tribunal.

The PSAC Centre shall be responsible for the cost of the hearing and the expenses of the Chairperson in the case of a three (3) member Tribunal, except as follows:

- (a) Each party will be responsible for his/her own expenses, except that if the appellant's appeal is successful, the appellant may be entitled to reasonable expenses as determined by the National Board of Directors. Such expenses shall be paid by the applicable level of the Public Service Alliance of Canada.
- (b) The expenses of the member of the Tribunal appointed by the appellant, including any per diem or salary required, shall be borne by the appellant.
- (c) When a PSAC Regional Council or Component/Local takes disciplinary action against a member and an appeal is lodged with the Public Service Alliance of Canada, the PSAC Regional Council or Component/Local member of the Tribunal will be appointed by that Regional Council or Component/Local, and the Regional Council or Component/Local will be solely responsible for his/her expenses.

- (d) Each party shall normally be responsible for any expenses incurred as a result of testimony from any witness they wish to call. However, where the appeal is upheld, the appellant may, in extenuating circumstances, request full or partial payment of reasonable expenses incurred by witnesses for the appellant. Such expenses, whose reasonableness shall be determined solely by the National Board of Directors, shall be paid by the applicable level of the Public Service Alliance of Canada.
14. Notwithstanding the procedures contained in the previous paragraphs of this Regulation, disciplinary action may be initiated in accordance with Section 25 of the PSAC Constitution at a higher level than where the actions giving rise to disciplinary action occurred.
15. The procedure for dealing with any disciplinary situation which may arise which is not specifically covered under this Regulation shall be deemed to be covered and processed within the spirit and intent of this Regulation.

Strike Breaker

16. Notwithstanding any previous provisions of this Regulation, in the case of an alleged violation of Section 25, Sub-Section (5) (n) of the PSAC Constitution, the following procedures may be utilized:
- (a) At the Local level, the alleged violation of Section 25, Sub-Section (5) (n) will be signed by a Local member and submitted to the Local Discipline Committee or Local Executive for study and recommendation to a general membership meeting. The member alleged to have violated Section 25, Sub-Section (5) (n) will be notified in writing, notified of the general membership meeting and given an opportunity to make representation at the Local meeting. The decision of the general membership meeting will be forwarded to the Component President in writing together with all relevant documentation. The Component President, after satisfying himself/herself that the proper procedure has been followed, shall submit the matter to the National Board of Directors for decision.
- or
- (b) At the Component national or regional level, upon receipt of an alleged violation of Section 25, Sub-Section (5) (n) signed by a Local member, an assigned Component National Officer shall notify the member charged, conduct an investigation providing an opportunity for the member charged to make representation and prepare a written report for the Component President. The Component President shall submit the written report to an executive body of the Component for its review and recommendation. The Component President, after satisfying himself/herself that the proper procedure has been followed shall submit the matter to the National Board of Directors for decision.

Appendix R. Postdoc Financial Assistance Committee Terms of Reference

Name

The Postdoc Financial Assistance Committee

Term of the Committee

Applications for postdoc financial assistance program will be adjudicated by the committee in three rounds each fiscal year with submission deadlines: Aug 31th; Jan 31th and April 30th. The committee aims to respond to all applications within one month.

Budgetary Details

From the local fraction of postdoc dues, \$10,000 is allocated to the Postdoc Financial Assistance (PFA) program to assist the financial needs of members when all other avenues have been exhausted, with the following categories: medical emergencies, child care, personal emergencies and academic/conference travel. The allocation for each round is preliminarily as \$2,500 for Aug 31th, \$5,000 for Jan 31th and \$2,500 for April 30th; and the committee has the discretion to alter the preliminary allocation.

The Committee is encouraged to review disbursement criteria to compare demand upon the fund to the available funds within the account. The committee may increase benefit amounts and/or create new programming to meet the needs of the members, if and only if funds are available. The purpose of the Financial Aid Fund is to provide the greatest benefit to members in the greatest amount of need.

Members

1. Chairperson: a Postdoc Chief Steward, or a designate elected by the Committee.
2. Ex Officio, Voting Member: the President and the Postdoc Chair
3. Maximum of 8 members, but the committee can vote to increase the membership cap. An increase in cap shall not increase the budget for the committee.
4. Members will be selected and elected by the Executive Committee after a call-out has been sent to the membership.
5. Committee members shall meet several times and coordinate efforts to choose the recipients of financial aid.
6. Meetings will be held at the PSAC Local 610 Union Office, Somerville House Room 1313.
7. Members will receive an honorarium for their contribution.

How to Apply

Members should contact the Local Office Manager staffpsac610@gmail.ca to express interest in joining the Committee. The Executive Committee will consider all members who express interest.

Meetings

Meeting Duration and Location

Meetings will be held at the PSAC Local 610 Union Office, Somerville House Room 1313. Meetings shall be held monthly and scheduled for two (2) hours, although they may take less time.

Attendance

Physical attendance at meetings is required, with the exception of remote participation where the Chair deems it appropriate. To maintain membership on the Committee, members shall be physically absent for no more than two meetings per academic year, except under extenuating circumstances (e.g., illness, research travel, bereavement).

Non-disclosure Policy

Members of the committee shall hold confidential all the information related to applications, circulating at the meetings of the committee. This information related to the applications is not to be disclosed or shared with a third party without the written permission of the applicants.

Deliverables

The Committee shall communicate its decisions to the PSAC Local 610 Office Manager.

Eligibility:

To apply you must have held a Postdoctoral Associate (PDA) contract at any point during the fiscal year (May – April) (exceptions may be granted if you are on leave). Please submit one application form per deadline per member. You may apply for all applicable categories on one form. Expenses incurred within the last 12 months can only be claimed.

Disbursement Policy for the Financial Assistance Committee

The Financial Assistance Fund exists to provide assistance to members who experience unexpected financial need. This fund is structured as a series of streams to meet the unexpected needs of postdocs who have exceptional demands upon their finances. This policy exists to define such needs, and how the Committee is authorized to respond to and assist applicants.

The PFA Committee funds applications according to preferential criteria and gives priority to unexpected and unavoidable expenses. The Financial Aid Fund is limited and, unfortunately,

not all applications can be approved. You may receive a bursary that was not the full amount of your request. These circumstances are based on several factors: need, available funds, and number of applicants.

The committee aims to respond to all applications within one month. Applicants will be notified of decisions by email, and if your application has been successful, you can pick up your cheque at the Local's office.

The application process assures your confidentiality:

1. Each applicant is assigned an ID number.
2. Applications are reviewed without any identifying information.
3. Committee members must sign a Non-Disclosure Agreement before adjudicating applications.
4. Applications are kept on file for future use in characterizing members' needs for future rounds of negotiations.

Applications must be filled out in full to receive consideration. The Committee will verify the receipts appended to the application. Only documented expenses for which receipts are included shall be considered. Please include original receipts, or photocopies of original receipts, not bank statements.

While the Committee has the authority to fund or deny any application, the following criteria express the Committee's preferences.

Unlikely to be funded:

- Pet care expenses
- Passport fees, Visa applications or permanent residency fees
- Vehicle maintenance expenses (repairs, tires, etc.)
- Textbook purchases, tuition fees
- Technology purchases, unless these can be explicitly justified
- Conference fees or membership fees

Exceptions in the above cases, while extremely unlikely, are possible, at the Financial Assistance Committee's discretion based upon the applicant's justification.

A member may receive maximum \$500 per fiscal year from the program. If an application is granted less than the amount requested, the applicant may apply in the next round for the remainder of the same expense. However, new and previously unfunded claims take precedence. In addition, the committee cannot consider expenses for which the receipts are more than 12 months old. **Applicants who have received the maximum disbursement (\$500 per fiscal year) may not be eligible to apply again within the same fiscal year.**

The following types of expenses can be funded, with appropriate justification:

1) Medical Emergencies

This category covers all the **medical expenses**. You may also claim for a child, spouse, common-law partner, or dependant (e.g., elderly parent). These include emergency medical or dental bills, including bills incurred outside Canada.

Please ensure you have applied for and exhausted your health or spousal insurance plan (if you have one) and Health Care Spending Account (HCSA). If the expense was not fully covered by insurance plan or HCSA, you need to explain and provide document proof why it was not covered. If your receipt is covered by an insurance plan or HCSA and you have not yet applied for reimbursement then you must first apply before applying for financial assistance. You also need to explain how and on what basis you pre-allocated your \$1,400 flexible credits.

If dependant is not a child, spouse, or common-law partner, please provide sufficient proof such as a tax return where he/she is declared as a dependant.

Example type of expenses: vision care, prescribed medication, dental, physiotherapist, psychologist, psychotherapist, naturopath, osteopath, chiropractor, occupational therapist, podiatrist, chiropodist, acupuncturist, etc.

2) Child Care

This category covers expenses related to child care costs. Please enclose the appropriate documentation and receipts with your application. Only receipts from licensed childcare providers and programs will be considered for the subsidy. For a list of licensed child care providers, go to <http://www.iaccess.gov.on.ca/LCCWWeb/childcare/search.xhtml>. Members are also encouraged to check if they are eligible for Child Care Fee Subsidy from City of London: <https://www.london.ca/residents/children-youth/child-care/Pages/Child-Care-Fee-Subsidy.aspx>

3) Personal Emergencies

This category covers all unexpected expenses other than regular household costs. To apply in this category, the applicant must provide substantial documents to support their claim. The application will be reviewed by the committee on the basis of what is submitted. Please ensure you include receipts and a rationale for the emergency.

Examples of eligible funding include but are not limited to: bereavement travel expenses, financial difficulties related to separating from a spouse or partner and the loss of property due to an unforeseen catastrophe (house fire, flood, etc.). Know that the Financial Assistance Committee values your privacy. Any personal information shared with the committee is kept confidential.

4) Academic/Conference Travel

This category covers **expenses** related to academic work and/or conferences for applicants who are not fully funded for the costs by another source (supervisor's grant or Professional

Expense Reimbursement (PER) account). Please provide supporting documents, such as a letter from supervisor/department or proof of funding of that was sought but not approved. The applicant must also provide documentation of their conference registration, travel and lodging expenses, and proof of participation as a presenter such as an itinerary of conference.

This Postdoc Financial Assistance Fund is created as a pilot program that seeks to address unexpected financial burden of the postdoc, and also to gather vital data on financial struggles of the membership. The Committee and PSAC Local 610 may use non-identifying information from applications.

Appendix S. Credit Card Usage Policy

1. General

The local has signed up for the Meridian Visa Business Cash Back Plus Card for the purpose of paying bills and making purchases. This card will offer 1% cash back on all purchases and has a credit limit of \$2000. More information can be found here: <https://www.meridiancu.ca/Small-Business/Small-Business-Credit-Cards/Business-Cards/Meridian-Visa-Business-Cash-Back-Plus-Card.aspx>

2. Authorized Person

Only one (1) person, the Office Manager, will have access to the physical card and be considered authorized to make purchases. The authorized person's name will appear physically on the card. The authorized person shall be a continuous staff member, not executive, for the purpose of continuation of its usage when executive members change.

3. Subscriptions

For regular purchases/subscriptions including, but not limited to, Madmimi and Quickbooks, the authorized person shall have permission from the executive to pay for these services ongoing as they are needed for the operation of the Local. The authorized person shall inform in writing two (2) of the executive members who have signing authority designated by the bank, as well as the bookkeeper, that these transactions have occurred.

4. Non-regular Purchases

For non-regular purchases, the authorized person is required to have written permission from two (2) of the executive members who have signing authority designated by the bank, to make purchases from the credit card. The authorized person and both approving executive members must include the bookkeeper in these communications.

5. Payment of Credit Card Balance

Paying the credit card bill shall be done by the bookkeeper once a week or as needed. Two (2) executive members who have signing authority designated by the bank must approve the transaction using the online banking platform.

Appendix T. Direct Deposit Policy

1. General

The local has enrolled in direct deposit for payroll, reimbursements and benefits payments as an alternative to cheques. Any funds to be sent via direct deposit must be approved by two (2) executive with signing authority designated by the bank. Approval MUST be completed two (2) business days before the transfer of funds is to occur. Cheques will still be available to those who do not wish to receive funds by direct deposit.

2. Payroll Payments - General Account

Payroll is completed biweekly for our staff and monthly for the executive. Any reimbursements to staff or executives for expenses can also happen at this time.

3. Reimbursements or General Payments - General Account

Payments made to members for general purposes, including but not limited to, solidarity events, committee and steward honorariums, will be paid biweekly at the same time as payroll. Members will be required to submit a Direct Deposit form or void cheque *every time* funds are to be transferred and must be received one week before the date of transfer.

4. Benefits Payments - Health and Financial Aid Account

Members who apply for EHP, MHF, or any financial aid will also be available to receive funds by direct deposit. Payments will be transferred on the second last business day of each month. Applications must be received by our Office Manager one (1) week ahead of the date of transfer. Members will be required to submit a Direct Deposit form or void cheque *every time* applications are submitted.

Appendix U. COVID-19 Relief Fund (CRF) Policy

1 Preamble

- i. The purpose of the COVID-19 Relief Fund Policy is to supplement the loss of income or additional expenses related to COVID-19 including costs incurred from working from home.
- ii. All applications for CRF will be evaluated by the TA Financial Aid Committee and PostDoc Financial Aid Committee.

2 Eligibility

i. Eligible Members

- ii. All members in good standing or family members who contract COVID-19.
- iii. All members in good standing who have or have been promised Teaching Assistant positions during an academic year are eligible to be assigned a balance for that policy year and draw upon that balance through the CRF.
- iv. All members in good standing for Unit 2 are eligible to apply accompanied by a letter from the supervisor supporting the claim that the member is working from home.
- v. All staff members who have worked or have been promised work for the Local during an academic year are eligible to be assigned a balance for that academic year and draw upon that balance through the CRF.
- vi. **Family**
- vii. Family members of an eligible union member cannot be assigned an individual balance through the CRF.
- viii. Eligible members may claim the expenses of their family members as if these expenses were their own, subject to the restrictions outlined elsewhere in this policy.
- ix. **Balance**
- x. The balance available for each member shall be decided by the budgeting process of the Local.

3 Policy Year

- i. This fund will operate beginning September 1st, 2021 and end August 31, 2022.

4 Reimbursement

i. Definitions

- ii. Those expenses that the CRF covers are those expenses for which the CRF will reimburse or partially reimburse eligible members as determined by their balance.
- iii. In this policy, "to reimburse" is used to mean, "to reimburse in full or in part."

- iv. In this policy, "to cover" is used to mean, "to reimburse in full or in part."

5 Submitting and Processing Claims

- i. The Local will make a submission form for the CRF available to the members.
- ii. Members who apply for CRF are expected to correctly fill out the submission form. Failure to do so may prevent or delay reimbursement.
- iii. Members may submit forms and documentation to the Local in the form of copies, electronic or otherwise, with the understanding that they must make the original documents available if required.
- iv. The Local will return original supporting documents to members if they request these documents within one year of filing their claim.
- v. Members who apply for the CRF are expected to supply documentation to verify the amount and reason for their expenses, verify that their expenses meet the criteria laid out in this policy and that they hold or are promised a GTA position in the policy year. At some points in the academic year, the Local receives information from the Employer indicating to whom they have granted GTA positions and the above expectation may be waived accordingly.
- vi. The Local will endeavour to process all claims within three weeks of the date of their submission.
- vii. The Local will keep the nature of member confidential and limit the number of officers and employees who review member documents.
 - a) The Local will grant auditors access to member documentation with the understanding that the auditors keep personal information confidential and safe.
- viii. It is within the discretion of the Local and its agents to make decisions regarding whether or not a claim meets the requirements laid out in this policy.
- ix. It is within the discretion of the Local and its agents to accept or reject claims that are not addressed in this policy as they see fit.
- x. The Administrative Chair of the Local will consider appeals of the decisions of the Local and its agents regarding the processing of specific claims.

6 Funding & Criteria

- i. **Work From Home Fund (Maximum \$300 per academic year)**
This category covers essential expenses incurred from working at home due to the COVID-19 pandemic. Anyone may apply, but priority will be given to those with health concerns (e.g., medical conditions, pregnancy). This can include (but is not necessarily limited to) medical equipment, office furniture (e.g., chairs, desks), and technology (e.g., monitors). Note: Full computer purchases will not be funded, however upgrades

to existing technology to support your work from home will be considered by the Financial Aid Committee.

For each item, please provide a receipt and rationale (~400 words) for the expense. Your rationale should briefly explain the health-related or other reason why the item(s) is/are essential to you working from home. Additionally, your rationale may explain any financial difficulties you are facing that contribute to your need for assistance. If possible, please submit documentation of relevant medical conditions (e.g., if you have medically documented back pain, that can be used as justification for the purchase of an office chair with good back support).

Applications to cover expenses incurred from working at home that are not health-related will be reviewed on a case-by-case basis; priority will be given to those who demonstrate the most need.

Partial reimbursements may be given for items which are deemed necessary but are priced higher than what would be considered typical for that item (e.g., the committee may give someone \$150 as partial compensation for an office chair that cost \$300).

ii. **COVID-19 Relief Fund (Maximum \$500 per academic term)**

This category covers expenses that were incurred as a result of the COVID-19 virus, including, but not limited to, medical expenses related to contracting the virus, supports required for quarantine (e.g., grocery delivery fees, temporary living arrangements), mental health supports (e.g., grief counseling if you have lost a loved one), and loss of salary.

Any expenses related to receiving a vaccine can also be claimed if side effects of vaccination leave a member unable to work or perform household duties (eg. grocery delivery fees or loss of salary).

Please provide receipts, documentation of how the COVID-19 virus has affected you (e.g., a positive test result for yourself or a dependent), any other relevant documentation (e.g., for salary loss, being immunocompromised), and a short rationale (~400 words) explaining the need for the expense.

Please state if you are or are not receiving government support (e.g., CERB). Priority will be given to people who are not receiving government COVID-19 support funding.

Appendix V. Summer Support Program (SSP) Disbursement Policy

Policy Category: General

Subject: PSAC 610 Summer Support Program Disbursement Policy

Vetting Authority: Executive committee

Approving Authority: PSAC 610 Executive Committee

Related Documents: PSAC 610 Unit 1 Collective Agreement

Effective Date: June 1, 2021

1 Purpose

1.1. The purpose of this policy is to outline how the executive will disperse \$20,000 allocated to members in good standing of PSAC Local 610 and how data related to this disbursement will be stored.

2 Eligibility

2.1. Eligible members are members in good standing who have no funding support given from their program during the summer semester.

2.2. Eligibility will be determined by office staff and the executive committee through consultation with each department about their funding packages for each program.

3 Disbursement Policy

3.1. The PSAC 610 Summer Support Program (SSP) will be made available to all members who apply and are eligible. Members will be made aware of the deadline; it will be clearly stated on the website, in any official communications regarding the fund, and on the application form.

3.2. In order to make the fund quickly accessible to PSAC 610 members, approval of applications will only require that they meet the terms set out in 2.1 and 2.2,

3.2.1. The Office Manager will be responsible for each application because they will be responsible for verifying eligibility and maintaining the status of the fund. As such, they will know when the fund has been exhausted.

3 Privacy Policy

3.1. The application form will specify that all data collected for the purpose of administering the SSP will be kept confidential. The application form will describe the policy written below.

3.2. In order to be eligible for the funding, members of PSAC 610 will sign that they agree to their data being collected and stored in this manner.

4 Data Storage, Analysis, and Retention Policy

4.1. The office staff and members of the executive will ensure that the privacy of PSAC 610 members is maintained by keeping all applications in a locked filing cabinet (hard copy) or on a password protected computer (electronic).

4.1.1. Applications will only be stored in the Union office, which will be locked when staff and executive are not present.

4.2. At the discretion of the President, or by a majority vote by the executive, members of PSAC 610 (e.g. members of the bargaining team) will have the ability to analyze anonymized data within the Union office.

4.3. Raw data will only be accessible to the President, Administrative Chair, and Office Manager for the purpose of administering the MHF.

4.4. Raw data and anonymized raw data will not leave the Union office; only aggregate statistics will be made publicly available.

4.5. Raw data and anonymized raw data will be retained by the Union for a period of 7 years after the application year end date. After this period, the data will be destroyed.

Appendix W. Health and Safety Committee Terms of Reference

Name of the Committee

Health and Safety Committee

Term of the Committee

The work of the Health and Safety Committee is ongoing, but members are elected each year as specified in the PSAC Local 610 bylaws.

The committee was established in Fall 2020 because of the COVID-19 pandemic.

Mandate and Goals

The Health and Safety Committee is a special standing committee of PSAC Local 610, as specified in the bylaws.

This committee aims to promote the physical and mental health and safety of all Teaching Assistants and Postdoctoral associates at Western University. We will support union members by informing them of health and safety-related resources provided to them by PSAC Local 610. We will also convey members' health and safety-related needs to the Executive, who will then communicate them to Western University.

Although we are interested in all health and safety-related issues, the committee is especially concerned with addressing needs related to immediate issues (e.g., COVID-19).

Membership

Minimum of 3 members, other than the chair.

Maximum of 15 members, can include executive members as ex officio members

Roles

Chair - The Chair shall organize meetings and prepare meeting agendas. This person shall be the Committee's primary point of contact with the Local's executive committee and other organizations, whether internal or external to the Local and the Public Service Alliance of Canada. The Chair shall be primarily responsible for bringing motions and bargaining demands

arising from the Health and Safety Committee to the appropriate Committee or organization.

Secretary - The Secretary shall take minutes of Committee meetings and distribute them to the Committee membership. This person shall also make room reservations when appropriate.

Members will be selected by the Committee Chair and approved by the Executive Committee after a call-out has been sent to the general membership

Where possible, members of the Committee will normally consist of a representative of each of the divisions: Arts & Humanities, Biological Sciences, Physical Sciences, Social Sciences and postdoc divisions.

Interested members must send an email to the chair of the Committee at healthandsafety.psac610@gmail.com (please cc staffpsac610@gmail.com). Members should indicate the following information:

- Name and department/faculty of study
- A statement of interest (two or three sentences) indicating why they want to serve on the committee

Procedures

The Committee will proceed under the Bournoits Rules of Order

Honoraria

Honoraria will be provided to all non-executive members of the Committee, according to section 16.3

Meetings and Communication

Meetings shall generally be held in the TAPD-Local 610 Union Office, Somerville House Room 1313, and shall generally be scheduled for a period of an hour and a half. **If not deemed safe to meet in-person, meetings can take place virtually.** During the school year, the committee will meet once a month and at the discretion of the chair. Committee members are expected to attend all meetings. More than 3 absences shall be justification for dismissal from the committee at the discretion of the chair. The committee will communicate via email. If you wish to contact the committee, please reach us at healthandsafety.psac610@gmail.com.