

ONTARIO PUBLIC SERVICE EMPLOYEES UNION
RPN OCCUPATIONAL DIVISION
BYLAWS

Article 1: Name

- 1.1 This “Occupational Division shall be known as the RPN Occupational Division of the Ontario Public Service Employees Union (OPSEU).

Article 2: Interpretation and Abbreviations

- 2.1 “Union” means the Ontario Public Service Employees Union (OPSEU).
- 2.2 “RPN” is defined by the occupation, Registered Practical Nurse.
- 2.3 “Occupational Division” refers to the OPSEU RPN Occupational Division.
- 2.4 “Constitution” refers to the constitution of the Union.
- 2.5 “Executive Board” refers to the Executive Board of the Union.
- 2.6 “Local” refers to a single unit, multi unit or composite local comprised of members employed in Ontario within the Union as a Registered Practical Nurse.
- 2.7 “Office” refers to an elected officer of the Occupational Division.
- 2.8 “BPS” refers to Broader Public Service.
- 2.9 “OPS” refers to the Ontario Public Service.
- 2.10 “Worksite” refers to the location within the OPS that the RPN is employed.

Article 3: Authority

- 3.1 The authority for the formation and activities of the Occupational Division are set out in Article 21 of the Constitution.
- 3.2 Membership dues shall be set as described in Article 9 of these By-Laws.
- 3.3 The signing officers shall be two of the following Division Executive Officers; Chairperson, Vice-Chair and or Treasurer.

Article 4: Headquarters

- 4.1 The headquarters of the RPN Occupational Division shall be the same as set out in Article 3.1 of the Constitution.

Article 5: Aims and Purposes

- 5.1 The aims and purposes of the Occupational Division shall be:
- a) to promote recognition of the scope of practice and professional responsibilities of RPN's;
 - b) to develop demands for bargaining and workload issues specific to the RPN occupation;
 - c) to coordinate and advocate for RPN's through policy, resolutions and constitutional amendments;
 - d) to develop and build communication links and networks for RPN's;
 - e) And to develop relationships with other union groups to promote the aims and purposes of the RPN Occupational Division and the goals of the Union.

Article 6: Membership and Membership Rights

- 6.1 An RPN as defined by Article 2.2 shall be deemed to be a member of the RPN Occupational Division.
- 6.2 The RPN Occupational Division Executive shall be comprised of Seven (7) RPN's and shall be elected from each identified sectors at the RPN Biennial Meeting as follows:
- a) OPS – (1) elected RPN Representative;
 - b) Sector 2 – Developmental Services Sector – (1) elected RPN Representative;
 - c) Sector 8 – Long Term Care – (1) elected RPN Representative
 - d) Sector 10 – Hospital Professionals Division – (1) elected RPN Representative;
 - e) Sector 11 – Health Care Support – (1) elected RPN Representative;
 - f) Sector 17 – Community Health Care Professionals – (1) elected RPN Representative;
 - g) Sector 18 – Mental Health Division – (1) elected RPN Representative.

- 6.3 Every Sector as outlined in Article 6.2 above shall be entitled (1) representative and (1) alternate who shall be elected at the RPN Biennial Meeting by the RPN delegates in attendance for their sector. Alternates shall then be ranked by all delegates.
- 6.4 An alternate will be elected and will be prepared to step into the vacancy within the division as it relates to their sector. Alternates will be ranked by plurality at the Biennial Divisional meeting. After exhaustion of the alternate within respective sector, the vacancy will be filled by the elected Alternates in order of ranking. If there is less than 6 months remaining of the term, the divisional committee may choose not to fill the vacancy.
- 6.5 Each member of the Occupation Division will receive a copy of the By-Laws of the Occupation Division and be advised of amendments.
- 6.6 By-law amendments may be made at any meeting of the Division. Any proposed by-law amendments shall be submitted to the secretary for distribution to the Division in writing ten (10) working days in advance of the RPN Biennial meeting.
- 6.7 By-law amendments will be adopted with two-thirds majority vote in favour at the RPN Biennial meeting.
- 6.8 By-law and all amendments shall be subject to the approval of the President of the Union before coming into force.
- 6.9 Delegate entitlement, funded by OPSEU Head Office, for Locals with RPNs', shall be (1) RPN by bargaining unit or in the case of the OPS by worksite employed as an RPN.
- 6.10 Division Executive Committee members (as per Article 6.2) shall be automatic delegates to the Biennial meeting over and above their Local/Unit entitlement.

Article 7: Meetings

- 7.1 The Division shall meet a minimum of four (4) times each calendar year.
- 7.2 Meetings shall take place in the most cost effective location, taking into consideration travel, accommodation, cost, and availability of meeting space.
- 7.3 The agenda, previous minutes and any other relevant documentation for each meeting shall be distributed ten (10) days in advance of the meeting, whenever possible.

- 7.4 An RPN Biennial meeting will be called in compliance with the policy of the Union.
- 7.5 The RPN Biennial meeting shall follow the rules of order as set out in the Constitution. In matters not covered by the Constitution, Roberts Rules of Order shall apply.
- 7.6 A quorum shall be consistent with Article 29.8 of the OPSEU constitution.
- 7.7 The Chairperson shall conduct the business of the RPN Biennial meeting in the following order:
 1. Call to Order
 2. Establishment of Quorum
 3. Statement of Respect
 4. Adoption of the Agenda
 5. Minutes of Previous Biennial Meeting
 6. Business Arising
 7. Executive Committee's Report
 - a. Bylaw Review
 8. Report of Officers
 9. Treasurer's Report
 10. Elections
 11. Unfinished Business
 12. New Business
 13. Adjournment

Article 8: Officers

- 8.1 The Division shall elect from the representatives and an alternate to the following executive positions: Chair, Vice-Chair, Secretary and Treasurer as outlined in Article 6.2.
- 8.2 Elections shall be held at the RPN Biennial Conference.
- 8.3 The officers shall be elected for a term of two (2) years.
- 8.4 **Chair** – the Chair shall enforce compliance with By-laws, preside at Divisional meetings. Shall be responsible for scheduling meetings,

- distributing materials; carry out such other duties as may be prescribed by the Council by-laws. Act as liaison with the Executive Board and OPSEU administration. The Chair shall only vote to break a tie.
- 8.5 **Vice-Chair-** the vice-chair shall perform all duties of the Chair during his/her absence; accept and exercise such duties as may be designated by the Council Executive or Chair.
- 8.6 **Secretary**– the secretary shall keep minutes of all meetings of the Division; distribute official minutes, forward all pertinent correspondence and information to the Head Office of the Union.
- 8.7 **Treasurer** - the treasurer shall be responsible for the proper administration of any operating funds of the Division; shall present a financial report at each meeting and forward all pertinent correspondence and information to the Head Office of the Union.

Article 9: Revenue & Financial Operations

- 9.1 The Division in consultation with the assigned negotiator will develop and submit a budget proposal to the Executive Board each year.
- 9.2 The Chair in consultation with the assigned OPSEU negotiator, will provide a quarterly budget update to the Division.
- 9.3 Dues will be solicited from the member locals outlined in Article 6 of these By-laws to cover reasonable operating expenses.
- 9.4 All funds of the Division shall be used only for legitimate purposes in accordance with the constitution and policies of the Union.
- 9.5 The current level of Division dues shall be \$1.50 per RPN member per Local per year. No increase in the dues level may take effect until approved by at least two-thirds of the locals represented at the biennial meeting. Any proposed increase, accompanied by a Division budget will be sent to all represented locals at least 1 month prior to the biennial meeting.
- 9.6 The Division may also apply for financial assistance from the Executive Board as prescribed in Article 21.1.2 of the OPSEU Constitution.
- 9.7 All Division dues shall be sent to the Treasurer and shall become due at the beginning of the fiscal year.
- 9.8 The fiscal year of the Division shall coincide with that of the Union.

9.9 (a) The Trustee Audit Committee shall examine the financial books and records of the Division annually and shall meet the Secretary-Treasurer for that purpose. The Trustee Audit Committee shall submit their report in writing to the Division Executive and a copy to the First Vice President of the Central Unions for audit purposes. In addition, a copy of the audited financial statements and trustee audit committee report shall be included in the RPN Divisional Meeting handouts.

(b) Time off required for the trustee audit committee shall be borne by the Central Union.

Article 10: Ad Hoc Committees

10.1 From time to time it may become necessary for the Executive Committee to appoint an Ad Hoc committee for a specific purpose. In this instance the Executive Committee will establish terms of references for the Ad Hoc Committee.

10.2 All Ad Hoc committees established in 10.1 shall serve for a set period of time as decided by the Executive Committee and shall report to the Executive Committee on its progress regularly at Division meetings.

Article 11: General

11.1 In all matters not specifically dealt with above, or where conflict arises, these By-laws and all amendments shall be subject to the provisions of the Constitution and or such policies as are established by the Executive Board of the Union.