

PROPOSED
Terms of Reference for the
Ontario Public Service Staff Union Retirees Group

Article 1 - Preamble:

The Ontario Public Service Staff Union (OPSSU) appreciates and acknowledges the commitment and expertise of retired members of OPSSU. To that end, OPSSU also recognizes that active members of OPSSU would benefit from the collective historical knowledge retirees can contribute to assist decision making in several different areas, such as, bargaining, grievance and arbitrations and mobilizing.

Article 2 - Purpose:

There shall be a Retired Members' Group within OPSSU, known as the OPSSU Retirees Group (ORG). The purpose of the ORG is to bring together retired members to discuss issues of particular concern and interest to ORG members, to formulate recommendations for action by OPSSU, and to provide support and assistance to OPSSU.

Article 3 - Membership:

In accordance with Art. 3.08 of the OPSSU Constitution, an OPSSU employee who retires from an OPSSU represented position and who is granted honorary life membership, is entitled to become and remain a member of the OPSSU Retirees Group (ORG) subject to these Terms of Reference, on submission of the OPSSU Retiree Group Registration Form to the OPSSU Membership Secretary.

Members of the ORG who accept a work assignment with OPSSU in a position represented by OPSSU will be deemed to be temporarily removed from the ORG. The member shall resume membership in the ORG once the assignment is completed. Members of the ORG who accept a work assignment with OPSSU in a non-OPSSU represented position will be removed from the ORG and will be deemed to have left the ORG when their assignment commences.

To remain a member in good standing of the ORG each member must uphold the OPSSU Constitution, do no harm to any member of the ORG, or to any member of OPSSU or to the Union (OPSSU).

OPSSU Retiree Group Registration Forms submitted by retirees who have been granted honorary life membership shall be provided to the Executive of the ORG by the OPSSU Membership Secretary. The information will only be shared within the ORG as necessary to fulfill its undertakings consistent with these Terms of Reference.

Article 4 - OPSSU Retirees Executive and Election Procedures:

OPSSU Executive shall designate a member of the OPSSU Executive who will act as a liaison between the OPSSU Executive and the ORG Executive.

Elections shall normally take place in even numbered calendar years beginning in 2018.

Executive Officers shall be elected from and by the members of the OPSSU Retirees Group. The position of Chair, Vice-Chair, Secretary and one (1) Member-at-large shall be elected to serve a two (2) year term.

The OPSSU Executive Liaison shall receive the nominations and ballots, and shall be responsible for counting ballots, announcing the election results and destroying ballots if there are no challenges within 3 days of announcing the election results.

The ORG Executive will designate a member of the ORG as Scrutineer. Election results will be based on plurality, i.e. the retiree receiving the most ballots is deemed elected. In instances where there is a tie, the tied candidates will be advised of the tie and the outcome will be determined by a neutral process, e.g. tossing a coin, unless all but one of the tied candidates chooses to withdraw.

The call for nominations shall be sent electronically to the OPSSU Retirees Group no later than 45 days before the last GMM in an election year. The nomination period for the positions of Chair, Vice-Chair and Secretary will be no less than 7 days and close no later than 38 days prior to the GMM. Nominations shall be emailed to the OPSSU Executive Liaison. The ballots will normally be distributed by email to the members of the ORG within 7 days of the close of nominations, to be returned by email to the OPSSU Executive Liaison no later than 10

days after issuance. The announcement of the election results for Chair, Vice-Chair and Secretary will normally be announced by email from the OPSSU Executive Liaison within 7 days of the closure of balloting.

The call for nominations to the position of Member-at-Large will accompany the announcement of the results of elections of Chair, Vice-Chair and Secretary. Nominations must be received from members of the ORG no later than 5 days after the call. Nominations shall be emailed to the OPSSU Executive Liaison. Ballots will normally be distributed by email to the members of the ORG within 5 days of the close of nominations, to be returned by email no later than 5 days after issuance. In instances where there is a tie, the tied candidates will be advised of the tie and the outcome will be determined by a neutral process, e.g. tossing a coin, unless all but one of the tied candidates chooses to withdraw. The announcement of the elected Member-at-Large will be announced by email from the OPSSU Executive Liaison within 7 days of the closure of balloting.

A vacancy that occurs mid-term shall normally be filled by election prior to the next GMM.

If an ORG Executive member accepts a work assignment, with OPSEU in any bargaining unit or excluded position, the member must resign from their position on the ORG Executive.

Article 5 - Duties / Responsibilities:

The Chair shall:

- Chair meetings of the ORG.
- Prepare the agenda for ORG meetings.
- Communicate with the members of the ORG.
- Act as the spokesperson for the ORG within OPSSU.
- Report on activities of the ORG to the OPSSU Executive Committee and at each regular General Membership Meeting of OPSSU.

The Vice-Chair shall:

- Perform the duties of the Chair in the absence of the Chair or when called upon by the Chair.

The Secretary shall:

- Keep a full and impartial record of the proceedings of all meetings of the ORG Executive and the ORG.
- Be responsible for the distribution of communiqués of ORG meetings to all members of the ORG.
- Be responsible for the publication and distribution of notices of all meetings of the ORG.
- Perform other duties as may be assigned by the Chair
- Keep copies of all distributed communication.

Member-at-Large shall:

- Assume responsibility of an Executive member, except the Chair, if they are unable to fulfill their duties.
- Perform other duties as may be assigned by the Chair.

Article 6 - Meetings:

Where the ORG Executive determines that a meeting is necessary, the ORG shall meet on the afternoon of the day immediately preceding an OPSSU General Membership Meeting.

The agenda for the OPSSU Retirees Group will be prepared by the Chair and will normally be shared with members of the ORG no less than seven (7) days in advance of the meeting. Members of the OPSSU Retirees Group may submit items for inclusion on the agenda at least twenty-one (21) days in advance of the ORG meeting.

Members of the OPSSU Executive Committee may attend the OPSSU Retirees Group meeting.

The Executive of the ORG may meet using telephone conference call, as approved by the OPSSU Executive in advance of the ORG meeting as necessary.

The ORG Executive will make regular reports to the Executive Committee of OPSSU. Such reports may either be in writing to the Executive or, by attendance of the ORG Chair at the OPSSU Executive Committee meeting subject to the OPSSU Executive pre-approval of necessary expenses.

All questions of parliamentary nature shall be decided by Roberts Rules of Order.

Article 7 - Expenses:

Attendance by ORG members at ORG meetings and/or OPSSU General Membership Meetings is voluntary.

To minimize the cost to OPSSU as a result of any ORG member attending both the OPSSU GMM and the ORG Meeting, ORG meetings will be scheduled on the afternoon preceding OPSSU General Membership meetings

There shall be no expenses reimbursed to a member of the ORG who attends an ORG Meeting and who elects not to attend an OPSSU GMM.

Expenses reimbursed to an ORG member who attends an ORG meeting can't exceed expenses that would be reimbursed to attend the OPSSU General Membership Meeting only.

Article 8 - Funding:

In the event an ad hoc expense of the ORG Executive is proposed, it must be pre-approved by the OPSSU Executive.

Funding for any ORG activity such as, support for OPSSU bargaining, grievance and arbitrations and mobilizing, must first be pre-approved by the OPSSU Executive.