

AMURE's Constitution and Bylaws

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CHAPTER I - GENERAL PROVISIONS

ARTICLE 1: UNION NAME

- 1.1. The following Constitution and By-laws govern the union made up of Research Associates and Research Assistants from McGill University. This Union's name is the Association of McGill University Research Employees [AMURE], local 17601.
- 1.2. The expression "research employee" refers to employees covered by the Union's certificates of accreditation. This Constitution and By-laws apply to all amendments subsequent to the certificate of accreditation and to any new unit accepted by the General Assembly.

ARTICLE 2: UNION HEAD OFFICE

- 2.1. The Union's head office is in Montreal.

ARTICLE 3: GOALS OF THE UNION

- 3.1. The Union's goals are the study, defence and promotion of its members' and other workers' interests, objectives and rights of a union, professional, social, ethical, economic and political nature; and the development of action units with other union bodies, organizations and social groups.

ARTICLE 4: UNION JURISDICTION

- 4.1. The Union exercises its jurisdiction over all research employees covered by an official AMURE certification unit.

ARTICLE 5: ADMISSION TO THE UNION AND CONDITIONS OF MEMBERSHIP

- 5.1. As the union is recognized, the dues will be perceived according to labour code of Quebec.
- 5.2. All persons automatically become a member of the Union upon signing the membership form it shall send to the Union if they are in an employer-employee relationship with the McGill University. Members of the Union in good standing are required to abide by the provisions of this Constitution

and By-laws and the union's decisions, while exercising their right to belong to and participate in union activities. Furthermore, to belong to the union and to remain an AMURE member in good standing, one may meet one of the criteria described in the PSAC constitution or any of the following criteria:

- a. all Employees whose contracts have expired may retain their rights and responsibilities as a member for a period of twelve (12) months;
- b. all persons who can prove that they have been offered a contract that will be starting within the following month can become members, where the contract deals with employment subject to accreditation certificates issued by the Labour Relations Board;
- c. employees who have been laid off from a position under the local's jurisdiction, yet still maintain the right to be recalled may remain members, as well as employees on the availability list.
- d. Be a current member of AMURE's bargaining committee, executive committee or board of governors.

ARTICLE 6: SUSPENSION AND EXPULSION FROM THE UNION

- 6.1. All members who cause serious harm to either the Union or its members are liable to be suspended or expelled, as per the provisions in Section 25 of the PSAC Constitution and Regulations-
- 6.2. All members who have been suspended or expelled lose all rights to participate at union activities until such time as the suspension has been lifted.

ARTICLE 7: DUES

- 7.1. The General Assembly of members shall set the amount of union dues. The Executive Committee can make recommendations to members concerning any changes to the union dues.
- 7.2. The General Assembly notice must mention the change that is to be made to the union dues.
- 7.3. Two-thirds (2/3) of votes recorded at this meeting are required to change the union dues.
- 7.4. The amount of the regular dues shall be set by the General Assembly along with the PSAC dues, decided at the triennial congress, as voted in their Constitution and Regulations. The aggregate dues shall be calculated based on the salary of the member.

ARTICLE 8: UNION AFFILIATION WITH AMURE

- 8.1. The Union is affiliated with the Public Service Alliance of Canada (PSAC) which is affiliated to the the Fédération des travailleurs et travailleuses du Québec [FTQ] which is the regional organisation of the Canadian Labour Congress (CLC). The Union shall abide by the constitution and regulations of these organizations.

ARTICLE 9: UNION STRUCTURES OF AMURE

- 9.1. The Union has established two governing structures as follows:
 - a. the General Assembly;
 - b. the board of representatives;
 - c. the Executive Committee.

ARTICLE 10: PARTICIPATION IN UNION MEETINGS

- 10.1. General Assemblies are open to members of the Union in good standing. Moreover, the Union Executive Committee can invite, in various capacities, any person it feels is appropriate at the Union meeting.
- 10.2. However, the meeting shall be held in camera, if two-thirds (2/3) of the members in good standing cast valid votes in favour.

ARTICLE 11: AMURES FISCAL YEAR

- 11.1. The Union's fiscal year runs from January 1 to December 31.

ARTICLE 12: LANGUAGE

- 12.1. In case of contradiction between the English and French version of the bylaws, the French version is considered the accurate one.

CHAPTER II - GENERAL ASSEMBLY OF AMURE

ARTICLE 13: MAKE-UP OF THE GENERAL ASSEMBLY

- 13.1. The General Assembly is made up of all Union members in good standing who participate in the said meeting. To this end, the applicable definition of the term "member" is that stipulated in Article 5 (Chapter I) of this Constitution and By-laws. Nevertheless, this definition also takes into

account the provisions in Article 6 (Chapter I) of this Constitution and By-laws.

- 13.2. All Union members in good standing have speaking and voting rights and enjoy all privileges and benefits the Union offers.

ARTICLE 14: QUORUM AND VOTING AT THE GENERAL ASSEMBLY

- 14.1. The quorum consists of the members present.
- 14.2. General Assembly decisions shall be made via a simple majority of valid votes by a show of hands, except in situations where different rules apply in one of the following documents: the Quebec Labour Code, this Constitution and By-laws or the PSAC Code of Procedure.
- 14.3. A secret ballot can be requested by five (5) members of the Union in good standing, who are present at the General Assembly. The Assembly decides by simple majority if it wants to proceed with a secret ballot.
- 14.4. Strike vote would be valid if 50%+1 of all members of a bargaining unit vote in favour of it.

ARTICLE 15: TERMS OF REFERENCE, FUNCTIONS, POWERS AND DUTIES OF THE GENERAL ASSEMBLY

- 15.1. The General Assembly is a sovereign body and therefore acts as the supreme authority of the Union. In particular, it is responsible for:
 - a. Defining the Union's general policy;
 - b. Electing members of the Executive Committee;
 - c. Elective members of the Board of representatives;
 - d. Receiving and ruling on reports from members of the General Assembly, the Executive Committee, committees or other persons, groups or organizations;
 - e. Forming all committees it deems useful to its work and electing members thereto. It can delegate to the Executive Committee the power to appoint members to these committees;
 - f. Agreeing with, amending or rejecting all draft collective agreements;
 - g. Deciding to resort to pressure tactics (lobby, boycott, strike, etc.);
 - h. Agreeing to or rejecting a tentative agreement with the employer concerning the provisions of a collective agreement;
 - i. Amending the Constitution and By-laws of the Union;
 - j. Setting the amount of union dues to be collected by the employer;
 - k. Voting on annual budgets presented by the Executive Committee;

- l. Commenting on the audit of the books and other documents pertaining to the administration of the Union's assets. This audit shall have been performed by two members of the Finance Audit Committee elected by the General Assembly;
- m. Commenting on all forms of support that would or would not involve special union dues, a donation or a loan;
- n. Electing a Chair for each of its meetings;
- o. Take all actions necessary and make all timely decisions regarding the effective operation of the Union.

ARTICLE 16: GENERAL ASSEMBLY MEETINGS

16.1. Annual General Assembly

The Annual General Assembly meets statutorily once (1) per university year between January and April, but never during the exam period. This assembly shall adopt the budget forecasts for the current year, adopt the financial statements of the previous year, adopt the annual balance sheet and proceed with elections for the vacant positions.

16.2. Regular General Assembly

The Executive Committee can call a Regular General Assembly at any time. The agenda of that assembly shall be amendable during proceedings.

16.3. Special or Emergency General Assembly

The Executive Committee or board of representatives can call a Special or Emergency General Assembly at any time. However, the latter shall only discuss and make decisions on topics appearing on the agenda of the notice of meeting.

ARTICLE 17: NOTICE OF A GENERAL ASSEMBLY

17.1. Annual and General Annual Assemblies must be called at least ten (10) working days prior to being held.

17.2. Notices of Special or Emergency General Assemblies must be forty-eight (48) hours in advance.

17.3. All assemblies must be called in at least two (2) different ways, which automatically includes e-mail.

ARTICLE 18: GENERAL ASSEMBLY AGENDA

- 18.1. The proposed agenda for a General Assembly must be clearly indicated in the notice of meeting.
- 18.2. The following items must appear in the agenda: the adoption of the agenda and the adoption of the minutes of the last Annual, Special or Emergency General Assembly. Documents pertaining to the General Assembly are to be sent with the notice of meeting to the greatest extent possible.

ARTICLE 19: General Assembly procedure

- 19.1. The conduct of the Union's General Assemblies is governed by the PSAC Code of Procedure (available on internet), save for the exceptions on voting in SECTION 13 in this chapter concerning the Quebec Labour Code or in any other SECTION in this Constitution and By-laws.

Chapter III: Board of Representatives

ARTICLE 20: MEMBERSHIP

- 20.1. The Board of Representatives shall consist of the following members: current members of the Executive Committee, and up to twelve (12) Delegates of the membership. All members of the Board must attend a minimum of six (6) out of the ten (10) Board meetings.

ARTICLE 21: ELECTION OF DELEGATES

- 21.1. Up to twelve (12) delegates are elected by secret ballot during the AGM. Candidates must be nominated and their nomination must be seconded. Candidates may nominate themselves, and may accept or refuse the nomination. Candidates will be given the opportunity to introduce themselves and speak to their nomination and members present may ask questions, speak in favour of, or challenge their nomination.
- 21.2. Following nomination procedures, the name and department and/or faculty of each candidate will be announced and displayed.
- 21.3. Blank ballots will be distributed to all voting members present at the AGM, and members will vote by writing the name(s) of no more than twelve (12) candidates on their ballot. The twelve (12) candidates with the most votes will be elected as Delegates to the Board for the term of one (1) year, ending at the next Annual General Meeting.

- 21.4. Should fewer than twelve members stand for election at the AGM or should any Delegate resign over the course of their term, the Board may appoint additional Delegates by a majority vote.

ARTICLE 22: DELEGATE DUTIES

- 22.1. In addition to performing the duties common to all members of the Board (Article 24), Delegates from the union membership to the Board shall also serve as union Stewards and carry out the following duties:
- a. meet members and inform them of the activities of the Local;
 - b. collaborate with the Executive Committee in mobilization efforts and in addressing and resolving member concerns with respect to working conditions;
 - c. act as a liaison between the union members and the Executive Committee, including, when necessary, assisting in the investigation of complaints, gathering of information, and the passing of recommendations to file grievances;
 - d. sit on at minimum one (1) committee of the Local;
 - e. read meeting minutes and reports prepared in advance of Board meetings;
 - f. bring any relevant issues to the attention of the board; and
 - g. participate in union training courses as soon after their election as such training is made available.
 - h. Authorizing solidarity disbursements in the form of a loan or donation not to exceed \$2500, in accordance with the policies adopted by the Union's General Assembly;

ARTICLE 23: DELEGATE HONORARIA AND EXPENSES

- 23.1. Each Delegate shall receive an honorarium of forty (40) dollars for each Board of Representatives meeting. The Local will liberate any delegate performing Board of Representatives work outside of Board meetings, and any necessary costs will be reimbursed. Costs of childcare will be reimbursed at the request of Board members. Reimbursement of transportation costs will be considered upon request.

ARTICLE 24: DUTIES OF THE BOARD

- 24.1. The duties of the board shall be as follows:
- a. to recommend a course of action with regards to bargaining;
 - b. to set out general policies of the Local;

- c. to vote on an annual budget and dues presented by the Executive prior to the Annual General Meeting, and to vote on amendments to the budget throughout the year if necessary;
- d. to oversee the activities of and give recommendations to the Executive;
- e. to arbitrate on disputes relating to the internal affairs of the Local;
- f. to form the necessary committees that serve to promote the goals of the Local; and,
- g. to propose amendments to the By-Laws, as well as any motions, for the consideration of the General Meeting.

ARTICLE 25: MEETINGS OF THE BOARD

- 25.1. The Board shall meet once every month, except in December and April. Upon the request of any member(s), the Board of Representatives shall organize an additional meeting at the earliest possible opportunity, balanced with the goal of maximal participation, with electronic attendance as a possibility. Meetings shall be open to all members, excepting in-camera sessions.
- 25.2. When an unexpected, time-sensitive issue arises between Board of Representatives meetings, a member of the Board of Representatives may propose an email motion to the Board of Representatives' email list. Each email motion will indicate the response deadline, which must be at least forty-eight hours (48) from the moment the email motion is distributed.
- 25.3. An email motion passes if no member of the Board of Representatives responds to the email list refusing it, and the majority respond approving it. The Chair of the Board of Representatives shall add each email motion that passes to the agenda of the subsequent Board of Representatives meeting, and the motion shall also be recording in the minutes of that meeting.
- 25.4. The Board of Representatives shall ensure that each of its current members
- a. have been invited to join its email list;
 - b. receive any assistance necessary to join its email list; and
 - c. are not involuntarily removed from its email list.

ARTICLE 26: ATTENDANCE

- 26.1. The minimum attendance at a Board of Representatives meeting for it to

operate as such shall be three (3) Delegates and two (2) Executives. All members are expected to make the utmost effort to attend every meeting.

ARTICLE 27: CHAIR OF THE BOARD OF REPRESENTATIVES

- 27.1. The Chair of the Board of Representatives shall be a rotating member of the Board, selected by the Board of Representatives in advance of each of its meetings. Each member of the Board of Representatives shall be given the opportunity to act as Chair before any member repeats their role as the Chair. The Board of Representatives shall ensure that its members have the training, support, and encouragement necessary to feel comfortable acting as Chair, although no member is obligated to do so. When necessary, the President or another member of the Executive shall act as interim Chair. An Executive can be the elected Chair if and only if no Delegate stands and is elected.
- 27.2. The Chair is responsible for running meetings, facilitating the setting of meeting times and locations, informing and reminding Board members of meetings, and drawing up an agenda for each meeting. The Board of Representatives shall be responsible for selecting one or more of its members to give a report on the activities of the Board of Representatives at General Meetings.

ARTICLE 28: AGENDA OF THE BOARD OF REPRESENTATIVES MEETINGS

- 28.1. The Chair shall be responsible for drafting an Agenda prior to each meeting, which shall include, but not be limited to, the following:
- a. a call for additions to the agenda;
 - b. a call for approval of the agenda;
 - c. reports from Executive members and Committees; and
 - d. a Varia point (immediately prior to adjournment).

CHAPTER IV - EXECUTIVE COMMITTEE OF AMURE

ARTICLE 29: Make-up of the Executive Committee:

- 29.1. The Executive Committee of the Union shall be made up of seven (7) members in good standing, namely the:
- a. President;
 - b. Grievances Coordinator;

- c. Treasurer;
- d. Member Communication Coordinator;
- e. Collective Agreement Coordinator Research Assistant;
- f. Research and Member Education Coordinator; and
- g. Steward Network Coordinator

ARTICLE 30: Quorum and voting on the Executive Committee

- 30.1. Quorum shall be fifty-one percent (51%) of elected members in good standing and/or appointed to the Executive Committee on an interim basis.
- 30.2. Executive Committee decisions shall be made by a simple majority of the members present, barring provisions to the contrary. Should the voting end in a tie, any contentious proposal shall be carried forwarded to a subsequent meeting of the Executive Committee. If the proposal is submitted for a second time and the vote still ends up in a tie, the Chair shall cast the deciding vote. When the president is absent, the executive chose another elected member to chair the meeting.

ARTICLE 31: Terms of reference, functions, powers and duties of the Executive Committee

- 31.1. The Union Executive Committee shall be responsible for:
 - a. Offering service to members and managing the Union's day-to-day business;
 - b. Preparing and calling General Assembly meetings;
 - c. Ensuring that decisions made by the General Assembly are implemented;
 - d. Developing and suggesting union policies that must be approved by the General Assembly;
 - e. Ensuring that the collective agreement is applied;
 - f. Forming all committees it deems necessary to its work and appointing members thereto;
 - g. Authorizing solidarity disbursements in the form of a loan or donation not to exceed \$500, in accordance with the policies adopted by the Union's General Assembly;
 - h. Managing the hiring, working conditions and compensation of the Union's contract and/or permanent staff;
 - i. Presenting an annual report of its activities to the Union's Annual General Assembly;
 - j. Seeing to it that the duties of one or several member(s) of the

- Executive Committee who are temporarily absent are performed;
- k. Replacing until the next General Assembly and by a simple majority vote in favour all persons resigning from an elected union position from the General Assembly (with the exception of positions on the Finance Audit Committee); and replacing any person resigning from any other union position, if necessary;
 - l. Developing and implementing the training (education) policy of members of the Union;
 - m. Ensuring that research employees are represented on Union bodies and committees;

ARTICLE 32: Terms of reference, functions, powers and duties of Executive Committee members

32.1. Time commitment

With the exclusion of the President's position, which is full time (40 hours a week), all Executive positions have a minimum time commitment of 5 hours a week. All positions are compensated at a fair wage.

32.2. The President shall:

- a. Be responsible for the internal administration of the Union;
- b. See to it that all responsibilities entrusted to a member or to a Union committee are indeed performed;
- c. Be informed of all documents produced by organizations that are directly or indirectly related to the Union's activities; and see to it that this information is forwarded to the appropriate union bodies;
- d. Be the spokesperson-and official representative of the Union;
- e. Sign official documents for the Union: minutes of General Assemblies, Executive Committee meetings and the collective agreement, etc.;
- f. Sign documents pertaining to chartered bank instruments; and-
- g. Be responsible, alongside the Grievances Coordinator, for coordinating Union participation in union-employer meetings, when the Union chooses to participate;

32.3. The Grievances Coordinator shall:

- a. Monitor and enforce the Employer's compliance with the collective agreement, including identifying systemic breaches;
- b. Provide support, guidance, and representation to members in

grievances and other external or internal Employer processes, such as harassment or human rights procedures;

- c. Propose forms of collective action to the mobilization committee and steward network to pursue just and timely resolutions to grievances or other workplace problems;
- d. Ensure that members are aware of the Grievance Coordinator's role as their advocate, through the assistance of the steward network and member communications committee;
- e. Recommend revisions to educational materials to the research and member education committee;
- f. Be responsible, alongside the President, for coordinating Union participation in union–employer meetings, when the Union chooses to participate;
- g. Ensure that a bargaining committee is formed at least nine months prior to the expiration of any AMURE collective agreement;
- h. Recruit interested members to the grievances committee and, when one exists, coordinate regular meetings.

32.4. The Treasurer shall:

- a. Be responsible for the cash receipts owed to the Union and the payment of any amounts owed by the Union; and sign all cheques and all banking documents with the other signers;
- b. Ensure that the Union's financial transactions are properly posted in all of the appropriate accounting logs; and prepare the Union's financial reports;
- c. Prepare the budget forecasts with the other members of the Union's Executive Committee and act as the union's financial adviser with respect to the budget adopted by the General Assembly;
- d. Be responsible for the management of salaries paid to Union employees;
- e. Be responsible for sending amounts owing to the organizations the Union is affiliated with; and forwarding donations or loans authorized as support by Union bodies;
- f. Not be allowed to resign until the books have been audited by the Audit Committee which shall have its report ratified by the following General Assembly within thirty (30) days.

32.5. The Member Communication Coordinator shall;

- a. Disseminate information about a variety of union issues, concerns, and events, such as:
- b. Campaigns, actions, and protests organized by the mobilization and outreach committee;
- c. Presentations and workshops organized, and materials produced, by

- the research and member education committee;
- d. Employee rights under the collective agreement, relevant laws, or Employer policies;
- e. Grievances, workplace problems, and information about working conditions;
- f. News stories of interest to the membership;
- g. Updates and explanation of the bargaining process.
- h. Use various media to disseminate the information above, including:
 - i. A regular newsletter;
 - j. Regular updates to AMURE's website and social media accounts;
 - k. Posting to notice boards across all work sites, with the assistance of the steward network;
 - l. Maintain an organized and accessible internal archive of materials produced by the Union;
- m. Recruit interested members to the member communication committee and, when one exists, coordinate regular meetings.

32.6. The Mobilization and Outreach Coordinator shall:

- a. Coordinate strategies, campaigns, protests, and other forms of direct action to address problems identified by the steward network, bargaining committee, or research committee, either in the workplace or in the broader society;
- b. Be responsible for the Union's relations and coalition work with McGill's Inter-Union councils, Montreal university unions, PSAC bodies, and other groups or organizations;
- c. Publicize AMURE campaigns and activities through campus, local, and regional media;
- d. Hold social events to bring together members, and promote member involvement in the Union and solidarity;
- e. Coordinate AMURE strike support for other Montreal-area unions, where appropriate;
- f. Assess and promote the membership's awareness and participation in campaigns and other activities, with the help of the steward network and the member communication committee,
- g. Recommend revisions to educational materials to the research and member education committee; and
- h. Recruit interested members to the mobilization and outreach committee and, when one exists, coordinate regular meetings.

32.7. The Research and Member Education Coordinator shall:

- a. Research and develop informational materials and presentations for

members on topics such as:

- b. their rights under the collective agreement and relevant law and policy;
- c. trends in the broader research context, such as casualization and austerity;
- d. the evolving priorities, financial situation, and orientation of the Employer;
- e. Produce materials that meet the immediate and evolving learning needs of the membership, and campaign materials to be used by both the membership and the public;
- f. Develop strong research tools, such as expertise in filing access to information requests, a relevant labour library, collaboration with alternative think-tanks such as the Institut de recherche et d'informations socio-économiques (IRIS) and the Canadian Centre for Policy Alternatives;
- g. Centre intersectional analysis, transformative justice, and anti-oppression;
- h. Organize workshops and presentations for members on their rights in the workplace;
- i. Formulate new ideas for delivering union education; and
- j. Recruit interested members to the research and member education committee and, when one exists, coordinate regular meetings.

32.8. The Steward Network Coordinator shall:

- a. Identify, train, and provide ongoing support to a cadre of stewards responsible for each work site;
- b. Aim to ensure the steward network is representative of the membership, in terms of bargaining units, academic units, and is representative of oppressed gender, race, sexuality, class, and ability identities;
- c. Hold a steward training at least once annually;
- d. Support stewards in coordinating collective action to defend worker's rights, in coordination with the mobilization and grievance committees;
- e. Support stewards in coordinating building-specific initiatives, campaigns, and events;
- f. Establish and maintain a structure that ensures fast and reliable communication with each work site that facilitates strategic and targeted workplace action;
- g. Develop a strategy to build support and capacity for the possibility of a strike, in consultation with the steward network, Executive and Board;

- h. Respond constructively to expressions of membership dissatisfaction with the Employer or with the Union;
- i. Coordinate fifteen-minute introductory sessions to the union for all new Employees;
- j. Coordinate bi-monthly meetings of the steward network.

ARTICLE 33: Executive Committee meetings

- 33.1. Executive Committee meetings shall be held no fewer than nine (9) times a year. Any member of the Executive Committee can request that an Executive Committee meeting be called.

ARTICLE 34: Internal administration of the Executive Committee

- 34.1. The Union Executive Committee establishes its internal rules of operation in compliance with this Constitution and By-laws.

CHAPTER V - ELECTIONS OF THE UNION

ARTICLE 35: Union elections

- 35.1. Nominations

All persons who are members of the Union in good standing can nominate themselves or be nominated by another for an elected position.

All nominations for an elected position shall take place during a general assembly, and persons nominated for a position must accept their nomination before a vote is taken to fill the position.

A member of the Union in good standing who is absent from an assembly meeting where an election is to be held can submit his/her nomination in writing which he/she has hand signed, confirming that he/she has agreed to be nominated.

- 35.2. Length of term in an elected position

The term for an elected executive position shall be twenty-four (24) months. New elections for the position shall take place at the first general assembly following 24 after the person was elected.

- 35.3. Holding elected positions

The elected positions provided for in this Constitution and By-laws cannot be held by the same person. Persons elected to the Union's Finance Audit Committee cannot hold any other elected position.

35.4. Election procedure

The chair of the general assembly shall act as returning officer for the elections. Should the chair wish to be a candidate for a position, the assembly must immediately elect a new chair. The returning officer shall explain the election procedure herein and announce the results. Members of the Union in good standing shall be elected by secret ballot. The vote shall be held position by position to enable defeated candidates to run for another elected position. The election of Executive Committee members shall take place in the order the Executive Committee positions are listed herein.

All elected positions must be filled with an absolute majority of votes cast (50% plus one of the valid ballots), with a second ballot held, if necessary. If two (2) candidates in the running on the first ballot and neither candidate can obtain a majority, the top two vote getters automatically move on to the second and last ballot.

In response to a proposal from the assembly that has received simple majority support, the returning officer shall immediately and openly destroy the ballots.

CHAPTER VI - AUDIT OF THE UNION'S FINANCES

ARTICLE 36: Election of auditors from the Union

36.1. At the Union's Annual General Assembly, two (2) members of the Union in good standing who do not hold any other elected positions shall be elected to serve as auditor of the Union's accounting records and the financial statements. A resigning auditor can only be replaced during an election at a General Assembly.

ARTICLE 37: Rights and duties of Union auditors

37.1. Auditors of the Union's finances have a duty to:

- a. Closely monitor the accounting and check the Union's cash regularly;
- b. Examine the Union's inventories and accounts regularly;
- c. Report at least once a year in writing to the Union's Annual General Assembly;

- d. Audit the books and have the General Assembly ratify his/her report when the Treasurer resigns.
- e. Look over the Union's books and entries at all times;
- f. Unanimously call a Special or Emergency General Assembly and/or a board of representative meeting to deal with serious or urgent matters relating to the Union's financial aspects.

CHAPTER VII - AMENDMENTS TO THE UNION'S CONSTITUTION AND BY- LAWS

ARTICLE 38: Amendments to the Constitution and By-laws of AMURE

- 38.1. All proposals presented for the purpose of amending the Constitution and By-laws of AMURE, in whole or in part, or changing the Union's name, must be received and deliberated by the General Assembly. Only that assembly can amend the Union's Constitution and By-laws.

ARTICLE 39: Amendment procedure – Constitution and By-laws of AMURE

- 39.1. To amend the Constitution and By-laws of AMURE, each member of the Union in good standing can propose a motion to the General Meeting concerning the text of the suggested changes. This motion will be discussed and voted on at the following General Assembly. The proposed changes to the constitution and by-laws must be circulated to the members in advance of the general assembly.
- 39.2. An amendment to the Constitution and By-laws of the Union can only occur if two-thirds (2/3) valid votes are in favour and cast at the General Assembly that can make such amendments.

ARTICLE 40: Implementation of amendments to the Constitution and Regulations

- 40.1. Amendments to the Constitution and By-laws of AMURE shall take effect as soon as the General Assembly gives its approval, unless the amendment resolution makes reference to a subsequent implementation

date for one or several SECTIONS. However, such subsequent dates shall not be more than six (6) months after the decision is made by the General Assembly of AMURE.

- 40.2. The Union's Executive Committee is responsible for taking the measures necessary to facilitate any transition caused by an amendment to the Constitution and By-laws of AMURE, in keeping with the spirit of the Union's Constitution and By-laws.

ARTICLE 41: AMURE Remuneration Policy

- 41.1. The purpose of the policy is:

- a) to ensure that a living wage is paid in a timely way for all work done for AMURE, and to ensure that the wage takes into account the debt that our members tend to carry
- b) to ensure responsible, transparent, and efficient spending of AMURE funds; and
- c) to foster an atmosphere of mutual trust

- 41.2. Work done for AMURE is remunerated on a bi-weekly basis by direct deposit or e-transfer (whichever is most cost-effective for the union)

- 41.3. AMURE's payroll coordinator will be the AMURE president, or by any other person chosen to fulfill this role by the AMURE board.

- 41.4. The Payroll coordinator will ensure that every new AMURE executive, board member, steward, or other person who will foreseeably be remunerated is informed of this policy and set up to receive remuneration on a consistent basis within two weeks of taking on their role.

- 41.5. Hours worked are submitted to the Payroll Coordinator using a timesheet developed for this purpose on a bi-weekly basis by Monday of the pay week.

- 41.6. AMURE members fulfilling roles are expected to work the following minimum/maximum number of hours.

- a. 10 to 25 hours every 2 week period, for executives (not including the president)
- b. 1 to 5 hour every 2 week period, for board members
- c. 0 to 2 hours every two week for stewards

- 41.7. It is the responsibility of the Payroll coordinator, President or treasurer to ensure that all remuneration is consistent with the budget and to report

remuneration paid at every board meeting.