

ONG March 9, 2019 Membership Meeting

Summary of Proposed Changes:

BYLAWS OF THE OTTAWA NEWSPAPER GUILD, LOCAL 30205 OF CWA CANADA

- **Article 3, Executive Committee: 3.01 Reduce size of executive committee as shown below.**

3.01 The affairs of the ONG shall be managed by a committee composed of the Local Officers, as described in section 5, each unit leader, **at least one** ~~two~~ **members-at-large**, one Human Rights & Equity member-at-large, and one Retiree member-at-large. Positions of members-at-large may be filled by department leaders as described in section 4.04. This retiree member-at-large shall be a former member of the ONG.

- **Change executive title of Secretary and/or Treasurer to “Secretary-Treasurer” throughout the Bylaws in the following articles.**

Articles 3.04 (x2), 3.05 (x2), 3.07, 3.08, 4.03.03, 4.04, 4.04.02, 4.05.01 (x2), 4.05.02 (x2), 5.01, 5.02, 5.04 (x10), new number 5.05, 6.01.03 (x2), 6.02.01 (x3), 7.03 (x2), 7.05.02 (x2), 7.05.03 (x2), 9.02.01, 9.02.03.

- **Reduce Quorum from four to three.**

Article 3.06 Quorum

A quorum at any Executive Committee meeting shall be the smallest whole number that is not less than one half of the members of the Executive Committee, but no fewer than ~~four~~ **three (3)** people.

- **Request for meeting in writing; reduce from three to two members of the executive....**

Article 3.07 Meetings

Meetings of the Executive Committee may be held at the office of the ONG or any place within the City of Ottawa as designated in the notice calling the meeting. Meetings may be called by the President, or Vice-President; or by the **Secretary-Treasurer** if a request is made in writing by ~~three~~ **two** members of the Executive Committee.

Article 4, Election of Executive Committee

- **Update/addition re Citizen/Sun Unit Leader as follows:**

Article 4.03 Election of Unit Officers

.01 Members of a unit shall elect a unit leader every three years, at a meeting held prior to the end of the term of office of the current Executive Committee and no earlier than the day of the annual membership meeting in that year.

There shall be no need of a Citizen/Sun Unit Leader unless none of the other table officers are from the Citizen/Sun Unit.

- **Article 5.01, Local Officers**

Delete Treasurer and change to Secretary-Treasurer.

There shall be a President, Vice-President and **Secretary-Treasurer**, ~~and Treasurer~~, and other such officers as the general membership may determine by bylaw from time to time. One person may hold more than one office except the office of President and Vice-President.

- **Combine Articles 5.04 and 5.05 to “Secretary-Treasurer”**

- **Re-number - old 5.06 becomes 5.05**

- **new 5.05 - “Secretary and Treasurer” becomes “Secretary-Treasurer”**

The **Secretary-Treasurer** shall be clerk of the ONG, and shall attend all meetings of the Executive Committee and all general membership meetings to record all facts as minutes of those proceedings in the books kept for that purpose. The **Secretary-Treasurer** shall give, or cause to be given, all notices required to be given to members and Executive Committee members. The **Secretary-Treasurer** shall be the custodian of all books, papers, records, correspondence and documents belonging to the ONG which shall be kept at the office of the ONG or other suitable storage premises, and shall perform the other duties from time to time prescribed by the Executive Committee or incident to this office.

5.05 ~~Treasurer~~

The **Secretary-Treasurer** shall keep, or cause to be kept, full and accurate accounts of all receipts and disbursements of the ONG in proper books of account and shall deposit all moneys or other valuable effects in the name and to the credit of the ONG in the bank or banks from time to time designated by the Executive Committee. The **Secretary-Treasurer** shall disburse the funds of the ONG under the direction of the Executive Committee, except that no authorization shall be required for routine office expenses and routine transmission of funds to CWA/SCA Canada, TNG-CWA and CWA under terms of the Constitution and Bylaws of CWA/SCA Canada, the Constitutions of TNG-CWA and CWA and the charter of the local, taking proper vouchers for all transactions. The **Secretary-Treasurer** shall render to the Executive Committee, whenever required, and to the membership at each general membership meeting, an account of all their transactions as **Secretary-Treasurer** and of the financial position of the ONG. The **Secretary-Treasurer** shall keep accurate records of the dues standing of all members. The **Secretary-Treasurer** shall co-operate with the auditors of the ONG during any audit of the accounts of the ONG and perform other duties from time to time prescribed by the Executive Committee.

5.056 All the Local Officers (President, Vice-President and **Secretary-Treasurer** ~~Secretary and Treasurer~~) shall be signing officers on Local accounts. The Executive Committee may designate one staff person to also hold signing authority. The Local Officers and any designated staff person shall meet within two weeks of any change in the officers or designated staff person to sign the requisite papers. All persons with signing authority shall be bonded in a sum to be set annually by the Executive Committee. All persons with signing authority shall be bonded in accordance with provisions established by CWA/SCA Canada, TNG-CWA and/or CWA.

•Article 6, Other Officers

6.01.03 Unit **Secretary-Treasurers** ~~Secretaries~~ shall keep accurate minutes of all unit meetings and shall perform the other duties from time to time prescribed by the Executive Committee or incident to this office. The Unit **Secretary-Treasurer** shall be the alternate unit leader.

•Article 10, Bargaining

10.02 - housekeeping only; change word “proposed” to “proposal”.

•Article 13, Borrowing by the ONG

13.01 housekeeping only; change “the Guild” to “TNG-CWA”.

13.01 Subject to the limitations set out in the bylaws or in the charter of the ONG or in the Constitutions of the Guild **TNG-CWA** and CWA, the Executive Committee may, ...

•Article 19, Effective Date

19.01 These bylaws shall come into force without further formality upon their enactment.

19.02 Upon enactment of these bylaws, all bylaws of ONG previously enacted are hereby rescinded, nullified, and voided.

Enacted, ratified, sanctioned, confirmed and approved by the members of the ONG at a meeting duly called and regularly held in the City of Ottawa and at which a quorum was present on the **9th day of March, 2019.** ~~16th day of September 2015.~~