

CUPE 3912 SMU Strike Committee Terms of Reference

1. Purpose

The Strike Committee is responsible for all strike logistics in preparation for and during a strike, including but not limited to strike avert activities. The Strike Committee shall mobilize with the goals of:

- Planning, preparing, and organizing a strike
- Preparing and implementing an effective strike strategy
- Mobilizing the general membership
- Coordinating collective action (picketing campaigns, media coordination, events, etc.)
- Deciding how and when to use the strike avert funding and strike funds (those coming from CUPE National and those CUPE 3912 has put aside for this purpose including donations received from associations and unions to be used for the strike related activities which include strike pay for strike duties, and for the Member Assistance Fund.)
- Deciding what activities besides picketing qualify as strike duties.

2. Composition

The Strike Committee is a committee of the general membership formed pursuant to Section 17 of the Bylaws, and shall consist of two classes of members:

- Non-voting ex-officio members
 - All members of the SMU Bargaining Committee
 - CUPE 3912 Secretary-Treasurer
- Up to 12 Voting members, elected by the membership at a general or special membership meeting
 - Members for the strike committee at SMU must have held a valid contract as a part-time faculty at this institution in the last 36 months.
- Once the Strike Committee membership has been established and ratified by election at a membership meeting, the SMU bargaining team may appoint new members on an interim basis if a pillar is left without a designated person, pending ratification by a membership meeting

3. Pillars

- The Strike Committee shall have four pillars:
 - Administration
 - Communications
 - Finance
 - Picketing
- Each voting member of the Strike Committee shall be a member of at least one but at most two pillars.
- Each pillar will be led by a designated person. If there's more than one member in a pillar, voting members shall elect a coordinator who will chair the pillar and be responsible for ensuring full and complete sharing of information with the other members of the strike committee, and be charged with ensuring the completion of the pillar's responsibilities.

4. General Responsibilities and Powers

4.1. General responsibility: The Strike Committee shall be responsible for recruiting members for strike-related activities, aims, and events, including but not limited to strike avert activities.

- During votes and decision-making, the quorum rule will be followed.

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4.2. Communication with Membership:

- The Strike committee will be allowed to directly disseminate any communication destined to the membership. It does not require the oversight or authorization of the Spokesperson or Executive, just the approval of the majority of the strike committee
- The Strike Committee will be tasked with providing bargaining updates, as well as providing strike bulletins once a strike is called.
- The Strike Committee shall have access to any and all documents, information, records, bargaining proposals with the Employer, and any other material object necessary to conduct their duties.
- The Strike Committee shall be provided access to CUPE 3912 Local social media accounts and mailchimp, and any and all other means of communication with the general membership, including employer and personal contact information.
- Strike Committee members shall respect CUPE 3912 members' privacy in the handling of any information to which they are provided access, and shall not divulge this information to anyone who is not a member of the Strike Committee.

4.3 Financial Commitments: The Strike Committee shall be responsible for and have full authority to allocate the strike funds, and to order and purchase strike-related materials and services. It does not require the oversight or authorization of the Executive, just the approval of the majority of the Strike Committee.

5. Pillars Responsibilities and Powers

5.1. Administration

- Developing strike policy and objectives
- Securing space and schedule staff rotations for a designated strike headquarters
- Ensuring adequate accommodations and confidentiality for striking and non-striking members (including developing confidentiality protocols)
- Approving of the CUPE Form F: Daily Report
- Handling of Incident Report Forms and related documentation
- Preparing and maintain services (utilities, phones, email addresses, video cameras, printers and extra forms, contact lists/phone trees, etc.)
- Securing and preparing physical goods for strike purposes (traffic cones, tents/kiosks, first aid kits, COVID tests, garbage bags/cans, loudspeakers, picketing gear, etc.)

5.2. Finance

- Elaboration and oversight of a strike budget.
- Deciding how and when to use the strike avert funding and strike funds.
- Circulation of information and response to membership questions concerning strike pay, the Member Assistance Fund, and Strike Pay concerning the calculation of strike pay, and strike benefits.
- Work together with CUPE 3912's secretary-treasurer in the administration of designated strike pay and strike fund bank accounts including:
 - Completion of regular audits of strike finance and resources
 - Management of strike pay and related documentation, including:

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- Setting up a Member Assistance Fund and related criteria in writing accessible to all members
- Preparation of sample letters for members to send to their financial institutions and service providers
- Completion and approval of Daily Report Form F

5.3. Communications

- Preparation of bulletins to update general membership on strike progress
- Development of strike slogans, posters, signage, and related media (overlap with picketing subcommittee)
- Coordination of external communications with, but not limited to media personnel (with the help of the Local's Spokesperson, Outreach Coordinator, or Communications Officer), CUPE National inquiries (with the help of the CUPE National Representative), and other academic union locals and groups.
- Development of specific pre-approved statements to be distributed to members of the local, their immediate family, community (such as students), the public, and the media, which are available upon request.
- Ensure the consistency of messaging on picketing materials (buttons, signs, other swag), on the CUPE 3912 webpage (in conjunction with the Webmaster), and in interviews and statements to the media.
- Development of social media guidelines for members concerning the strike and related activities.

5.4. Picketing

- Select and appoint Picket Captains
- Complete the Picket Line Planning Tool
- Assemble picket captain kits and provide physical materials to picketers
- Organize and administer picket captain training
- Generate and circulate a picket schedule
- Develop specific media relations packets and protocols in conjunction with the Communications Subcommittee
- Develop law enforcement relations and scab relations packets and protocols
- Develop member-to-member and member-to-public conflict resolution protocols
- Develop protocols for dealing with scenarios where a member is in distress, requires first aid, and is undergoing an emergency.
- Ensure first-aid/CPR certified picketers are deployed on each rotation/shift.
- Harvest contact information for picketing phone trees and email chains. Update mailing lists accordingly.