

CUPE Local 1267

Bylaws



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INTRODUCTION

Local 1267 of the Canadian Union of Public Employees (CUPE) has been formed to:

- Improve the social and economic well-being of all of its members;
- Promote equality for all members and to oppose all types of harassment and discrimination;
- Promote the efficiency of public services; and
- Express its belief in the unity of organized labour.

The following Bylaws are adopted by Local 1267 in accordance with the CUPE National Constitution (Articles 13.3 and B.5.1), to protect the rights of all members, to provide for responsible governance of the Local Union, and to involve as many members of the Local Union as possible through the sharing of duties and responsibilities.

CUPE chartered organizations shall respect and apply the CUPE National Equality Statement to all of the chartered organizations' activities. The CUPE National Equality Statement can be found in **Appendix "A"** to these bylaws.

SECTION 1 - NAME

The name of this Local Union shall be Canadian Union of Public Employees, Local 1267.

SECTION 2 - OBJECTIVES

The objectives of Local 1267 are to:

- (a) Secure the best possible pay, benefits, working conditions, job security, pensions and retiree benefits for its members;
- (b) Provide an opportunity for its members to influence and shape their future through free democratic trade unionism;
- (c) Encourage the settlement by negotiation and mediation of all the disputes between the members and their employers;
- (d) Eliminate harassment and discrimination of any sort or on any basis; for the equality of treatment regardless of class, race, colour, nationality, age, sex/gender, language, sexual orientation, place of origin, ancestry, religious beliefs, or mental and physical disability; and the active opposition of discrimination of same wherever it occurs or appears;
- (e) Establish strong working relationships with the public we serve and the communities in which we work and live; and

- (f) Support CUPE in reaching all of the objectives set out in Article II of the CUPE National Constitution.

SECTION 3 – REFERENCES

- (a) Masculine pronouns shall be understood to include the feminine gender.
- (b) Numbers of articles at the end of sections or sub-sections in this document refer to relevant articles of the CUPE National Constitution which should be read together with these bylaws.

SECTION 4 – AFFILIATIONS

In order to strengthen the labour movement and work toward common goals and objectives, Local 1267 shall be affiliated to and pay per capita tax to the following organization(s):

- The CUPE British Columbia Provincial Division
- The Fraser Valley District CUPE Council
- The British Columbia Federation of Labour Canadian Labour Council (CLC)

SECTION 5 – REGULAR AND SPECIAL MEMBERSHIP MEETINGS

- (a) Regular membership meetings of Local 1267 shall be held on the third Wednesday of the month in January, March, May, July, September and November, at 5:30 p.m. at Local 1267's Office (or designated location).

When a statutory holiday or a situation beyond the control of the Local Union arises which causes the cancellation of a regular membership meeting, the Executive Board shall reschedule the regular membership meeting, and will give members five (5) days' notice of the date of the rescheduled regular membership meeting.

- (b) Special membership meetings of Local 1267 may be required, and shall be called by the Executive Board or may be requested in writing by no fewer than three members. The President shall immediately advise members when a special meeting is called, and ensure that all members receive at least twenty-four (24) hours' notice of the special meeting and the subject(s) to be discussed. No business shall be transacted at the special meeting other than that for which the meeting is called and notice given.
- (c) The minimum number of members required to be in attendance for the transaction of business at any regular or special meeting shall be eight (8) members, including four (4) members of the Executive Board.

(d) The order of business at regular membership meetings is as follows:

1. Roll call of officers
2. Reading of the Equality Statement
3. Voting on new members and initiation
4. Reading and approval of minutes of previous meeting
5. Matters arising
6. Treasurer's report and approving expenditures
7. Correspondence
8. Executive Board Report
9. Reports of committees and delegates
10. Nominations, Elections, or Oath of Office
11. Unfinished business
12. New business
13. Good of the Union
14. Adjournment

(e) Local 1267 is committed to ensuring that all of its meetings and activities are safe environments where members are encouraged to speak. Existing members are encouraged to welcome, mentor and support new members and equity-seeking members.

SECTION 6 – OFFICERS

The Officers of Local 1267 shall be the President, Vice-President and Health & Safety Officer, Treasurer, Chief Shop Steward, Recording Secretary, Education Officer, Communications Officer, Membership Officer, three (3) Trustees, and six (6) shop stewards. (Articles B.2.1 & B.2.2 in the National Constitution)

SECTION 7 – EXECUTIVE BOARD

(a) The Executive Board shall include all Officers, except Trustees and shop stewards. (Article B.2.2 in the National Constitution)

(b) The Executive Board shall meet at least eight (8) times per year. (Article B.3.14 in the National Constitution)

(c) A majority of the Executive Board constitutes a quorum.

(d) The Executive Board shall hold title to any real estate of the Local Union as trustees for the Local Union. They shall have no right to sell, convey, or encumber any real

estate without first giving notice and then submitting the proposal to a membership meeting and having it approved.

- (e) The Executive Board shall do the work delegated to it by the Local Union and shall be held responsible for the proper and effective functioning of all committees.
- (f) Should any Executive Board member fail to answer the roll call for three **consecutive** regular meetings, or three **consecutive** regular Executive Board meetings without having submitted good reasons, their office shall be declared vacant and shall be filled by an election at the following membership meeting.

SECTION 8 – DUTIES OF OFFICERS

All signing Officers of Local 1267 shall be bonded through the master bond held by CUPE National. Any Officer who cannot qualify for the bond shall be disqualified from having signing authority.

Each Officer of Local 1267 is encouraged to participate in CUPE educational courses to enhance their leadership skills and expand their knowledge and expertise.

(a) The **President** shall:

- Enforce the CUPE National Constitution, these Local Union bylaws and the Equality Statement.
- Attend all Executive Board, regular and special membership meetings.
- Preside at all membership and Executive Board meetings and preserve order.
- Decide all points of order and procedure (subject always to appeal to the membership).
- Have a vote on all matters (except appeals against the President's rulings) and in case of a tie vote in any matter (except elections), have the right to cast an additional vote to break the tie.
- Ensure that all Officers perform their assigned duties.
- Fill committee vacancies where elections are not provided for.
- Introduce new members and conduct them through the initiation ceremony.
- Sign all cheques and ensure that the Local Union's funds are used only as authorized or directed by the CUPE National Constitution, Local Union bylaws, or vote of the membership.
- Be allowed necessary and reasonable funds, to reimburse the President or any Officers for expenses incurred on behalf of the Local Union. Expense

claims must be listed on a proper form outlining the expense, the reason for the expense and with supporting receipt(s) attached.

- Have first preference as a delegate to the CUPE National Convention.
- Have first preference as a delegate to the Fraser Valley District Council.
- Receive up to four (4) paid days per month to attend to the duties of the President.
- On termination of office, surrender all books, seals and other properties of the Local Union to their successor.

(b) The **Vice-President and Health & Safety Officer** shall:

- If the President is absent, incapacitated or not eligible, perform all duties of the President.
- Preside over membership and Executive Board meetings in the absence of the President.
- If the office of the President falls vacant, be Acting President until a new President is elected.
- Attend all Executive Board, regular and special membership meetings.
- Participate on the Joint Occupational Health & Safety Committee. Assist in the development and implementation of programs to protect the employees' safety and health.
- Prepare factual information to present and distribute to the membership annually on April 28th – “Day of Mourning”.
- As required, sign all cheques and ensure that the Local Union's funds are used only as authorized or directed by the CUPE National Constitution, Local Union bylaws, or vote of the membership.
- As required, be allowed necessary and reasonable funds, to reimburse the President or any Officers for expenses incurred on behalf of the Local Union. Expense claims must be listed on a proper form outlining the expense, the reason for the expense and with supporting receipt(s) attached.
- Render assistance to any member of the Executive as directed by the Executive Board.
- Receive up to two (2) paid days per month to attend to the duties of the Vice-President and Health & Safety Officer.

- On termination of office, surrender all books, seals and other properties of the Local Union to their successor.

(c) The **Treasurer** shall:

- Attend all Executive Board, regular and special membership meetings.
- Receive all revenue, initiation fees, dues, and assessments, keeping a record of each member's payments, and deposit promptly all money with a bank or credit union.
- Sign all cheques and ensure that the Local Union's funds are used only as authorized or directed by the National Constitution, Local Union bylaws, or vote of the membership. In consultation with the Executive Board, designate a signing officer during prolonged absences.
- Ensure that per capita tax is paid by direct remittance, or where per capita is not paid by direct remittance, prepare all CUPE National per capita tax forms and remit payment, including \$1.00 of each initiation fee on all members admitted, no later than the last day of the following month.
- Be responsible for maintaining, organizing, safeguarding and keeping on file all supporting documents, authorizations, invoices and/or expense claims for every disbursement made, receipts for all money sent to CUPE National, as well as records and supporting documents for all income received by the Local Union.
- Record all financial transactions in a manner acceptable to the Executive Board and in accordance with good accounting practices.
- Make a full financial report to meetings of the Local Union's Executive Board.
- Make a written financial report to each regular membership meeting, detailing all income and expenditures for the period.
- Prepare and present an annual budget for submission at the September regular membership meeting and for the approval of the membership at the November regular membership meeting.
- Present an annual financial report to the membership at the March regular membership meeting.
- Be bonded through the master bond held by CUPE National. Any Treasurer who cannot qualify for the bond shall be disqualified from office.
- Pay no money unless supported by a cheque requisition or expense form or request for payment duly signed by the President and one other member of the Executive Board as determined by the Executive Board. No request shall

be required for payment of per capita fees to any organization to which the Local Union is affiliated.

- Make all books available for inspection by the Trustees and/or auditors on reasonable notice. Ensure that the books are audited at least once each calendar year and within a reasonable time, respond in writing to any recommendations and concerns raised by the Trustees.
- Provide the Trustees with any information the Trustees require to complete the audit, including forms provided by CUPE National.
- Ensure that the books are audited at least twice each calendar year and within a reasonable time.
- Be empowered, with the approval of the membership, to employ necessary administrative assistance to be paid for out of the Local Union's funds.
- Receive up to two (2) paid days per month to attend to the duties of the Treasurer with an additional two (2) days per year to respond to Trustee's requests and inquiries during the yearly audit process.
- On termination of office, surrender all books, records and other properties of the Local Union to their successor.

(d) The **Chief Shop Steward** shall:

- Preside at all Shop Stewards meetings and preserve order.
- Attend all Executive Board, Grievance Committee, regular and special membership meetings.
- Chair the Grievance Committee.
- Provide a monthly grievance report to the Executive Board and at regular membership meetings.
- Ensure that the local's grievance files are correctly organized, maintained and permanently retained in a safe and secure location.
- Ensure all shop stewards perform their duties with an acceptable degree of competency.
- Receive up to two (2) paid days off per month to attend to the duties of the Chief Shop Steward.
- On termination of office, surrender all books, records and other properties of the Local Union to their successor.

(e) The **Recording Secretary** shall:

- Attend all Executive Board, regular and special membership meetings.
- Keep full, accurate, and impartial account of the proceedings of all regular or special membership and Executive Board meetings. These records must also include a copy of the full financial report (Executive Board meetings) and the written financial report (Membership meetings) presented by the Treasurer. The record will also include Trustee reports.
- Preside over membership and Executive Board meetings in the absence of both the President and the Vice-President and Health & Safety Officer.
- Record all amendments and/or additions in the bylaws, and make certain that these are sent to the National President for approval.
- Respond to correspondence and fulfil other administrative duties as directed by the Executive Board.
- Provide a report to the membership regarding the correspondence received and sent out.
- Prepare and distribute agendas and notices to the membership.
- Have all records (including the motions) ready on reasonable notice for the Trustees or auditors.
- Be empowered, with the approval of the membership, to employ administrative assistance to be paid for out of the Local Union's funds.
- Receive up to twelve (12) paid hours per month to attend to the duties of the Recording Secretary.
- On termination of office, surrender all books, seals and other properties of the Local Union to their successor.

(f) The **Education Officer** shall:

- Attend all Executive Board, regular and special membership meetings.
- Promote CUPE education and training programs.
- Monitor upcoming CUPE workshops, week-long schools and conferences and distribute applicable information. Distribute the spring and Fall CUPE Education Calendars.
- Liaise with workshop, week-long school and conference registrars. Register delegates. Prepare and submit scholarship applications.

- Ensure delegates are provided with the information needed to attend education and training programs (e.g. date, time, location and the expectation to participate, etcetera).
- Ensure delegates submit the proper documentation to receive their per diem and travel expenses (e.g. mileage), if applicable.
- Make hotel/flight reservations (as necessary).
- Develop and amend (as required) the criteria to be used for selecting and awarding the local's annual bursary.
- Distribute the bursary application form to the membership and to the secondary school (applications are accepted annually between April 15 and May 15).
- Receive the completed bursary application forms, review them with the *Bursary Selection Committee* and award the bursary(s) based on the established criteria.
- Respond to each bursary applicant thanking them for their submission as well as advising the successful bursary recipients.
- Receive up to one (1) paid day off per month to attend to the duties of the Education Officer.
- On termination of office, surrender all books, seals and other properties of the Local Union to their successor.

(g) The **Communications Officer** shall:

- Attend all Executive Board, regular and special membership meetings.
- Maintain and regularly update the local's website (www.cupe-1267.webnode.com) and update the membership on important changes.
- Use the local's website as an important and effective tool for distributing information to the membership, promoting trade union values and strengthening the local's image in the community.
- Chair the Political Action Committee.
- Develop and distribute a questionnaire to the individuals running for Mayor and Council, collect the responses and distribute them to the membership.
- Attend community sponsored all-candidates meetings and report back to the membership.
- Develop, propose, organize and promote CUPE-sponsored social events.

- Create and distribute posters/flyers advertising CUPE-sponsored social events (via website and email) and create and distribute attendance sheets.
- Chair the Social Committee.
- Canvas the membership for new suggestions and ideas and actively recruit new members interested in participating with Social Committee activities.
- Organize meeting to discuss ideas, assign relevant tasks and develop new social events.
- Develop, organize and implement ways in which the local can strengthen its image in the community by providing financial support, in-kind support or volunteering at community events.
- Receive up to twelve (12) paid hours per month to attend to the duties of the Communications Officer.
- On termination of office, surrender all books, seals and other properties of the Local Union to their successor.

(h) The **Membership Officer** shall:

- Guard the inner door at membership meetings and admit no one but members in good standing or officers and officials of CUPE, except on the order of the President and with consent of the members present.
- Assist in maintaining the record of membership attendance at meetings and ensure the meeting room is set-up and organized.
- If the Recording Secretary is absent, incapacitated or not eligible, perform all duties of the Recording Secretary.
- Create and distribute member packages to new members, provide new members with an orientation (in accordance with Article 5.2 of the collective agreement), respond to general questions and direct members to the appropriate Executive Officer for direction and advice.
- Create new, and maintain existing, membership personnel files. Ensure personnel files are retained in a safe and secure location.
- Maintain and regularly update the local's membership list and contact information (Excel spreadsheet).
- Order and pick-up, or order and organize the delivery of, dinner for Executive Board and Shop Stewards meetings.
- Determine the local's existing and future office space and related equipment requirements.

- Order, purchase, and organize the delivery and setup of new equipment and office supplies, maintain equipment and office supplies, etcetera.
- Chair the Membership Support Committee.
- Obtain information from the membership regarding members that are off work for various reasons (e.g. illness, WCB claims, pregnancy/parental leave, bereavement) and, if acceptable, mail a card to the member from the local acknowledging their situation. Report back to the Executive Board and at regular membership meetings under “Good of the Union”.
- Perform such other duties as may be assigned by the Executive Board from time to time.
- Receive up to one (1) paid day off per month to attend to the duties of the Membership Officer.
- On termination of office, surrender all books, seals and other properties of the Local Union to their successor.

(i) The **Trustees** shall:

- Act as an auditing committee on behalf of the members and audit the books and accounts of the Treasurer, the Recording Secretary, and the Committees at least twice every calendar year.
- Make a written report of their findings to the first membership meeting following the completion of each audit.
- Submit in writing to the President and Treasurer any recommendations and/or concerns they feel should be reviewed in order to ensure that the Local Union’s funds, records, and accounts are being maintained by the Treasurer in an organized, correct, and proper manner.
- Be responsible to ensure that monies have not been paid out without proper constitutional or membership authorization.
- Ensure that proper financial reports have been given to the membership.
- Audit the record of attendance.
- Inspect at least once a year, any stocks, bonds, securities, office furniture and equipment, and titles or deeds to property that may at any time be owned by the Local Union and report their findings to the membership.
- Send to the National Secretary-Treasurer, with a copy to the assigned Servicing Representative, the following documents:

- i. Completed Trustee Audit Program
 - ii. Completed Trustees' Report
 - iii. Treasurer Report to the Trustees
 - iv. Recommendations made to the President and Treasurer of the Local Union
 - v. Treasurer's response to recommendations
 - vi. Concerns that have not been addressed by the Local Union Executive Board.
- On the approval of the Treasurer, receive up to two (2) paid days off per year to attend to the duties of the Trustees.

(j) The **Shop Stewards** shall:

- Attend all regular and special membership meetings.
- Attend all Shop Stewards meetings.
- Familiarize themselves with the Collective Agreement and all federal and provincial workplace regulations.
- Ensure that the provisions of the Collective Agreement are upheld, and notify the Chief Shop Steward and/or Executive Board of any apparent violations.
- Gather all pertinent information relative to a grievance and process the grievance through the initial stages of the procedure contained in the Collective Agreement.
- Take all grievances to the Chief Shop Steward or, in his absence, the President for clarification of language and procedures, prior to submitting the grievance(s.)
- Actively encourage all members to attend meetings of the Union.
- Perform duties as may be assigned by the Chief Shop Steward or Executive Board.
- On termination of office, surrender all books, seals and other properties of the Local Union to their successor.
- On the approval of the Chief Shop Steward (or designate), be remunerated up to 1 hour per month to attend to the duties of a shop steward.

SECTION 9 – NOMINATION, ELECTION, AND INSTALLATION OF OFFICERS

(a) **Nominations**

1. Nominations will be received at the regular membership meeting held in the month of November.
2. Nominations will be accepted from members in attendance at the nomination meeting or from those members who have allowed their name to be filed in writing at the meeting, witnessed by another member.
3. A member may accept nomination for a position while holding office in any position. If successful in the election, their resignation from their current position will take effect at that time.
4. To be eligible for nomination, a member must be a member in good standing as set out in Article B.8.3 of the National Constitution.
5. No member will be eligible for nomination if they are in arrears of dues and/or assessments.

(b) Elections

1. The President, Treasurer, Education Officer, Membership Officer and three (3) shop stewards consisting of one (1) from each Schedule "A", "B" and "C" will be elected in even years for a two (2) year term.
2. The Vice-President and Health & Safety Officer, Recording Secretary, Chief Shop Steward, Communications Officer and three (3) shop stewards consisting of one (1) from each Schedule "A", "B" and "C" will be elected in uneven years for a two (2) year term.
3. At the September membership meeting, or at least one month prior to Election Day, the President will, subject to the approval of the members present, appoint an Elections Committee consisting of a Returning Officer and assistant(s). The Committee will include members of the Local Union who are neither Officers nor candidates for office. The Committee shall have full responsibility for voting arrangements and shall treat information submitted to it in connection with its responsibilities as confidential.
4. The Committee will determine the form of the ballot and ensure that sufficient quantities are made available in good time to the Returning Officer.
5. The Returning Officer will be responsible for issuing, collecting, and counting ballots. The Returning Officer must be fair and impartial and see that all arrangements are unquestionably democratic.
6. The voting will take place at the regular membership meeting in November. The vote will be by secret ballot.
7. Voting to fill one office will be conducted and completed, and recounts dealt with before balloting may begin to fill another office.

8. A majority of votes cast will be required before any candidate can be declared elected.
9. In the event of a tie vote, a second and subsequent ballot(s) will be taken if necessary until a candidate receives a majority of votes cast and can be declared elected. In the event a tie vote persists, subsequent ballots may be deferred to the next membership meeting.
10. When two or more nominees are to be elected to any office by ballot, each member voting will be required to vote for the full number of candidates to be elected or the member's ballot will be declared spoiled.
11. Any member may request a recount of the votes for any election and a recount will be conducted if the request is supported, in a vote, by at least the number of members equal to the quorum for a membership meeting as set out in Section 5(c).

(c) Installation

1. All duly elected Officers shall be installed at the meeting at which elections are held and shall continue in office for one (1) or two (2) years or until a successor has been elected and installed, provided, however, that no term of office shall be less than one year and no longer than three (3) years.
2. The terms of office for Trustees shall be so that one serves for a period of three years, one for two years, and one for one year, as laid down in Article B.2.4 of the CUPE National Constitution. Each year thereafter, the Local Union shall elect one Trustee for a three-year period. No member who has been a signing officer for the Local Union is eligible to run for Trustee, until at least one full term of office has elapsed.
3. The Oath of Office to be read by the newly-elected Officers is:

"I, _____, do most sincerely promise that I will truly and faithfully, to the best of my ability, perform the duties of my office for the ensuing term, as prescribed in the Constitution and laws of the Canadian Union of Public Employees, and as an Officer of this Local Union will at all times endeavour, both by counsel and example, to promote the harmony and preserve the dignity of its sessions.

I further promise that at the close of my official term, I will promptly deliver all monies, books, papers, or other property of this Local Union in my possession to my elected successor."

(d) By-Election

Should an office fall vacant pursuant to Section 7(f) of these bylaws or for any other reason, the resulting by-election will be held as soon as practical and should be conducted as closely as possible in conformity with this Section.

Except for Executive Board positions, any position not filled at the November elections may be filled by appointment at the discretion of the Executive Board.

SECTION 10 – FEES, DUES, AND ASSESSMENTS

a) Initiation Fee

Payment of initiation fees is a tangible confirmation of the desire to become a member of your Local Union and the Canadian Union of Public Employees. Each application for membership in the Local Union will be directed to the Treasurer and will be accompanied by an initiation fee of ten (\$10) dollars which shall be in addition to monthly dues. If the application is rejected, the fee shall be returned.

b) Readmittance Fee

The readmittance fee shall be \$10 dollars. If the application is rejected, the fee shall be returned.

c) Monthly Dues

The monthly dues shall be 1.75% of regular wages. A local union can set or change the regular monthly dues at a regular or special membership meeting. Notice of at least seven (7) days at a previous meeting or 60 days in writing must be given.

d) Special Assessments

Special assessments may be levied in accordance with Article B.4.2 of the CUPE Constitution.

SECTION 11 – NON-PAYMENT OF DUES AND ASSESSMENTS

Any member in arrears for a period of three (3) months or more will be automatically suspended and the suspension will be reported to the Executive Board by the Treasurer. The Executive Board will report all suspensions to the next membership meeting. Any member under suspension wishing to be reinstated will, upon application, pay the readmittance fee plus any dues and assessments in arrears. This money will be returned if the application is rejected.

SECTION 12 – VOTING OF FUNDS

(a) Local 1267 will pay out funds under the following circumstances:

- When the expenditure has received prior authorization through a membership approved budget.
- When these bylaws approve the expenditure; or

- Through a vote of the majority of members at a membership meeting.

Authorization to pay per capita tax to CUPE National, CUPE British Columbia (BC) Division, or any labour organization the Local Union is affiliated with, is not required.

- (b) In the case of a grant or a contribution to a member(s) or a cause(s) outside of CUPE greater than \$200, a notice of motion must be made in writing and will give members five (5) days' notice of the date the motion will be considered for approval at a regular membership meeting.

The grant or contribution must then be approved by the majority of members in attendance at the regular membership meeting before the grant or contribution can be paid out.

- (c) No member of Local 1267 will be allowed to spend any Local Union funds without first having received authorization under Section 12(a) of these bylaws.

(d) Bursary Fund

- Bursaries may be awarded to a maximum of \$2,500 dollars per year. The monies may be distributed among one (1) to four (4) bursary applicants, at the discretion of the Bursary Selection Committee, with a maximum of \$1,000 dollars granted to any one applicant.
- Bursary applications shall be accepted between April 15 and May 15 of each calendar year from any member or any member's dependent child.
- Bursaries shall be awarded based on the established criteria and at the discretion of the Bursary Selection Committee.
- The monies shall be paid out when receipt for enrollment has been received and may be up to 18 months after the awarding of the bursary.
- The Bursary Selection Committee shall be appointed by the Education Officer or the Executive Board.

SECTION 13 - REMUNERATION OF OFFICERS

- (a) Honorariums may be suspended or cancelled if an Officer fails to answer the roll call for three (3) consecutive regular membership or three (3) Executive Board meetings without having submitted to the Executive Board acceptable reasons for those failures.

- (b) Any member retiring as per the Municipal Pension Plan Rules, after a minimum of five (5) years of membership, shall receive from the Local a monetary gift as follows:

- Up to the tenth (10th) year of membership – a CUPE gift valued at \$30 dollars per year of service; plus
 - For the eleventh (11th) to twentieth (20th) years of membership – a CUPE gift valued at \$40 dollars per year of service; plus
 - For all subsequent years of membership – a CUPE gift valued at \$50 dollars per year of service to a maximum of \$1,750 dollars.
- (c) Upon the death of an active member, after a minimum of five (5) years of membership, the member's family shall receive from the Local a gift (ie: flowers, keepsake, memento, etc.) as follows:
- Up to the tenth (10th) year of membership – a gift valued at \$30 dollars per year of service; plus
 - For the eleventh (11th) to twentieth (20th) years of membership – a gift valued at \$40 dollars per year of service; plus
 - For all subsequent years of membership -a gift valued at \$50 dollars per year of service to a maximum of \$1,750 dollars.
- (d) Any member voluntarily resigning their employment, or permanently transferring to a non-bargaining unit position within the District of Mission, after a minimum of five (5) years of membership, shall receive from the Local a gift as follows:
- Up to the tenth (10th) year of membership – a CUPE gift valued at \$15 dollars per year of service; plus
 - For the eleventh (11th) to twentieth (20th) years of membership - a CUPE gift valued at \$20 dollars per year of service; plus
 - For all subsequent years of membership - a CUPE gift valued at \$25 dollars per year of service to a maximum of \$875 dollars.
- (e) A draw for a door prize for a CUPE gift to the value of seventy-five (\$75) dollars will take place at the conclusion of each regular membership meeting. To be eligible to win, the member whose name is drawn must be present at both the current and previous meeting (or excused for union duties). Otherwise, the value will be added to the next meeting's door prize forming a larger prize until a winner is declared with the exception of the regular membership meeting in November, where a draw will take place until there is a winner.
- (f) At the July regular membership meeting there will be two (2) fifty (\$50) dollar gift certificates drawn and there will be no requirement to have attended the previous regular membership meeting.
- (g) At the November regular membership meeting there will be five (5) fifty (\$50) dollar gift certificates drawn and there will be no requirement to have attended the previous regular membership meeting.

SECTION 14 – CHILD CARE, DEPENDENT CARE AND ELDER CARE

Caring for children, dependents or the elderly are barriers to actively participating in the union or to attending membership meetings. Local 1267 is committed to removing barriers within its control so that all members have equal access to participation.

- (a) When it is practical and demand warrants, Local 1267 will provide on-site child care at all Local Union membership meetings provided that the request for on-site child care is made in writing to the Executive Board at least five (5) days prior to the membership meeting.
- (b) Where on-site child care is not provided, and in the case of dependent care or elder care, members will be reimbursed to a maximum of the living wage for the area for each hour of required care. Reimbursement will be provided upon proof of payment.
- (c) Any member who is on authorized Local 1267 business shall be eligible for child care, dependent care, and/or elder care expenses where required. Upon proof of payment, claims shall be reimbursed to a maximum of the living wage for the area for each hour of care required.
- (d) Claims will not be paid for a spouse, partner, or a family member who normally provides care without charges. Claims will not be paid for periods of time where a member would normally have paid for care such as during normal hours of work at their job.

SECTION 15 – DELEGATES TO CONFERENCES, CONVENTIONS AND EDUCATIONALS

- (a) Except for the President's option [Section 8 (a)], all delegates to conventions, conferences, and educationals shall be chosen by the Executive Board.
- (b) Delegates to the Fraser Valley District CUPE Council shall be elected annually in November. A member responsible for reporting back to the Local Union membership shall be appointed by the President from among these delegates, and the member appointed shall make a verbal or written report at each Local Union membership meeting on proceedings at recent meetings of the Council.
- (c) Delegates to the BC Federation of Labour Canadian Labour Congress (CLC) District Labour Council shall be elected annually in November. A member responsible for reporting back to the Local Union membership shall be appointed by the President from among these delegates, and the member appointed shall report at each Local Union membership on proceedings at recent meetings of the Council.
- (d) Delegates attending conventions, conferences or a week-long union educational shall be paid transportation expenses (at economy, tourist or coach rates) or a mileage allowance as determined by the Treasurer, and a per diem allowance of one-hundred (\$100) dollars for meals and incidental expenses incurred by attendance at the convention, conference or week-long educational (provided that meals are not

included). If meals are included, a per diem allowance of twenty (\$20) shall be paid. The Local Union will reimburse the member's employer for any loss of wages.

- (e) Delegates attending a one (1) or two (2) day union educational, shall be paid transportation expenses (at economy, tourist or coach rates) or a mileage allowance as determined by the Treasurer, and a per diem allowance of twenty (\$20) for incidental expenses.
- (f) When it is practical, delegates shall be provided with accommodation (including the room rate plus applicable taxes) for attending a minimum two (2) day union educational outside of Mission, Abbotsford, Maple Ridge, Chilliwack or Langley. Members must pay any incidental expenses charged to the room account before leaving the hotel.
- (g) Local 1267 will provide members with their per diem allowance prior to their attending the convention, conference, or union educational.
- (h) Local 1267 encourages the participation of women and all equity-seeking groups in their delegation to conventions, conferences, and union educationals.

SECTION 16 - COMMITTEES

(a) Special Committees

A special committee may be established for a specified purpose and a specified period of time by the membership at a meeting. The members shall be elected at a membership meeting, or may be appointed by the President or the Executive Board. Two members of the Board may sit on any special committee as ex-officio members.

1. Negotiating Committee

This will be a special committee established at least six (6) months prior to the expiry of the Local Union's collective agreement and automatically disbanded when a new collective agreement has been signed. The function of the committee is to prepare collective bargaining proposals and to negotiate a collective agreement.

The committee shall consist of five (5) members; the members shall be appointed by the President in consultation with the Executive Board. Representation shall be provided from each of the established schedules to the extent possible.

The CUPE Representative assigned to the Local Union shall be a non-voting member of the committee and shall be consulted at all stages from formulating proposals, through negotiations, to contract ratification by the membership.

All members of Local 1267's negotiating committee shall attend Level 1 and Level 2 of CUPE's collective bargaining educationals.

2. Political Action Committee

This will be a special committee established at least two (2) months prior to the municipal election and automatically disbanded when the election is over. The committee shall consist of three (3) members and be chaired by the Communications Officer.

The function of the committee is to develop and distribute a questionnaire to the individuals running for Mayor and Council, collect their responses and distribute the information to the membership.

The committee will attend community sponsored all-candidates meetings and report back to the membership.

(b) Permanent Committees

The Chairperson of each permanent committee will be elected by the members at a membership meeting. Permanent committees will have a term of two years. The Chairperson and the Executive Board may jointly appoint other members to serve on a committee. Committees will provide written or verbal reports at each regular membership meeting. The President shall be a member, ex-officio, of each committee. There shall be seven (7) permanent committees as follows:

1. Grievance Committee

This committee will:

- Oversee the handling of all local grievances.
- Receive copies of all grievances.
- Prepare a report on the status of all grievances to be submitted to the Executive Board, the CUPE Representative, and to the membership meeting.
- When a grievance is not settled in the initial steps provided for in the collective agreement, this committee will decide whether or not the grievance should proceed to arbitration.
- If the decision is to not proceed, the grievor(s) may appeal the decision to the Executive Board.

The committee members will be the Chief Shop Steward (chairperson) and two (2) members appointed by the Executive Board or President.

2. Education Committee

This committee will:

- Gather information about appropriate courses, the availability of courses and make recommendations to the Local Union on whether or not members should be attending.
- Assist delegates in the preparation of reports to the membership on seminars and conferences and maintain a reference file of these reports.
- Cooperate with the National Union Development Department and Communications Branch of CUPE, and with the regional education representative, in implementing both the Local Union's and CUPE's policies in these fields.

The committee members will be the Education Officer (chairperson) and two (2) members appointed by the Education Officer or Executive Board.

3. Labour Management Committee

This Committee will:

- Meet with the Employer to discuss labour-relations issues in an open, honest, safe and secure environment.
- Attempt to resolve labour-relations issues prior to initiating the grievance procedure.
- Report back to the membership on relevant issues discussed and/or resolved.

The committee members will be the President (chairperson), Vice President and Health & Safety Officer, Chief Shop Steward and Recording Secretary. The committee may also include up to three (3) additional members representing each of the established schedules (A, B and C) in the collective agreement appointed by the Executive Board or President as required. An alternate may be delegated by the President at their discretion.

4. Joint Occupational Health and Safety Committee

This committee will:

- Work to educate members on the importance of workplace health and safety.

- Prepare and present reports to the regular membership meetings.
- Organize an April 28th “Day of Mourning” ceremony each year.
- Participate on the Joint Worksite Health and Safety Committees (JWH&SC) at their workplace.
- Ensure that the worker representatives on the JWH&SC meet separately from the employer to prepare for meetings with the employer.
- Promote safe work procedures and environments so as to prevent illness and injury as a result of workplace factors.
- Immediately bring to the attention of the employer any workplace hazard that has the potential to cause members’ illness or injury.
- Work to eliminate all workplace hazards, be they physical, environmental, or social.

Members of this committee should be designated as a “Certified Worker Representative” in accordance with the legislation in their respective jurisdictions (provincial, federal).

The committee members will be the Vice-President and Health & Safety Officer (co-chairperson) and five (5) members plus alternates.

5. Bylaw Committee

This committee will:

- Review the bylaws annually and make recommendations to the Executive Board on proposed amendments.
- Review any proposed amendments received from the Executive Board or membership of the Local Union to ensure that the amendment will conform to the remainder of the bylaws and the CUPE National Constitution.
- Ensure that the Local Union’s bylaws are written in clear language, ensuring that clear language does not change the intent or meaning of the bylaws.

The committee members will be the President (chairperson), Recording Secretary (co-chairperson) and three (3) members.

6. Membership Support Committee

This committee will:

- Visit members who are ill (if appropriate).
- If a member is ill, arrange some token of the Local Union's concern and desire to help, whether the member is at home or in hospital.
- Extend the Local Union's condolences in the event of the death of a member or one of their immediate family, and make other appropriate gestures in accordance with custom or the wishes of the family concerned.

The chairperson of this committee will be the Membership Officer. The Communications Officer shall be the co-chairperson.

7. Social Committee

This committee will:

- Arrange and conduct all social, cultural, and recreational activities of the Local Union, either on the committee's own initiative or as a result of decisions taken at membership meetings. The committee shall submit reports and proposals to the Executive Board or to the membership as required.

A budget for the committee will be fixed annually by the membership but, other than that, all social, cultural, and recreational events and activities shall be self-supporting.

The committee members will be the Communications Officer (chairperson) and at least five (5) members, and may appoint a secretary-treasurer from among its members.

SECTION 17 - COMPLAINTS AND TRIALS

All charges against members or Officers must be made in writing and dealt with in accordance with the Trial Procedure provisions of the CUPE National Constitution.

SECTION 18 - RULES OF ORDER

All meetings of the Local Union will be conducted in accordance with the basic principles of Canadian parliamentary procedure. Some of the more important rules to ensure free and fair debate are appended to these bylaws as Appendix "B". These rules shall be considered as an integral part of the bylaws and may be amended only by the same procedure used to amend the bylaws.

In situations not covered by Appendix “B”, the CUPE National Constitution may provide guidance, but, if the situation is not dealt with there, Bourinot’s Rules of Order shall be consulted and applied.

SECTION 19 – AMENDMENTS

- (a) These bylaws are always subordinate to the CUPE National Constitution (including Appendix “B”) as it now exists or may be amended from time to time, and in the event of any conflict between these bylaws and the CUPE National Constitution, the latter shall govern. The National President has the sole authority to interpret the CUPE National Constitution.
- (b) These bylaws will not be amended, added to, or suspended except upon a majority vote of those present and voting at a regular or special membership meeting following seven days’ notice at a previous meeting or at least sixty days’ written notice.
- (c) No change in these bylaws will be valid and take effect until approved by the National President of CUPE. The validity will date from the letter of approval of the National President.

SECTION 20 – PRINTING AND DISTRIBUTION OF BYLAWS

Members will receive a copy of Local 1267 bylaws, either in paper format or via the Local Union web site at www.cupe-1267.webnode.com. Members requesting a copy of these bylaws will be provided a copy in either French or English as requested. Members with special needs may request a copy of the bylaws in larger font.

Appendix "A"

CUPE NATIONAL EQUALITY STATEMENT

Union solidarity is based on the principle that union members are equal and deserve mutual respect at all levels. Any behaviour that creates conflict prevents us from working together to strengthen our union.

As unionists, mutual respect, cooperation, and understanding are our goals. We should neither condone nor tolerate behaviour that undermines the dignity or self-esteem of any individual or creates an intimidating, hostile, or offensive environment.

Discriminatory speech or conduct which is racist, sexist, transphobic, or homophobic hurts and thereby divides us. So too, does discrimination on the basis of ability, age, class, religion and ethnic origin.

Sometimes discrimination takes the form of harassment. Harassment means using real or perceived power to abuse, devalue, or humiliate. Harassment should not be treated as a joke. The uneasiness and resentment that it creates are not feelings that help us grow as a union.

Discrimination and harassment focus on characteristics that make us different; and they reduce our capacity to work together on shared concerns such as decent wages, safe working conditions, and justice in the workplace, society and in our union.

CUPE's policies and practices must reflect our commitment to equality. Members, staff, and elected Officers must be mindful that all persons deserve dignity, equality, and respect.

Appendix "B"

RULES OF ORDER

1. The President will be the Chairperson at all membership meetings. In the absence of the President, the Vice-President will be the Chairperson at the membership meeting. In the absence of the President and Vice-President, the Recording Secretary will be the Chairperson at the membership meeting. In the absence of the President, Vice-President and Recording Secretary, members at the membership meeting will select a Chairperson by majority vote. Quorum rules must be met.
2. Members are not allowed to speak about an issue for more than five minutes. Members can only speak to an issue once unless there is agreement by the members at a meeting, or where all those wishing to speak have had the opportunity to speak.
3. The Chairperson of a committee who is making a report or the mover of a motion may speak for up to fifteen minutes. With the agreement of the members present, the fifteen minutes may be expanded.
4. The Chairperson will state every motion presented at a membership meeting before allowing debate on the motion. Before putting a motion to a vote, the Chairperson will ask: "Is the Local ready for the motion?" If no member rises to speak, the motion will be voted upon.
5. A motion must be moved and seconded. The mover and seconder must rise and be recognized by the Chairperson.
6. A motion to amend a motion, or a motion to amend an amendment are allowed, however a motion to amend an amendment to an amendment is not allowed.
7. An amendment to a motion or an amendment to an amendment to a motion that is a direct negative to the main motion is never permitted.
8. On motion, the regular order of business at a membership meeting may be suspended where two-thirds of those present vote to do so. The regular order of business should only be suspended to deal with urgent business.
9. Motions other than those named in Rule 19, or motions to accept or adopt the report of a committee, will, if requested by the Chairperson, be put in writing prior to beginning debate and vote.
10. At the request of a member, and upon a majority vote, a motion which contains more than one action or issue can be divided.

11. The mover of a motion can withdraw the motion upon the consent of the seconder prior to the end of debate. Once debate has ended on a motion, the motion can only be withdrawn upon unanimous vote of the members present.
12. A member who wishes to speak on a motion, or a member who wishes to move a motion, shall rise and respectfully address the Chairperson. The member shall not proceed until the member is recognized by the Chairperson except where the member rises to a point of order or on a question of privilege.
13. The Chairperson will keep a speakers list and in all cases, will determine the order of speakers including those circumstances where two or more members rise to speak at the same time.
14. A member, while speaking, will speak only to the issue under debate. Members shall not personally attack other members. Members will refrain from using language that is offensive or in poor taste. Members will generally not speak in a manner that reflects poorly on the Local Union or other members.
15. A member that is called to order will stop speaking until the point of order is determined. If it is decided that the member is in order, then the member may continue speaking.
16. Religious discussion of any kind is not permitted.
17. The Chairperson will not take part in any debate. Where the Chairperson wishes to speak on a resolution or motion, or where the Chairperson wishes to move a motion, the Chairperson must rise from the chair and hand the chair over as outlined in Rule #1.
18. The Chairperson will have the same right to vote as other members. In the case of a tie vote, the Chairperson may cast another vote, or the Chairperson may refrain from casting an additional vote, in which case the motion is defeated.
19. When a motion is before the members, no other motion is in order except a motion to 1) adjourn; 2) put the previous question; 3) lay on the table; 4) postpone for a definite time; 5) refer; or 6) divide or amend. These six motions shall have precedence in the order indicated. Motions 1 through 3 shall be decided without debate.
20. The Chairperson will ask "Will the main question be now put?" where a motion for the previous question is moved and seconded. If approved, the Chairperson will then take votes on the motion and amendments to the motion (if any) in order of priority. If an amendment or an amendment to an amendment is approved, then members will be asked to vote on the motion as amended.
21. A motion to adjourn is in order except when a member is speaking or when members are voting.
22. A motion to adjourn, if lost, is not in order if there is further business before the Local Union, until fifteen minutes have elapsed.

23. After the Chairperson declares the vote results on a question, and before the Local Union proceeds to another order of business, any member can ask for a division. A standing vote on the division will be taken and the Recording Secretary will count the standing vote.
24. If a member wishes to appeal a decision of the Chairperson, the member must appeal at the time the decision is made. If the appeal is seconded, the member will be asked to state briefly the basis for the appeal. The Chairperson will then state briefly the reasons for the decision. Following immediately and without debate, the Chairperson will ask, "Will the decision of the chair be upheld?" A majority vote shall decide. In the event of a tie vote, the decision of the chair is upheld.
25. After a question has been decided, any two members who have voted with the majority can move reconsideration, provided that a motion for reconsideration is made at either the meeting where the decision proposed for reconsideration was made, or at the very next meeting.
26. Members are allowed to leave a meeting with the permission of the Vice-President; however, in no case will a member leave during the reading of minutes, the initiation of new members, the installation of Officers, or the taking of a vote.

The Local Union's business and the proceedings of meetings are not to be divulged to any persons outside the Local Union, or the Canadian Union of Public Employees.