
Bylaws

Local Union 626



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TABLE OF CONTENTS

INTRODUCTION	1
SECTION 1 NAME	1
SECTION 2 OBJECTIVES	1
SECTION 3 REFERENCES	2
SECTION 4 MEMBERSHIP	2
SECTION 5 AFFILIATIONS	2
SECTION 6 MEMBERSHIP MEETINGS	3
SECTION 7 OFFICERS	4
SECTION 8 EXECUTIVE BOARD	4
SECTION 9 DUTIES OF OFFICERS	4
SECTION 10 NOMINATION, ELECTION AND INSTALLATION OF OFFICERS	9
SECTION 11 FEES, DUES AND ASSESSMENTS	11
SECTION 12 NON PAYMENT OF DUES AND ASSESSMENTS	12
SECTION 13 EXPENDITURES	12
SECTION 14 HONORARIUMS	13
SECTION 15 DELEGATES TO CONFERENCES, CONVENTIONS AND EDUCATIONALS	13
SECTION 16 COMMITTEES	14
SECTION 17 COMPLAINTS AND TRIALS	16
SECTION 18 RULES OF ORDER	16
SECTION 19 AMENDMENTS	16
SECTION 20 PRINTING AND DISTRIBUTION OF BYLAWS	17
Appendix "A"	18
CUPE NATIONAL EQUALITY STATEMENT	18
Appendix "B"	19
CODE OF CONDUCT	19
Appendix "C"	21
RULES OF ORDER	21

INTRODUCTION

Local 626 of the Canadian Union of Public Employees 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 626 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.

CUPE chartered organizations may also wish to adopt a Local Union Code of Conduct that would apply to membership meetings and other functions organized by the chartered organization. The Local Union Code of Conduct can be found in Appendix "B" to these bylaws.

SECTION 1 NAME

The name of this Local Union shall be Vernon Civic Employees, Canadian Union of Public Employees, Local 626.

Local 626 consists of the following bargaining units:

- 1) City of Vernon
- 2) District of Coldstream
- 3) Vernon Golf and Country Club
- 4) Regional District of North Okanagan

SECTION 2 OBJECTIVES

The objectives of Local 626 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

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 MEMBERSHIP

a) Membership

An individual employed within the jurisdiction of Local 626 can apply for membership in Local 626 by signing an application. (Article B.8.1)

b) Oath of Membership

New members will take this oath:

"I promise to support and obey the Constitution of this Union, to work to improve the economic and social conditions of other members and other workers, to defend and work to improve the democratic rights and liberties of workers and that I will not purposely or knowingly harm or assist in harming another member of the Union." (Article B.8.4)

c) Continuation of Membership

Once accepted, a member continues as a member in good standing while employed within the jurisdiction of the Local Union unless the member loses good standing under the provisions of the CUPE National Constitution. (Article B.8.3)

d) Member Obligations

Members are obligated to abide by the CUPE National Constitution and these bylaws as amended from time to time.

Members will provide the Recording Secretary with their current address, home telephone contact number and where available, an email address. The member will advise the Recording Secretary of any changes to their contact information.

SECTION 5 AFFILIATIONS

In order to strengthen the labour movement and work toward common goals and objectives, Local 626 shall be affiliated to and pay per capita tax to the following organization(s):

- CUPE British Columbia Provincial Division
- Okanagan Mainline District Council (CUPE)
- North Okanagan Labour Council (NOLC)
- BC Federation of Labour

SECTION 6 MEMBERSHIP MEETINGS

a) Regular Membership Meetings

Regular membership meetings of Local 626 shall be held on the fourth (4th) Tuesday of each month (except July, August & December) at 5:00 pm located at 3107 – 31 Avenue, Vernon, BC. Notice of each regular membership meeting outlining the date, time and location shall be given to members at least seven (7) calendar days in advance of the meeting.

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 seven (7) days' notice of the date of the rescheduled regular membership meeting.

b) Special Membership Meetings

Special membership meetings of Local 626 may be required and shall be called by the Executive Board or may be requested in writing by no fewer than fifteen (15%) percent of the membership. 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, the subject(s) to be discussed, the date, time and location. No business shall be transacted at the special meeting other than that for which the meeting is called and notice given.

c) Quorum

The minimum number of members required to be in attendance for the transaction of business at any regular or special meeting shall be ten (10) members, including three (3) members of the Executive Board.

d) Membership Meeting Agenda

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 of the minutes
- 5) Matters arising from the minutes
- 6) Secretary-Treasurer's Report
- 7) Communications and bills
- 8) Executive Board Report
- 9) Reports of committees and delegates
- 10) Nominations, Elections, or Installations
- 11) Unfinished business
- 12) New business
- 13) Good of the Union
- 14) Adjournment

(Article B.6.1)

SECTION 7 OFFICERS

The Officers of Local 626 shall be the President, 1st Vice President, 2nd Vice President, Secretary Treasurer, Recording Secretary, three (3) Trustees, Chief Shop Steward, Sergeant-At-Arms, and the Unit Chair for the City of Vernon, Unit Chair for Coldstream, Unit Chair for Vernon Golf & Country Club and the Unit Chair for RDNO.

(Articles B.2.1 and B.2.2)

SECTION 8 EXECUTIVE BOARD

- a) The Executive Board shall include all Officers, except Trustees. (Article B.2.2)
- b) The Executive Board shall meet at least once every month. (Article B.3.14)
- 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. The Executive Board can undertake to provide repairs and renovations to the Union Hall without going to the general membership beforehand.
- 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) All charges against members or officers must be made in writing and dealt with in accordance with the provisions of the CUPE Constitution. (Article B11.1 to B.11.5)
- g) Should any Executive Board member fail to answer the roll call for three (3) *consecutive* regular meetings or three (3) *consecutive* 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. (Article B.2.5)

SECTION 9 DUTIES OF OFFICERS

Each Officer of Local 626 is encouraged to participate in CUPE educational courses to enhance their leadership skills and expand their knowledge and expertise.

All Officers must give all properties, assets, funds and all records of the Local Union to their successors at the end of their term of Office. (Article B.3.9)

All signing Officers of Local 626 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. (Article B.3.5)

a) **President**

The President shall:

- Enforce the CUPE National Constitution, these Local Union bylaws and the Equality Statement.
- Interpret these bylaws as required.
- 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 the same right to vote as other members. In the case of a tie vote, the President may cast another vote or the President may refrain from casting an additional vote, in which case the motion is defeated.
- 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 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 (1st) preference as a delegate to the CUPE National Convention. (Article B.3.1)

b) **1st Vice-President**

The 1st Vice-President shall:

- If the President is absent 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 through a by-election.
- Render assistance to any member of the Executive as directed by the Executive Board.
(Article B.3.2)

c) **2nd Vice-President**

The 2nd Vice-President shall:

- If the 1st Vice-President is absent or not eligible, perform all duties of the 1st Vice-President.
- Preside over membership and Executive Board meetings in the absence of the President and the 1st Vice-President.
- If the office of the 1st Vice-President falls vacant, be Acting 1st Vice-President until a new 1st Vice-President is elected through a by-election.

d) **Recording Secretary**

The Recording Secretary shall:

- 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 Secretary-Treasurer. The record will also include Trustees' reports.
- Record all amendments and/or additions in the bylaws, and make certain that these are sent to the National President for approval prior to implementing.
- Answer correspondence and fulfil other administrative duties as directed by the Executive Board.
- Keep a record of all correspondence received and sent out.
- Prepare and distribute all notices to members.
- Have all records ready on reasonable notice for the Trustees or auditors.
- Preside over membership and Executive Board meetings in the absence of the President and Vice-President(s).
- Be empowered, with the approval of the membership, to employ administrative assistance to be paid for out of the Local Union's funds.
- Performs other duties required by the Local Union, its bylaws or the National Constitution. On termination of office, surrender all books, seals and other properties of the Local to his/her successor. (Article B.3.3)

e) **Secretary-Treasurer**

The Secretary-Treasurer shall:

- 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 CUPE 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 one (\$1.00) dollar 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.
- Be bonded through the master bond held by CUPE National. Any Secretary-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.
- Be empowered, with the approval of the membership, to employ necessary administrative assistance to be paid for out of the Local Union's funds.
- Notify all members who are one (1) month in arrears and report to the Executive Board all members two (2) or more months in arrears in the payment of Union dues.

(Articles B.3.4 to B.3.8)

f) **Trustees**

The Trustees shall:

- Act as an auditing committee on behalf of the members and audit the books and accounts of the Secretary-Treasurer, the Recording Secretary, and the committees at least once every calendar year.
- Make a written report of their findings to the first (1st) membership meeting following the completion of each audit.
- Submit in writing to the President and Secretary-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 Secretary-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) Secretary-Treasurer Report to the Trustees
 - iv) Recommendations made to the President and Secretary-Treasurer of the Local Union
 - v) Secretary-Treasurer's response to recommendations
 - vi) Concerns that have not been addressed by the Local Union Executive Board.

(Articles B.3.10 to B.3.12)

g) **Sergeant-At-Arms**

The Sergeant-At-Arms 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.
- Perform such other duties as may be assigned by the Executive Board from time to time.

h) **Chief Shop Steward**

The Chief Shop Steward of Unit 1, Unit 2 and Unit 3 shall:

- Oversee, coordinate and support Unit Chairs and Shop Stewards.
- Act as a liaison between the Unit Chairs and the Executive, ensuring that the views of departments/bargaining units are passed on to the Executive Committee and convey Executive Committee decisions to the Unit Chairs.
- Oversee and work with Unit Chairs/Shop Stewards in the application of grievance procedures.
- Assist in the drafting and filing of grievances.
- Present and represent members in grievance hearings and meetings where applicable.

i) **Unit Chairperson**

The Unit Chairperson (for sub-units) shall:

- Be the chief spokesperson for the Unit they represent.
- Be the Chairperson of the Unit's grievance, negotiations, and labour management meetings.
- Preside at all meetings of the Unit and report the outcome of same to the Executive Board of the Local.

SECTION 10 NOMINATION, ELECTION AND INSTALLATION OF OFFICERS

a) Nominations

- 1) Nominations will be received at the regular membership meeting held in the month of April.
- 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) To be eligible for nomination, the nominee must have been accepted into membership and continue to be a member in good standing.

(Articles B.8.1, B.8.2 and B.8.3)

- 4) 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.
- 5) No member will be eligible for nomination if they are in arrears of dues and/or assessments.

b) Elections

- 1) The President, 2nd Vice President, and Secretary-Treasurer are elected in odd years. The 1st Vice-President, Recording Secretary, Chief Shop Steward and Sergeant-At-Arms shall be elected in even years.
- 2) At a membership meeting, at least one (1) month prior to Election Day, the President will, subject to the approval of the members present, appoint an Elections Committee consisting of a Chief Returning Officer and assistant(s). The Committee will include members of the Local Union who are neither Officers nor candidates for office. The Elections Committee shall have full responsibility for voting arrangements and shall treat information submitted to it in connection with its responsibilities as confidential. The National Representative assigned to the Local Union shall serve as an advisor to the committee when requested by the Local Union.
- 3) The Elections Committee will determine the form of the ballot and ensure that sufficient quantities are made available in good time to the Chief Returning Officer
- 4) The Chief Returning Officer will be responsible for issuing, collecting, and counting ballots. The Chief Returning Officer must be fair and impartial and see that all arrangements are unquestionably democratic.
- 5) The voting will take place at the regular membership meeting in April. The vote will be by secret ballot.
- 6) Voting to fill one (1) office will be conducted and completed, and recounts dealt with before balloting may begin to fill another office
- 7) A majority of votes cast will be required before any candidate can be declared elected, and second (2nd) and subsequent ballots will be taken if necessary to obtain a majority. On the second (2nd) and subsequent ballots, the candidate receiving the lowest number of votes in the previous ballot will be dropped.

- 8) In the event of a tie vote, a second (2nd) 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 the tie vote persists, subsequent ballots may be deferred to the next membership meeting.
- 9) When two (2) 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. (Article 11.4)
- 10) 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 6(c).
- 11) All election complaints by members will be submitted in writing to the Chief Returning Officer as soon as possible but in no circumstances will a complaint be valid if it is filed later than seven (7) days after the election. The Chief Returning Officer in conjunction with the Elections Committee will investigate the complaint and issue a ruling as soon as practical and report the ruling to the very next regular membership meeting.

c) **Bargaining Unit Elections**

Nominations and elections for bargaining unit positions will take place after the elections outlined in Section 10(b). Bargaining Unit nominations and elections will be conducted for the following positions:

- i) Unit Chair - Coldstream
- ii) Unit Chair – Vernon Golf & Country Club
- iii) Unit Chair – Regional District of North Okanagan

The voting will take place at a bargaining unit membership meeting by secret ballot. A majority of votes cast will be required before any candidate can be declared elected, and second (2nd) and subsequent ballots will be taken if necessary to obtain a majority. On the second (2nd) and subsequent ballots, the candidate receiving the lowest number of votes in the previous ballot will be dropped.

d) **Installation of Officers**

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

3) The Oath of Office to be read by the newly-elected Officers is:

"I, _____, promise to perform the duties of my office, as set out in the Constitution and laws of the Canadian Union of Public Employees, faithfully and to the best of my ability for my term of office. As an Officer of the Union, I will always promote the harmony and dignity of its sessions by counsel and example. I also promise to turn over all property of the Union to my successor at the end of my term."

(Article 11.6(b))

e) **By-elections**

Should an office fall vacant for any reason, the resulting by-election should be conducted as closely as possible in conformity with this section. *The term of office for any position filled through a by-election will be the term that the vacated position was initially elected to fulfill.*

SECTION 11 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 Secretary Treasurer and will be accompanied by an initiation fee of one (\$1.00) dollar which shall be in addition to monthly dues. The Secretary Treasurer shall issue a receipt. If the application is rejected, the fee shall be returned.

(Articles B.4.1 and B.8.2)

b) **Readmission Fee**

The readmission fee shall be one (\$1.00) dollar.

(Article B.4.1)

c) **Monthly Dues**

The monthly dues shall be two (2%) percent of gross monthly income.

(Article B.4.3)

d) **Amending Monthly Dues**

The regular monthly dues may be amended at a regular or special membership meeting. The vote must be by secret ballot. Notice of at least seven (7) days at a previous meeting or sixty (60) days in writing must be given.

(Article B.4.3)

e) **Assessments**

Assessments may be levied in accordance with the CUPE Constitution. Assessments do not mean or include regular monthly dues and are applied for a specific purpose or specific length of time. Membership approval is required and the assessment will only be applied after the National President approves the assessment.

(Article B.4.2)

SECTION 12 NON PAYMENT OF DUES AND ASSESSMENTS

A member who fails to pay dues and assessments for three (3) months is automatically suspended from membership. The suspension will be reported to the Executive Board by the Secretary Treasurer. The Executive Board will report all suspensions to the next membership meeting. The member may return to membership in good standing by paying a readmission fee and any other penalty set by the Local Union. The readmission fee cannot be less than the initiation fee of the Local Union.

A member who has been unemployed or unable to work because of sickness shall pay the readmission fee but may not be required to pay arrears. (Article B.8.6)

SECTION 13 EXPENDITURES

a) Payment of Local Union Funds

Funds can only be spent for valid purposes of the Local Union under the following circumstances:

- When the expenditure is authorized by a budget approved by a majority of members present and voting at a regular or special membership meeting;
- When these bylaws approve the expenditure; or
- Through a vote of the majority of members present and voting at a regular or special membership meeting. (Article B.4.4)

b) Payment of Per Capita Tax and Affiliation Fees

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

c) Payment of Local Union Funds to Members or Causes Outside of CUPE

In the case of a grant or a contribution to a cause(s) outside of CUPE greater than five hundred (\$500.00) dollars, any member or any cause wishing to receive funds from CUPE Local 626 shall make an application in writing to the Executive Board for consideration. If approved, a notice of motion must be made at a regular membership meeting and then approved at the following regular or special membership meeting before the grant or contribution can be paid out. The approval meeting must be no earlier than seven (7) days after the meeting where notice of motion has been given.

d) No Officer or member of Local 626 will be allowed to spend any Local Union funds without first (1st) having received authorization under Section 13(a) of these bylaws.

SECTION 14 HONORARIUMS

Local Union Officers and committee members shall be provided honorarium allowance as follows:

- | | |
|-----------------------------------|---|
| 1) President | Three hundred and fifty (\$350.00) dollars per month. |
| 2) 1 st Vice-President | Two hundred and fifty (\$250.00) dollars per month. |
| 3) 2 nd Vice-President | Two hundred (\$200.00) dollars per month. |
| 4) Recording Secretary | Two hundred (\$200.00) dollars per month. |
| 5) Secretary Treasurer | Two hundred (\$200.00) dollars per month. |
| 6) Chief Shop Steward | Two hundred (\$200.00) dollars per month. |
| 7) Unit Chairs | Two hundred (\$200.00) dollars per month. |
| 8) Sergeant-At-Arms | One hundred (\$100.00) dollars per month. |
| 9) Shop Stewards* | Fifty (\$50.00) dollars per month. |

*Shop Stewards shall be paid monthly, fifty (\$50.00) dollars per attendance of the Executive Meetings.

SECTION 15 DELEGATES TO CONFERENCES, CONVENTIONS AND EDUCATIONALS

- a) Except for the President's option [Section 9(a)], all delegates to conventions, conferences, and educationals shall be chosen by election at membership meetings.
- b) Delegates to the North Okanagan Labour Council shall be elected annually. 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 written report at each Local Union membership meeting on proceedings at recent meetings of the Council. The Local Union will reimburse the member's employer for any loss of wages and benefits.
- c) All delegates attending conventions, conferences, or educational courses held outside the city of Vernon, BC shall be paid transportation expenses (at economy, tourist or coach rates) as determined by Revenue Canada and the Secretary-Treasurer, and a per diem allowance of one hundred (\$100.00) dollars for meals and expenses per day or fifty (\$50.00) dollars for meals and expenses per half (½) day. Travel expenses reimbursed based on the kilometer rate set by Revenue Canada. In the event that a member of the Union attends a Union function where meals and accommodations are provided, the Local Union will pay a daily per diem of fifteen (\$15.00) dollars, anything exceeding that amount will be reimbursed if accompanied by receipts. The Local Union will reimburse the member's employer for any loss of wages and benefits.

- d) Delegates to conventions, conferences, and educationals held locally shall have no travel allowance. There shall be reimbursement paid up to fifty (\$50.00) dollars upon receipt. The Local Union will reimburse the member's employer for any loss of wages and benefits.
- e) Local 626 will provide members with their per diem allowance prior to their attending the convention, conference, or educational.

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, by specific authorization of the membership, be appointed by the President or the Executive Board. Two (2) members of the Board may sit on any special committee as ex-officio members.

1) **Negotiating Committee**

These will be special committee established at least three (3) months prior to the expiry of the Local Union's collective agreement and automatically disbanded when a new collective agreement for each Unit has been signed and ratified. The function of the committee is to prepare collective bargaining proposals and to negotiate a collective agreement. The committee shall consist of up to six (6) members, all elected at a membership meeting. The Regional 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 626's negotiating committee should attend Level 1 and Level 2 of CUPE's collective bargaining educationals.

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 (2) years. The Chairperson and the Executive Board may, with the approval of the membership, jointly appoint other members to serve on a committee. Committees will provide written reports to each regular membership meeting. The Vice-President shall be a member, ex-officio, of each committee.

There shall be five (5) 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 Regional 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 elected chairperson and three (3) stewards. The committee shall appoint its secretary from among its members. The Regional Representative assigned to the Local Union shall be a non-voting member of the committee and shall be consulted at all stages.

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.

3) **Membership Support Committee**

This committee will:

- If a member or member's spouse is seriously ill or has undergone surgery, a gift basket/bouquet, value of seventy-five (\$75.00) dollars will be delivered on behalf of the Local. All requests are to go through the Secretary-Treasurer for purchase.
- Two hundred (\$200.00) dollars donated in a deceased active member's name to the charity of the family's choice.
- In the event of a death in the immediate family (spouse, child, parent) of a current member, one hundred (\$100.00) dollars will be donated to the charity of the member's choice.

The committee shall comprise between two (2) and four (4) members and may appoint a secretary from among its members. It shall be reimbursed by the Executive Board for expenses incurred in the performance of its duties.

4) **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.

5) **Retirement Committee**

This committee shall:

- When a member, who is permanent with a minimum of ten (10) years FTE (Fulltime Equivalent), this member shall be paid ten (\$10.00) dollars per every FTE year as a member in good standing. The Local will also present this retiring member with an additional one-time gift of two hundred (\$200.00) dollars.
- This does not apply to Long Term Disability (LTD) years.

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.

(Articles B.11.1 to B.11.5)

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 "C". 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 "C" to these bylaws, 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) **CUPE Constitution**

These bylaws are always subordinate to the CUPE 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 Constitution, the latter shall govern. The National President has the sole authority to interpret the CUPE Constitution.

(Articles 9.2(c), 13.3 and B.5.1)

b) **Additional Bylaws**

A Local Union can amend or add to its bylaws only if:

- i) the amended or additional bylaws do not conflict with the CUPE Constitution;
- ii) the amended or additional bylaws are approved by a majority vote at a regular membership meeting or at a special membership meeting called for that purpose; and
- iii) notice of the intention to propose the amended or additional bylaws was given at least seven (7) days before at a previous membership meeting or sixty (60) days before in writing.

(Articles 13.3 and B.5.1)

c) **Effective Date of Amended or Additional Bylaws**

The amended or additional bylaws do not come into effect until they have been approved in writing by the National President. The National President will decide whether to approve the amended or additional bylaws within ninety (90) days of receiving them and will withhold approval only where they conflict with the CUPE Constitution.

(Articles 13.3 and B.5.1)

SECTION 20 PRINTING AND DISTRIBUTION OF BYLAWS

Members will receive a copy of Local 626 bylaws, either in paper format or via the Local Union website at www.626.cupe.ca.

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"

CODE OF CONDUCT

Local 626 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.

Local 626 strives to promote core values which include the principles of solidarity, equality, democracy, integrity, and respect. We are committed to mobilizing our energy and skills to work together to promote these values and to attain these goals in our Union, our communities, and globally.

Local 626 is committed to creating a union which is inclusive, welcoming, and free from harassment, discrimination and all types of bullying and intimidation. Local 626 needs to ensure that it provides a safe environment for members, staff and elected officers to carry out our work. Local 626 expects that mutual respect, understanding and co-operation will be the basis of all our interaction.

This Code of Conduct for Local 626 sets out standards of behaviour for members at meetings, and all other events organized by Local 626. It is consistent with the expectations outlined in the Equality Statement, CUPE National Constitution and these bylaws. It does not apply to complaints arising in the workplace, as those are dealt with through the grievance procedure and/or the applicable workplace harassment policy.

As members of Local 626 we commit to one another and to the Union to be governed by the principles of the Code of Conduct and agree to:

- Abide by the provisions of the Equality Statement;
- Respect the views of others, even when we disagree;
- Recognize and value individual differences;
- Communicate openly;
- Support and encourage each other;
- Make sure that we do not harass or discriminate against each other;
- Commit to not engaging in offensive comment or conduct;
- Make sure that we do not act in ways that are aggressive, bullying, or intimidating; and
- Take responsibility for not engaging in inappropriate behaviour due to abuse of alcohol or other drugs while participating in union activities, including social events.

Harassment is objectionable behaviour which may include actions, language, gestures, and/or written material, and which the harasser knows or ought reasonably to know is abusive and unwelcome. Bullying is a form of harassment which is serious ongoing behaviour which targets an individual or group and which threatens that person or persons' mental and/or physical well-being.

A complaint regarding this Code of Conduct will be handled as follows:

- 1) If possible, a member may attempt to deal directly with the person alleged to have engaged in behaviour contrary to the Code, by asking the person to stop such behaviour. If that is not possible, or if it does not resolve the problem, a member may bring forward a complaint.
- 2) Once a complaint is received, a designated Officer of the Local Union will work to seek a resolution.
- 3) If this fails to resolve the matter, the designated Officer of the Local Union shall report the matter to the person in charge, who shall determine whether there is need to remove the member. The person in charge has the authority to expel members from the event for serious or persistent offenses.

This Code of Conduct is designed to create a safe, respectful and supportive environment within CUPE. It is meant to enhance the rights and obligations outlined in the Bylaws of Local 626 the CUPE National Constitution, the Equality Statement, and applicable human rights legislation, not replace them.

This Code of Conduct does not replace a member's right to access the trial provisions of the CUPE National Constitution.

Appendix "C"

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 (5) 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 (15) minutes. With the agreement of the members present, the fifteen (15) 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 (2/3) 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 (1) 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 (2) 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 (6) 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 (15) 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) At a membership meeting where a question has been decided any two (2) members who voted with the majority can give notice of a motion to reconsider a decision of the membership at the next membership meeting. The motion to reconsider requires the support of a two-thirds (2/3) majority of members who vote. If two-thirds (2/3) majority of members support reconsideration, the question will be placed in front of the membership for debate and a subsequent vote.
- 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.
- 27) 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.