

CANADIAN UNION OF PUBLIC EMPLOYEES

LOCAL 403

TOWNSHIP OF LANGLEY MUNICIPAL WORKERS

CONSTITUTION

&

BYLAWS

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PREAMBLE

In order to improve the social and economic welfare of its members without regard to sex, colour, race, creed, sexual orientation, age or disability to promote efficiency in public employment and to manifest its belief in the value of the unity of organized labour, this Local of the Canadian Union of Public Employees (hereinafter referred to as CUPE) has been formed.

The following Bylaws are adopted by the Local pursuant to, and to supplement, Appendix "B" of the CUPE Constitution, to safeguard the rights of all members, to provide for responsible administration of the Local, and to involve as many members as possible through the sharing of duties and responsibilities.

CONSTITUTION

SECTION 1

NAME

The name of this Local shall be Canadian Union of Public Employees, Local No. 403 (Township of Langley).

SECTION 2

OBJECTIVES

The objectives of the Local are to:

- a) Secure adequate remuneration for work performed and generally advance the economic and social welfare of its members and of all workers;
- b) Support CUPE in reaching the goals set out in Article II of the CUPE Constitution;
- c) Provide an opportunity for its members to influence and shape their future through free democratic trade unionism;
- d) Encourage the settlement by negotiation and mediation of all disputes between the members and their employers.

SECTION 3

INTERPRETATIONS & DEFINITIONS

- a) Masculine pronouns shall be understood to include the feminine gender.
- b) Local bylaws should be read in conjunction with the CUPE National Constitution.

SECTION 4

MEMBERSHIP MEETINGS – REGULAR & SPECIAL

- a) Regular membership meetings shall be held each month on the second Tuesday at 5:00 p.m. If a statutory holiday intervenes, the Executive Board shall give a week's notice of any change in the date of the regular meeting.
- b) Special membership meetings may be ordered by the Executive Board or requested in writing by no fewer than fifteen (15) members. The President shall immediately call a special meeting when so ordered or requested and shall see 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) A quorum for the transaction of business at any regular or special meeting shall be fifteen (15) members, including at least 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. New Members and Initiations
 3. Reading of Minutes of Previous Meeting
 4. Matters Arising from the Minutes
 5. Treasurer's Report
 6. Communications and Bills
 7. Executive Board Report

8. Reports of Committees and Delegates
9. Nominations, Elections, or Installations
10. Unfinished Business
11. New Business
12. Good of the Union
13. Adjournment

SECTION 5

VOTING OF FUNDS

Except for ordinary expenses and bills as approved at membership meetings, no sum over one hundred (\$100) dollars shall be voted for the purpose of a grant or contribution to a member of any cause outside a CUPE local and/or CLC affiliated union – in good standing – except by a Notice of Motion given in writing and dealt with at the following membership meeting.

SECTION 6

OFFICERS

The Officers of the Local shall be President, 1st Vice-President, 2nd Vice-President, Secretary-Treasurer, Recording-Secretary, Chief Shop Steward, Sergeant at Arms, four (4) Members @ Large, and three (3) Trustees. All Officers shall be elected by the membership.

SECTION 7

SIGNATORIES

- a) The authorized signing officers shall be the President and Recording-Secretary; and these officers shall affix their signatures to all documents on behalf of the union.
- b) For the purposes of the Treasury, the authorized signing officers shall be the President, Secretary-Treasurer and Recording-Secretary.

SECTION 8

EXECUTIVE BOARD

- a) The Executive Board shall comprise of all Officers, except Trustees.
- b) The Board shall meet at least once (1) every month.
- c) A majority of the Board constitutes a quorum.
- d) The Executive Officers shall hold title to any real estate of the Local as trustees for the Local. They shall have no right to sell, convey, or encumber any real estate without first giving notice and then submitting the proposition to a membership meeting and having it approved.
- e) The Board shall do the work delegated to it by the Local 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 National Constitution.
- g) Should any Board member fail to answer the roll call for three (3) consecutive regular membership meetings or four (4) regular board meetings, said member will have his office declared vacant, unless a valid reason acceptable to the Local has been given for non-attendance. The vacant position shall be filled by an election at the following membership meeting.

SECTION 9

DUTIES OF OFFICERS

- a) The President shall:
- enforce the CUPE Constitution and these Bylaws;
 - preside at all membership and Executive Board meetings and preserve order;
 - decide all points of order and procedure (subject always to the appeal of the membership);
 - have a vote on all matters (except appeals against his rulings), and in case of a tie vote in any matter, including 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;
 - ensure that the Local's funds are used only as authorized or directed by the Constitution, Bylaws or vote of the membership;
 - authorize the reimbursement of Officers for expenses supported by vouchers, on behalf of the Local;
 - have first preference as a delegate to the CUPE National Convention, CUPE B.C. Convention, B.C. Federation of Labour Convention and the CLC Convention;
 - and shall transact such other business as may be necessary for the proper functioning of the Union;
 - President and/or Recording Secretary shall be privacy officer;
 - President or designate will retain a delegate spot for all Labour and District Council's which CUPE 403 is affiliated.
- b) The 1st Vice-President shall:
- if the President is absent or incapacitated, perform all duties of the President;
 - if the office of the President falls vacant, be Acting President until a new President is elected;
 - render assistance to any member of the Executive Board as directed by the Board.
- c) The 2nd Vice-President shall:
- be responsible for communications (ie. website) and/or public relations;
 - if the President and 1st Vice-President is absent or incapacitated, perform all duties of the President;
 - will perform the duties of the Recording Secretary in his absence
 - perform such other duties as may be assigned by the Executive Board from time to time.
- d) The Secretary-Treasurer shall:
- throughout his/her term, and on behalf of the local union membership, be responsible for maintaining, organizing, safeguarding and keeping on file all supporting documents, authorizations, invoices and/or vouchers for every disbursement made, receipts for all money sent to CUPE headquarters, as well as records and supporting documents for all income received by the local union;
 - make a full financial report to meetings of the Local's Executive Board, as well as written financial report to each regular membership meeting, detailing all income and expenditures for the period;
 - receive all revenue, initiation fees, dues, assessments, keeping a record of each member's payments, and deposit promptly all money with a bank or credit union;
 - prepare all CUPE National per capita tax forms and remit payment as set out by the National Constitution;

- record all financial transactions in a manner acceptable to the Executive Board and in accordance with good accounting practices;
 - be bonded through the master bond by the National Office, and any Secretary-Treasurer who cannot qualify for the bond shall be disqualified from office;
 - pay no money unless supported by a voucher duly signed by the President or two members of the Executive Board, except that no voucher shall be required for payment of per capita fees to any organization to which the Local is affiliated;
 - make all books available for inspection by the auditors and/or Trustees on reasonable notice, and have the books audited at least once each calendar year and within reasonable time, respond in writing to any recommendations and concerns raised by the Trustees;
 - provide the Trustees with any information they may need to complete the audit report forms supplied by CUPE;
 - be empowered, with the approval of the membership, to employ necessary clerical assistance to be paid for out of the Local's funds.
- e) The Recording Secretary shall:
- keep full, accurate and impartial account of the proceedings of all regular or special membership and Board meetings, ensuring that these records include a copy of the full financial report presented by the Secretary-Treasurer;
 - record all alterations in the Bylaws;
 - answer correspondence and fulfill other secretarial duties as directed by the Executive Board;
 - file a copy of all letters sent out and keep on file all communications;
 - prepare and distribute all circulars and notices to members;
 - have all records ready on reasonable notice for auditors and Trustees;
 - preside over membership and Executive Board meetings in the absence of both the President and the 1st and 2nd Vice-Presidents;
 - ensure the President, Secretary-Treasurer and Recording-Secretary sign the minutes of the regular membership meeting;
 - Recording Secretary and/or President shall be privacy officer.
- f) The Chief Shop Steward shall:
- protect the rights and interests of all Local members;
 - report all transactions and communications with Management to the Executive Board;
 - hold meetings from time to time or as necessary with all shop stewards;
 - report status of grievances at Regular Monthly meetings.
- g) 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 by 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) One (1) Member @ Large (Civic Facility); one (1) Member @ Large (Operations Centre); one (1) Member @ Large (RCMP & Fire Services); one (1) Member @ Large (Kinsman, Museum, WC Blair, WG Pool, Langley Event Centre) duties to be fulfilled:
- to provide representation for their respective work site and/or work group;
 - to know and police the Collective Agreement for the benefit of the members of the Local;
 - to encourage the participation of all members of the Local in union activity;
 - to maintain daily contact with the members from their respective work site and/or work group to provide ongoing Local awareness and education;

- to define, detect, prepare and present grievances at the initial level;
 - perform such other duties as may be assigned by the Executive Board from time to time.
- i) The Trustees shall:
- 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 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;
 - 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 Standing Committees annually;
 - report their findings to the first membership meeting following the completion of each audit;
 - be responsible to ensure that monies are not paid out without proper constitutional or membership authorization;
 - ensure that proper financial reports are made to the membership;
 - audit the record of attendance;
 - inspect at least once a year; any stocks, bonds, securities, office furniture and equipment, titles or deeds to property that may at any time be owned by the Local and report their findings to the membership;
 - send a copy of the completed audit report (on the prescribed form provided by the National Secretary-Treasurer), as well as a copy of their report to the local union membership along with a copy of their recommendations and/or concerns to the President and Secretary-Treasurer and the Secretary-Treasurer's response, to the National Secretary-Treasurer of the Canadian Union of Public Employees, with a copy to the assigned servicing representative.

SECTION 10

SHOP STEWARDS

Shop Stewards shall be appointed by the Executive Board from those members interested and such appointments shall be reported at the next membership meeting.

The duties of the Shop Steward may include:

- knowing and policing the Collective Agreement for the benefit of the members of the Local;
- providing communications and information from members in the Local to the Executive Board, and from the Executive to the members in the Local. This includes the distribution of union literature;
- encouraging the participation of all members of the Local in union activity;
- maintaining daily contact with the members to provide ongoing Local awareness and education.
- perform such other duties as may be assigned by the Executive Board from time to time.

SECTION 11

OUT OF POCKET EXPENSES

Any changes to out of pocket expenses to be paid to any Officer of the Local shall be left up to the trustees and members and the annual budget process.

SECTION 12

FEES, DUES & ASSESSMENTS

- a) Initiation Fee: Each application for membership in the Local shall be directed to the Secretary- Treasurer and shall be accompanied by an initiation fee of ten (\$10) dollars 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.
- b) Re-admittance Fee: The re-admittance fee shall be ten (10) dollars.
- c) Monthly Dues: The monthly dues shall be by membership vote.
- d) Changes in the levels of the initiation fee, the re-admittance fee, or the monthly dues can be effected only by following the procedure for amendment of these Bylaws, with the additional provision that the vote must be by secret ballot.
- e) Notwithstanding the above provisions, if the CUPE Convention raises minimum fees and/or dues above the level herein established, these Bylaws will be deemed to be automatically amended to conform to the new CUPE minima.
- f) Special assessments may be levied in accordance with the CUPE National Constitution.

SECTION 13

TERM OF OFFICE

Except for the Trustees, the term of office for the Officers shall be for two (2) years.

The President, 2nd Vice President, Recording-Secretary, Chief Shop Steward, Member @ Large - Protective Services (RCMP, Fire Services), Member @ Large - Recreation [Kinsman, WC Blair, WG Pool, Museum, Langley Events Centre]) and one (1) full-time and one (1) Alternate Safety Committee member shall be elected on the even year; and the 1st Vice-President, Secretary-Treasurer, Sergeant at Arms, Member @ Large position (Civic Facility), Member @ Large position (Operations) and one (1) full-time and one (1) Alternate Safety Committee member on the odd year.

At the General Membership Meeting in May, 2010, Trustees shall be elected on the basis of:

- (a) One Trustee for a term of three (3) years;
- (b) One Trustee for a term of two (2) years; and
- (c) One Trustee for a term of one (1) year.

Nominations shall be received at the regular membership meeting held in the month of April.

Thereafter, each succeeding May General Membership Meeting there shall be elected one Trustee to fill the place of the Trustee whose term of office expires. Such Trustee so elected shall hold office for three (3) years from such election.

SECTION 14

NOMINATIONS, ELECTION & INSTALLATION OF OFFICERS

- a) **Nominations:**
Nominations for the positions of President, 1st Vice-President, 2nd Vice-President, Recording-Secretary, Chief Shop Steward, Secretary-Treasurer and Sergeant at Arms shall be received at the regular membership meeting held in the month of April.

Elections to be held in May.

Nominations for Member @ Large position (Protective Services), Member @ Large position (Recreation), Member @ Large position (Civic Facility) and Member @ Large position (Operations) shall be received at the regular membership meeting held in the month of May.

Elections to be held in June.

b) **Eligibility for Office:**

- (1) To be eligible for nomination for any office in this Local Union, it is necessary that such nominee shall have attended at least fifty (50) percent of the membership meetings held in the previous twelve (12) months or in the period he was a member if less than a year, unless a valid reason acceptable to the Local has been given for non-attendance.
- (2) No nomination shall be accepted unless the member is in attendance at the meeting or has allowed to be filed at the meeting his consent in writing, duly witnessed by another member.
- (3) A member may hold only one (1) office in the Local Union at any one time.

c) **Elections:**

- (1) At an election meeting the President shall, subject to the approval of the members present, appoint a Returning Officer and assistant(s). The Committee shall include members of the Local who are neither Officers nor candidates for office. It shall have full responsibility for voting arrangements and shall treat information submitted to the Committee in connection with its responsibilities as confidential.
- (2) The Executive Board shall determine the form of the ballot and ensure that sufficient quantities are made available in good time to the Returning Officer.
- (3) The Returning Officer shall be responsible for issuing, collecting, and counting ballots. He must be fair and impartial and see that all arrangements are unquestionably democratic.
- (4) The voting shall be by secret ballot.
- (5) Voting to fill one office shall be conducted and completed, and recounts dealt with before balloting may begin to fill another office.
- (6) A majority of votes cast shall be required before any candidate can be declared elected, and second and subsequent ballots shall be taken if necessary, to obtain a majority. On the second and subsequent ballots, the candidate receiving the lowest number of votes in the previous ballot shall be dropped. In case of a final tie vote, the presiding officer may cast the deciding vote.
- (7) When two (2) or more nominees are to be elected to any office by ballot, each member voting shall be required to vote for the full number of candidates to be elected or the member's ballot will be declared spoiled.
- (8) Any member may request a recount of the votes for any election. A recount shall 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 laid down in Section 4 (c).

- d) **Installation:**
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, providing however, that no term of office, except for Trustees, shall be longer than two (2) years.
- e) **By-Elections:**
Should any office fall vacant, the resulting by-election should be conducted as closely as possible in conformity with this section.

SECTION 15

DELEGATES TO CONVENTIONS

- a) The President shall have first option to attend conventions followed by the remaining Executive Board and Shop Stewards. Should the delegate entitlement not be fulfilled, then the Executive Board shall make a recommendation with priority going to active members. Such recommendation shall be subject to the membership's approval.
- b) All delegates elected to attend conventions shall be paid transportation expenses (at economy, tourist or coach rates). A per diem allowance shall be paid in accordance with the CUPE B.C. Division Policy, and an amount equal to any loss of salary incurred by attendance at the convention.
- c) There shall be a per diem in accordance with the CUPE B.C. Division Policy and compensation for any loss of salary incurred by attendance at the convention.

SECTION 16

DELEGATES TO DISTRICT COUNCILS

- a) The President or his designate will retain one of the delegate spots at the Fraser Valley District Council (FVDC); New West District Labour Council (NWDLC); and Fraser Valley Labour Council (FVLC).

It shall be within the competence of the Executive Board to recommend for appointment the remaining delegates for the aforementioned Council's.

- b) Delegates attending District and Labour Council meetings will be entitled to the current mileage rate in accordance with CUPE B.C. Division.

SECTION 17

REPRESENTATIVES TO EDUCATIONAL INSTITUTES & SEMINARS

- a) Representation at educational institutes and seminars shall be on the recommendation of the Executive Board, subject to final approval by the membership.
- b) Representatives attending the week-long residential schools are required to meet the criteria of the Education Policy in Schedule "C" of these bylaws.
- c) Representatives to the CLC Harrison Winter School, CUPE Naramata School and other such educational institutes held outside the Township of Langley shall be paid transportation expenses (at economy, tourist or coach rates). A per diem allowance shall be paid in accordance with the CUPE B.C. Division Policy, and an amount equal to any loss of salary incurred by attendance at the educational institute.
- d) Representatives attending seminars and courses outside the Langley Area shall be entitled to the current mileage rate and per diem in accordance with CUPE B.C. Division.

- e) Direct expenses incurred (i.e. dependant care) by a representative attending educational or other seminars shall be reimbursed in accordance with the CUPE B.C. Division Policy.

SECTION 18

COMMITTEES

a) **Negotiation Committee**

This shall be a committee established at least seven (7) months prior to the expiry of the Local's collective agreement and is 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 be comprised of the President, 1st Vice-President, and three (3) members to be recommended by the Executive Board (one of whom will be designated as minute-taker), plus one (1) alternate member elected at a membership meeting. To be eligible for nomination for the Negotiation Committee, it is necessary that such nominee shall have attended at least fifty (50) percent of the membership meetings held in the previous twelve (12) months.

The CUPE Representative assigned to the Local 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.

b) **Special Committee(s)**

A special ad hoc committee may be established for a specified purpose and period by the membership at a meeting. The members shall be elected at the same or another membership meeting or may, by specific authorization of the membership, be appointed by the President or Executive Board. Two (2) members of the Executive Board may sit on any special committee as ex-officio members.

c) **Standing Committees**

The Chairman of each standing committee shall be elected by the members at a membership meeting. The Chairman and the Executive Board may, with the concurrence of the membership, jointly appoint other members to serve on a committee. The 1st Vice-President shall be a member, ex-officio, of the Grievance and Safety committees. The 2nd Vice-President shall be a member, ex-officio, of the Education and Social committees. The four (4) Standing Committees will be as follows:

(1) **Grievance Committee:**

This Committee shall process all grievances not settled at the initial stage and its reports shall be submitted first to the Executive Board, with a copy to the CUPE Representative, and then to a membership meeting. Grievances must be in writing and signed by the grievor(s) or officer of the local. The Committee shall be comprised of the Chief Shop Steward and two (2) other members of the Executive Board. The Committee shall appoint its secretary from among its members.

(2) **Education Committee:**

It shall be the duty of this Committee to:

- arrange for representation of the Local at any appropriate and available educational seminars or conferences and submit recommendations accordingly to the Executive Board;
- Instruct delegates in the preparation of reports to the membership on seminars and conferences and maintain reference files of these reports;
- Co-operate with the Executive Board in preparing press releases and other publicity material;

- Co-operate with the Education and Public Relations Departments of CUPE, and with the Regional Education Representative, in implementing both the Local and CUPE's policies in these fields. The Committee shall comprise between two (2) and four (4) members and shall appoint its secretary from among its members.

(3) Safety Committee:

It shall be the duty of this committee to:

- assist management in creating a safe place to work, and to recommend to management, actions, which will assist in improving the effectiveness of the accident-prevention program.
- To record recommendations from the Local members in respect to accident prevention matters that have not been dealt with satisfactorily through regular channels;
- To hold regular monthly meetings with management. The Committee shall consist of two (2) full-time members. Two (2) alternates to be elected to attend meetings when a full-time member is unable to.

(4) Social Committee:

It is the function of the Committee to arrange and conduct all social and recreational activities of the Local either on the Committees 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 ceiling for the Committee's net expenditures shall be fixed annually by the membership but, other than, all social and recreational events and activities shall be self-supporting. The Executive Board shall be held responsible for the proper and effective functioning of this Committee. The Committee shall comprise between four (4) and six (6) members and may appoint a Secretary-Treasurer from among its members.

SECTION 19

RULES OF ORDER

All meetings of the Local shall 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 the Bylaws as Appendix "A". 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.

SECTION 20

AMENDMENT

- 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. In the event of any conflict between these bylaws and the CUPE National Constitution, the latter shall govern. Constitutional interpretation, including determination of conflict, is the prerogative of the National President.
- b) These bylaws shall not be amended, added to, or suspended except upon a two-thirds (2/3) majority vote of those present and voting at a regular or special membership meeting following written notice given at a previous regular membership meeting.
- c) No change in these bylaws shall be valid and take effect until approved by the National President of CUPE. The validity shall date from the letter of approval of the National President.

SECTION 21

LETTERS OF UNDERSTANDING

Any member, Officer or Representative of the Local shall not sign a Letter of Understanding (LOU) with the Employer unless approved by a majority vote of those present and voting at a regular or special membership meeting.

SECTION 22

LOCAL OFFICER

The Local will maintain a position of full-time Local Officer with the pay grade to be that of the individual undertaking said role plus ten (10) percent. This person shall be on a leave of absence as per the Collective Agreement.

The Local Officer shall be reimbursed the cost of business car insurance for his personal vehicle while serving in the position.

The Local Officer will perform duties and carry out projects as assigned by the Executive Board.

It shall be within the competence of the Executive Board to recommend for appointment the position of the Local Officer.

SECTION 23

REIMBURSEMENTS: OUT OF POCKET EXPENSES & DISBURSEMENTS

- 1) Any Member absent from work on authorized Local business shall be fully compensated by the Local for loss of wages and for any other expenses properly incurred.
- 2) Members in good standing, upon proof of retirement only, will be eligible for the amount of two-hundred and fifty (250) dollars. To qualify, they must have been a member of the Local for a minimum of five (5) years.
- 3) **Honorary Life Membership:**
The Membership may confer an "Honorary Life Membership" upon a Member who has rendered valued service to this Union. Such Honorary Life Membership shall, after the Member has ceased to become an Active Member, entitle the holder to attend all Meetings, Functions, etc., but shall not entitle the holder to vote or hold office.

APPENDIX "A"

BYLAWS

1. The President, or in his absence the 1st Vice-President, shall take the chair at all membership meetings. In the absence of both the President and 1st Vice-President, the 2nd Vice President shall act as President and in his absence the Recording Secretary. The Chair shall be the President pro-tem.
2. No member, except the Chairman of a committee making a report or the mover of a resolution, shall speak more than three (3) minutes, or more than once on the same question without the consent of the meeting or until all who wish to speak have had an opportunity. The chairman and the mover of a resolution shall be limited to fifteen (15) minutes, except with the consent of the meeting.
3. The President shall state every question before the Local, and before allowing debate thereon, and again immediately before putting it to a vote, shall ask:

"Is the Local ready for the question?" Should no member rise to speak, the question shall be put.
4. A motion to be entertained by the presiding officer must be moved and seconded; both mover and seconder must rise and be recognized by the chair.
5. A motion to amend or to amend an amendment shall be in order, but no motion to amend an amendment to an amendment shall be permitted. No amendment or amendment, which is a direct negative of the resolution, shall be in order.
6. On motion, the regular order of business may be suspended by a two-thirds (2/3) vote of those present, to deal with any urgent business.
7. All resolutions and motions other than those named in Rule 17, or those to accept or adopt the report of a committee shall, if requested by the presiding officer, be presented in writing before being put to the Local.
8. At the request of any member and upon a majority vote of those present, a question may be divided when the sense will admit of it.
9. Any member having made a motion can withdraw it with the consent of the seconder, except that any motion once debated cannot be withdrawn except by a majority vote of those present.
10. When a member wishes to speak on a question or to make a motion, he shall rise in his place and respectfully address the presiding officer, but, except to state he rises on a point of order, or on a question of privilege, he shall not proceed further until recognized by the chair.
11. When two (2) or more members rise to speak at the same time, the presiding officer shall decide which member is entitled to the floor.
12. Every member while speaking shall adhere under the question under debate and avoid all personal, indecorous or offensive language as well as any poor reflection on the Local or member thereof.
13. If a member, while speaking, is called to order, he shall cease speaking until the point is determined; if it is decided he is in order he may again proceed.

14. No religious discussion shall be permitted.
15. The President shall take no part in debate while presiding, but may yield the chair to the 1st Vice-President in order to speak on any question before the Local, or to introduce a new question.
16. The presiding officer shall have the same rights as other members to vote on any question. In case of a tie, he may in addition give a casting vote, or if he chooses, refrain from breaking the tie in which case the motion is lost.
17. When a motion is before the Local, no other motion shall be in order except **(1)** to adjourn, **(2)** to put the previous question, **(3)** to lay on the table, **(4)** to postpone for a definite time, **(5)** to refer, **(6)** to divide or amend. Motions shall have precedence in the order named. The first three of these shall be decided without debate.
18. A motion for the previous question, when regularly moved and seconded, shall be put in this form. "Shall the main question now be put?" If it is adopted, the President shall proceed to take the vote on the resolution and amendments thereto (if any), according to their priority. If an amendment or an amendment to an amendment is adopted, the original resolution, as amended shall be put to the Local.
19. A motion to adjourn is in order except **(1)** when a member has the floor, and **(2)** when members are voting.
20. A motion to adjourn, having been put and lost shall not be in order again if there is further business before the Local, until fifteen minutes have elapsed.
21. After the presiding officer declares the vote on a question and before the Local proceeds to another order of business, any member may ask for a division. A standing vote shall then be taken and the Secretary shall count same.
22. If a member wishes to challenge (appeal) a decision of the chair, he must do so at the time the decision is made. If the challenge is seconded, the member shall be asked to state briefly the basis for his challenge. The chairman may then state briefly the basis for his decision, following which the chairman shall immediately and without debate put the question: "Shall the decision of the chair be sustained?" A majority vote shall decide except that in the event of a tie the chair is sustained.
23. After a question has been decided, any two (2) members who have voted in the majority may, at the same or next meeting, move reconsideration thereof.
24. No member shall enter or leave a meeting while the doors are tiled.
25. The Local's business, and proceedings of meetings, is not to be divulged to any persons outside the Local or the Canadian Union of Public Employees.

APPENDIX "B"

INITIATION OATHS

NEW MEMBERS INITIATION OATH

"I solemnly promise and declare that I will support and obey the Constitution of this Union; that I will strive to improve economic and social conditions for my fellow members and for working people generally; that I will defend and strive to extend the democratic rights and liberties of all working people; that I will not purposely or knowingly wrong, or assist others in wronging a member of the Union."

NEW OFFICERS OATH:

"I, (name) , 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 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 Union in my possession to my duly elected successor in office."

APPENDIX “C”
EDUCATION POLICY

This policy addresses the extensive weeklong educational courses that are offered to the various locals and/or unions. These would include:

Canadian Labour Congress Harrison Winter School
CUPE Spring and Fall Schools.

As CUPE 403 members are paying the wages, accommodation, registration fees and all other related costs for a member to attend the week-long courses, the following criteria must be met:

- Attendance and courses approved by the Executive Board and Membership.
- Courses taken must benefit the membership as a whole.
- Newly involved members restricted to Level I and II courses.
- Restrict Level IV courses to proven interested members.
- Must be active within the local (i.e. executive; shop steward; regular attendance at meetings).
- Use the knowledge gained actively within the local.
- Submit a report to the membership on course attended.

APPENDIX “D”

SPONSORSHIP POLICY

Purpose of Policy

The purpose of the Sponsorship Policy is to guide the membership of CUPE Local 403 in their decisions regarding sponsorship of activities involving CUPE Local 403 and its members.

The intent of sponsorship is to strengthen the cause of CUPE Local 403 both internally and externally within the community. In this regard, events and activities where CUPE Local 403's reputation is enhanced in the community will be given priority.

The policy defines and outlines different categories.

CUPE Local 403 will be referred to as the Local throughout this policy.

Who is Eligible to Apply?

Local members.

What Activities are Eligible?

Eligible activities include, but are not limited to:

- Registration fees for sporting activities where the Local is to be represented
- Prizes and food for activities where members and their families are participating
- Parade registration for parade floats promoting the Local
- “giveaways” at community events which promotes the Local
- table rentals and registrations at fairs and demonstrations where the Local can be promoted
- registration fees at competitions where the Local can be promoted as a supporter of the competing member
- support of CUPE members campaigning for municipal and provincial office or school trustee.

When to Apply for Sponsorship

- Application for sponsorship must be done prior to the event. Timelines outlined in Sponsorship Categories further below.
- It is recommended that the Executive Board be informed of the sponsorship proposal so as to inform members through the website and other communications.
- Sponsorships will be granted on a first come first served basis.
- No retroactive sponsorship will be supported.

Benefits to CUPE Local 403

Each application for financial support will demonstrate the benefits the membership at large can expect to receive.

Explanation about the benefits to the Local will include but will not be limited to the following:

- how the Local will be promoted (i.e. banners, logos, display of credit line)?
- how many members of the general public will the sponsorship impact (i.e. how many people will have greater awareness of the Local)?

- how does the proposal enhance the unity and/or solidarity of the Local?
- does the event and the sponsorship reflect goodwill to the general public?
- how will the credit line: "Sponsored by CUPE Local 403" be displayed?
- how many union members are involved?

The following points should be included with any request so that the membership can fully consider its sponsorship options:

- history or potential history of the event
- does lack of financial support jeopardize participation in the event?

Sponsorship Category #1: \$100.00 or less

A sum of \$100.00 or less does not require notification prior to a membership meeting. A motion can be brought forward from the floor.

Sponsorship Category #2: Over \$100.00 to \$350.00

For an amount over \$100 to \$350, a verbal presentation must be provided at the membership meeting prior to the event occurring. Further, notification of the sponsorship request must be posted on the website and meeting notice at least one (1) week prior to presentation to the membership.

Sponsorship Category #3: Over \$350.00

If the amount requested exceeds \$350.00, a verbal presentation of the benefits to the membership at large must be submitted to the Executive Board at least two (2) meetings prior to the event.

The Executive Board will bring the request to the membership's attention at least two (2) meetings prior to the event. This will allow time for the membership to consider the application without jeopardizing the activity.

Financial Restrictions for Sponsorship

- Up to two (2) percent of the annual budget of the Local may be spent on sponsorship of activities outlined in this policy.
- Financial tracking of sponsorships will be a line item in the budget so that the membership can refer to it for guidance in its decisions.

Assets Resulting from Sponsorship

Assets, which do not directly relate to the business of the Local, are to be avoided if at all possible, unless specified otherwise in original sponsorship proposal.

All resulting assets or revenue created by sponsorship will become the property of the Local, unless specified otherwise in original sponsorship proposal.

If accumulation of assets such as, but not limited to, sporting equipment, uniforms, banners or parade floats cannot be avoided the Executive Board will determine the best way to maintain control and accountability, unless specified otherwise in original sponsorship proposal.

A request for a deposit from the member(s) using the asset may be requested by the Executive Board.

The onus will be on the members using the asset to return it in good working order at its determined due date. Failure to comply will forfeit any deposit.