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# Bylaws

## Local Union 1623

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Health Sciences North  
And  
St Joseph Continuing Care Centre

**CUPE** / *Canadian Union  
of Public Employees*

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## INTRODUCTION

Local 1623 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 1623 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 Canadian Union of Public Employees, Local 1623.

(Health Sciences North and St Joseph Continuing Care Centre)

Local 1623 consists of the following bargaining units:

Local 1623 – 00 Service

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Local 1623 – 01 Clerical

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Local 1623 – 03 St. Joseph CCC

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For these bylaws, the local will recognized the following HSN divisions:

- "A" Division      Kapuskasing, ON
- "B" Division      Kirkland Lake, ON
- "C" Division      Temiskaming, ON
- "D" Division      Elliot Lake, ON
- "E" Division      Little Current, ON
- "F" Division      Parry Sound, ON
- "G" Division      Chapleau, ON
- "H" Division      Espanola, ON

## SECTION 2 – OBJECTIVES

The objectives of Local 1623 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 1623 can apply for membership in Local 1623 by signing an application and paying the initiation fee set out in Section 11(a) of these bylaws.

(Article B.8.1)

### (b) **Approval of Membership**

At the first membership meeting after the application has been submitted, the name(s) of the applicant(s) will be read out and unless a majority of members present at the meeting object, the applicant(s) will be accepted into membership.

(Article B.8.2)

(c) **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)

(d) **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)

(e) **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 e-mail address. The member will advise the Recording Secretary of any changes to their contact information. This information will be protected and used to communicate with members. Such communication will take the form of mail, e-mail blasts or telephone town halls.

In the case of a telephone town hall, the telephone number may be shared with a service provider under contract to the Local Union to provide the technical equipment to support such a virtual meeting.

Upon request, the Local Union will share the telephone contact information with CUPE National or CUPE Ontario (**provincial division**) or Ontario Council of Hospital Unions (**OCHU**). The purpose of sharing this telephone contact information with CUPE National or CUPE Ontario (**provincial division**) or Ontario Council of Hospital Unions (**OCHU**) is so that the National Union or Provincial Division can conduct a telephone town hall with members on important matters.

## **SECTION 5 – AFFILIATIONS**

In order to strengthen the labour movement and work toward common goals and objectives, Local 1623 shall be affiliated to and pay per capita tax to the following organization(s):

- The CUPE Ontario Provincial Division
- The Sudbury & District CUPE Council
- The Ontario Federation of Labour
- The Ontario Council of Hospital Unions

## **SECTION 6 – MEMBERSHIP MEETINGS**

### **(a) Regular Membership Meetings**

Regular membership meetings of Local 1623 shall be held on the third Wednesday of the following months; January, April, June, September, and November at 7:00 pm, as indicated on the notice board, website and Facebook either via conference call or in person. Notice of each regular membership meeting outlining the date, time and location shall be given to members at least seven 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 days' notice of the date of the rescheduled regular membership meeting.

### **(b) Special Membership Meetings**

Special membership meetings of Local 1623 may be required and shall be called by the Executive Board or may be requested in writing by no fewer than 10 members. The President shall immediately advise members when a special meeting is called and ensure that all members receive at least twenty-four (24) hours' notices 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 meeting shall be 5 members, plus 4 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. Reading of Aboriginal Acknowledgement
4. Voting on new members and initiation
5. Reading of the minutes
6. Matters arising from the minutes
7. Secretary-Treasurer's Report
8. Communications and bills
9. Executive Committee Report
10. Reports of committees and delegates
11. Nominations, elections, or installations
12. Unfinished business
13. New business
14. Good of the Union
15. Adjournment

(Article B.6.1)

(e) **Bargaining Unit Meetings**

Bargaining Unit meetings may be called to deal with matters that affect only members of the bargaining unit. Such meetings are not to be used to replace regular membership meetings and will not make decisions that affect the Local Union as a whole or another bargaining unit. The President shall advise members of the bargaining unit seven days in advance of the meeting providing the time and location and an agenda.

The minimum number of members required to be in attendance for the transaction of business at any bargaining unit meeting shall be 3 bargaining unit members plus 2 members of the Executive Board. Members from other bargaining units in the Local Union may attend these meetings without vote but with voice and are not counted as part of quorum.

## **SECTION 7 – OFFICERS**

The Officers of Local 1623 shall be the President, Vice-President, Secretary-Treasurer, Recording Secretary, Membership Officer, three (3) Trustees, shall be elected at large by the general membership.

Five Sectional Vice-Presidents (2 from Service Local 1623 -00, 2 from Clerical Local 1623 -01 and 1 from St Joseph CCC Local 1623 – 03). 3 Chief Stewards (1 from Service Local 1623 -00, 1 from Clerical Local 1623 -01 and 1 from St Joseph CCC Local 1623 – 03).

(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 eight (8) times per year.

(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.

(e) The Executive Board shall do the work delegated to it by the Local Union and shall be held responsible for the proper and effective functioning of all committees.

(f) Should any Executive Board member fail to answer the roll call for three **consecutive** regular meetings or three **consecutive** regular Executive Board meetings without having submitted with cause (ie: working, sick, bereavement), 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 1623 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 1623 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 preference as a delegate to the CUPE National Convention.

(Article B.3.1)

(b) **Vice-President**

The 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) 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 both the President and Vice-President.
- 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.

**(d) 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 \$1.00 of each initiation fee on all members admitted, no later than the last day of the following month.
- Be responsible for maintaining, organizing, safeguarding and keeping on file all supporting documents, authorizations, invoices and/or expense claims for every disbursement made, receipts for all money sent to CUPE National, as well as records and supporting documents for all income received by the Local Union.
- Record all financial transactions in a manner acceptable to the Executive Board and in accordance with good accounting practices.
- Make a full financial report to meetings of the Local Union's Executive Board.
- Make a written financial report to each regular membership meeting, detailing all income and expenditures for the period.
- 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.
- Where required, not later than February 28<sup>th</sup> each year, furnish each member, on the forms supplied by CUPE National, with a statement showing the net number of tax-deductible dues paid by him during the preceding calendar year.
- 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 month in arrears and report to the Executive Board all members two or more months in arrears in the payment of union dues.

(Articles B.3.4 to B.3.8)

**(e) 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 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)

**(f) Membership Officer**

The Membership Officer shall:

- Guard the inner door at membership meetings and admit no one but members in good standing or Officers and officials of CUPE, except on the order of the President and with consent of the members present.
- Maintain the record of membership attendance at meetings.
- Perform such other duties as may be assigned by the Executive Board from time to time.

**(g) Additional Officer Positions**

Additional Officer Positions and responsibilities:

The Sectional Vice President shall:

- Ensure proper functioning of the all committees within their Section.
- Introduce new members from their Section.
- Shall be ex-officio to all committees within their Section.
- Render assistance to any member of the Board as directed by the Board.
- Assist Chief Steward with their duties.

The Chief Steward shall:

- Keep and file complete records of all grievances and grievance correspondence.

- Ensure that completed fact sheets accompany all grievances: ensure grievor attends meeting, list grievances, issues and number or settlement at all Executive meetings.
- Provide a copy of all grievance settlements to the Recording Secretary for proper storage.
- Advance and handle all grievances after Stage one (1) and two (2) including responsibility for insuring time limits are properly followed when required, requesting extensions to such time limits.

## **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 November.
2. Nominations will be accepted from members in attendance at the nomination meeting or from those members who have allowed their name to be filed in writing at the meeting, witnessed by another member.
3. 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) When an election is to be held, the Executive Board shall appoint an Election Committee of five members from the general membership at least one month prior to the opening of nominations. Members of the Election Committee shall not be eligible to run for any office nor will they currently hold an Executive Board or Trustee position. The Election Committee shall elect one of the five members as the Chief Returning Officer. The Election Committee shall conduct the election(s) working with a firm selected by the Executive Board to conduct electronic voting. The Executive Board shall select the firm to conduct electronic voting at least two months prior to nominations opening.



2) Elections shall be conducted electronically using a third-party firm selected by the Executive Board prior to nominations opening. The firm selected must have demonstrated capability to carry out the electronic vote and the capacity to ensure all voting is secret. The Election Committee shall arrange for one or more electronic voting stations including one at a Union Hall. Electronic voting will be open seven days prior to the January General Meeting in even numbered years and remain open until midnight on the day preceding the Annual General Meeting. The Election Committee shall arrange adequate notice to the membership at least seven (7) days prior to the voting day, with all pertinent information pertaining to the election.

3) Voting for the President, Vice President, Recording Secretary, Secretary Treasurer, Sergeant-at-Arms, Trustees, Sectional Chairs, Sectional Co-Chairs (where applicable), and Chief Stewards (where applicable), shall be conducted through electronic voting.

4) The Election Committee shall work with the independent firm selected to conduct electronic voting.

5) There shall be two electronic votes. One electronic vote shall be for those positions to be elected by the Membership at large. One electronic vote shall be for those positions to be elected by a respective Sectional Membership. The electronic form shall list the position contested followed by the names of the candidates for the position in alphabetical order, last name first. The order of sequence for positions listed on the Membership at-large electronic vote form shall be as follows: President, Vice President, Recording Secretary, Secretary Treasurer, Trustee(s) and Sergeant-at-Arms. The order of sequence for positions listed on the Sectional electronic vote form shall be as follows: Sectional Chair, Sectional Co-Chair, (where applicable) and Chief Steward (where applicable).

6) The Chief Returning Officer shall be responsible for ensuring the electronic vote is conducted in accordance with these bylaws and that the firm selected is independent. The Chief Returning Officer must be fair and impartial and see that all arrangements are unquestionably democratic.

7) A plurality of unspoiled electronic votes cast shall be sufficient to elect any candidate. In case of a tie vote, there shall be a second electronic vote run-off amongst the tied candidates within fourteen (14) calendar days. The Election Committee shall declare the elected candidate(s) in each contest who receive the greatest number of unspoiled electronic votes (plurality\first past the post). The report of the Election Committee shall be signed by all members of the Committee and shall be reported at the November General Membership meeting in even years by the Chief Returning Officer. Results will be posted on the Local union's website and sent via email to all members who have provided email addresses.

- 8) When two or more nominees are to be elected to any office by electronic vote, each member voting shall be required to vote for the full number of candidates otherwise the electronic vote will be declared spoiled.
- 9) A candidate may request a recount of the votes for the election of the position to which they were nominated, prior to the end of the Regular Membership Meeting in November in even years and a recount shall be conducted if supported by the majority of members present.
- 10) The evidence of electronic voting will be destroyed after all recounts and complaints if any are dealt with.
- 11) The Chief Returning Officer shall ensure the integrity of the voting process by taking measures that the Election Committee deems reasonable in the circumstances.
- 12) The Chief Returning Officer shall investigate and rule upon any election complaints. The decision of the Chief Returning Officer shall be final and binding upon all parties. If a candidate requests a recount of the results of their Election in accordance with 12.03(i), the Chief Returning Officer shall in the presence of a representative from each candidate concerned, and in the presence of the CUPE National Representative or a CUPE designate meet with the independent firm carrying out the vote to recount the vote.

(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:

The Sectional Vice Presidents are elected in even years.

The Chief Stewards are elected in odd years.

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 and subsequent ballots will 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 will be dropped.

In the event of a tie vote, a second and subsequent vote(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 votes may be deferred to the next bargaining unit membership meeting.

(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 2 year(s) or until a successor has been elected and installed, provided, however, that no term of office shall be less than one year and no longer than three years.  
(Article B.2.4)
2. The terms of office for Trustees shall be so that one serves for a period of three years, one for two years, and one for one year, as laid down in Article B.2.4 of the CUPE National Constitution. Each year thereafter, the Local Union shall elect one Trustee for a three year period. No member who has been a signing Officer for the Local Union is eligible to run for Trustee, until at least one full term of office has elapsed.
3. The Oath of Office to be read by the newly-elected Officers is:  
*“I, \_\_\_\_\_, 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 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 \$2.00.

(Article B.4.1)

**(c) Monthly Dues**

The monthly dues shall be 2 % of regular wages.

(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 electronic ballot. Notice of at least seven days at a previous meeting or 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 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 Ontario, Ontario Council of Hospital Unions, Sudbury & District Labour Council.

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

In the case of a grant or a contribution to a member(s) or a cause(s) outside of CUPE greater than \$100, 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 days after the meeting where notice of motion has been given.

(d) No Officer or member of Local 1623 will be allowed to spend any Local Union funds without first having received authorization under Section 13(a) of these bylaws.

## **SECTION 14 – OUT-OF-POCKET EXPENSES**

Local Union Officers and committee members shall be provided an out-of-pocket expense allowance as per Policy # 1:

## **SECTION 15 – CHILD CARE, DEPENDENT CARE AND ELDER CARE**

Caring for children, dependents or the elderly are barriers to actively participating in the union or to attending membership meetings. Local 1623 is committed to removing barriers within its control so that all members have equal access to participation.

(a) When it is practical and demand warrants, Local 1623 will provide on-site childcare at all Local Union membership meetings. Where on-site childcare is not provided, and in

the case of dependent care or elder care, members will be reimbursed to a maximum of the living wage for the area for each hour of required care. Reimbursement will be provided upon proof of payment.

- (b) Any member who is on authorized Local 1623 business shall be eligible for childcare, dependent care, and/or elder care expenses where required. Upon proof of payment, claims shall be reimbursed to a maximum of the living wage for the area for each hour of care required.
- (c) Claims will not be paid for a spouse, partner, or a family member who normally provides care without charges. Claims will not be paid for periods of time where a member would normally have paid for care such as during normal hours of work at their job.

## SECTION 16 – DELEGATES TO CONFERENCES, CONVENTIONS AND EDUCATIONALS

- (a) Except for the President's option [Section 9(a)], all delegates to conventions, conferences, and educational shall be chosen at the Executive meeting.
- (b) Delegates to the Sudbury District CUPE 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.
- (c) Delegates to the Ontario CLC District 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 report at each Local Union membership on proceedings at recent meetings of the Council. The Local Union will reimburse the member's employer for any loss of wages.
- (d) All delegates attending conventions, conferences, or educational held outside the town of Sudbury & District shall be paid transportation expenses (**at economy, tourist or coach rates**) as determined by the Secretary-Treasurer, and a per diem allowance of 90.00 dollars for meals and expenses. The Local Union will reimburse the member's employer for any loss of wages.
- (e) Delegates to conventions, conferences, and educational held locally shall have no travel allowance. There shall be a per diem allowance of 20.00 dollars for meals and expenses incurred by attendance at the convention, conference or educational. The Local Union will reimburse the member's employer for any loss of wages.
- (f) Local 1623 will provide members with a per diem allowance prior to their attending the convention, conference, or educational.

- (g) Local 1623 encourages the participation of women and all equity-seeking groups in their delegation to conventions, conferences, and educational.

## **SECTION 17 – 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 members of the Board may sit on any special committee as ex-officio members.

#### **1. Negotiating Committee**

This will be a special committee established at least 8 months prior to the expiry of the Local Union's collective agreement and automatically disbanded when a new collective agreement has been signed. The function of the committee is to prepare collective bargaining proposals and to negotiate a collective agreement. The committee shall consist of 10 members of the Executive. This will consist of: President, Vice-President and four (4) representatives of the Service bargaining unit and four (4) members of the Clerical bargaining unit. There will be two (2) alternates. The National 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.

For the bargaining unit 1623-03 this will consist of the President and four (4) members of the bargaining unit.

All members of Local1623's negotiating committee shall attend Level 1 and Level 2 of CUPE's collective bargaining educational.

### **(b) Permanent Committees**

The Chairperson of each permanent committee will be elected by the Executive Board at a membership meeting. Permanent committees will have a term of two 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. These will be voted at the January membership meeting of all odd years.

There shall be 8 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 National 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 (Vice-President) and chief stewards. The committee shall appoint its secretary from among its members. The National 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.

The committee members will be the Vice-President and 2 members. The committee shall appoint its secretary from among its members.

## 3. Women's Committee



This committee will:

- Advise and give guidance to Officers, committee members and the general membership on all issues that affect women in the workplace and the union movement.
- Promote leadership of women at the Local Union level and in the broader labour movement.
- Increase and support the active participation of women in the Local Union and the broader labour movement.
- Strive to eliminate gender discrimination in the workplace, Local Union, broader labour movement, and society through education and participation in human rights activities both in and outside of the labour movement.

The committee members will be the Vice-President and 3 members. The committee shall appoint its secretary from among its members.

#### 4. Committee Against Racism and Discrimination (CARD)

This committee will:

- Advise and give guidance to Officers, committee members, and the general membership on all issues that affect all equity-seeking groups, including people of colour, Aboriginals, lesbian, gay, bi-sexual and transgendered workers in the workplace and the union movement.
- Promote leadership of equity-seeking workers at the Local Union level and in the broader labour movement.
- Increase and support the active participation of equity-seeking workers in the Local Union and the broader labour movement.
- Strive to eliminate racism and discrimination in the workplace, Local Union, broader labour movement, and society through education and participation in human rights and anti-racism activities both in and outside of the labour movement.

The committee members will be the Vice-President and 3 members. The committee shall appoint its secretary from among its members.

#### 5. Health and Safety Committee

This committee will:

- Work to educate members on the importance of workplace health and safety.
- Prepare and present reports to the regular membership meetings.
- Participate on the Joint Worksite Health and Safety Committees (JWH&SC) at their workplace.
- Ensure that the worker representatives on the JWH&SC meet separately from the employer to prepare for meetings with the employer.
- Promote safe work procedures and environments so as to prevent illness and injury as a result of workplace factors.
- Immediately bring to the attention of the employer any workplace hazard that has the potential to cause members' illness or injury.
- Work to eliminate all workplace hazards, be they physical, environmental, or social.

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

The committee members will be the elected chairperson and the language in the collective agreement. The committee shall appoint its secretary from among its members.

#### 6. Bylaw Committee

This committee will:

- Review the bylaws annually and make recommendations to the Executive Board on proposed amendments.
- Review any proposed amendments received from the Executive Board or membership of the Local Union to ensure that the amendments will conform to the remainder of the bylaws and the CUPE National Constitution.

- Ensure that the Local Union's bylaws are written in clear language, ensuring that clear language does not change the intent or meaning of the bylaws.

The committee members will be the Vice-President, 1 Service Sectional Vice President, 1 Clerical Sectional Vice President and 1 CCC Sectional Vice President. The committee shall appoint its secretary from among its members. The National Representative assigned to the Local Union shall be a non-voting member of the committee and shall be consulted during the review process.

#### 7. Membership Support Committee

This committee will:

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

The committee members will be the elected chairperson and 3 members. The committee shall appoint its secretary from among its members.

#### 8. Social Committee

This committee will:

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

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

The committee members will be the Vice-President and 3 members, and may appoint a secretary-treasurer from among its members.

## **SECTION 18 – 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 (see Appendix F of National Constitution).

## **SECTION 19 – 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 20 – 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 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 days before at a previous membership meeting or 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 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 21 – PRINTING AND DISTRIBUTION OF BYLAWS**

Members will receive a copy of Local 1623 bylaws, either in paper format or via the Local Union website at [www.local1623.ca](http://www.local1623.ca). Members requesting a copy of these bylaws will be provided a copy in either French or English as requested. Members with special needs may request a copy of the bylaws in larger font.

# Appendix A

## CUPE NATIONAL EQUALITY STATEMENT

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

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

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

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

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

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

## Appendix B

### CUPE ABORIGINAL GREETING ACKNOWLEDGEMENT

We will begin this CUPE 1623 Meeting by acknowledging that we are meeting on aboriginal land that has been inhabited by Indigenous peoples from the beginning. As settlers we are grateful for the opportunity to meet here, and we thank all the generations of people who have taken care of this land – for thousands of years.

Long before today, as we gather here, there have been aboriginals' peoples who have been the stewards of this place, we acknowledge we are in Robinson-Huron Treaty territory and the land on which we gather is the traditional territory of the Atikameksheng Anishinaabeg.

We recognize and deeply appreciate their historic connection to this place. We also recognize the contributions of Métis, Inuit, and other Indigenous peoples have made, both in shaping and strengthening this community, and our province and country as a whole.

As settlers, this recognition of the contribution and historic importance of Indigenous peoples must also be clearly and overtly connected to our collective commitment to make the promise and challenge of Truth and Reconciliation real in our communities, and to bring justice for murdered and missing indigenous women and girls as well the missing children of the Residential schools across our country.

# Appendix C

## CODE OF CONDUCT

Local 1623 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 1623 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 1623 is committed to creating a union which is inclusive, welcoming, and free from harassment, discrimination and all types of bullying and intimidation. Local 1623 needs to ensure that it provides a safe environment for members, staff and elected officers to carry out our work. Local 1623 expects that mutual respect, understanding and co-operation will be the basis of all our interaction.

This Code of Conduct for Local 1623 sets out standards of behaviour for members at meetings, and all other events organized by Local 1623. 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 1623 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 1623, 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 D

## RULES OF ORDER

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

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

21. A motion to adjourn is in order except when a member is speaking or when members are voting.
22. A motion to adjourn, if lost, is not in order if there is further business before the Local Union, until fifteen minutes have elapsed.
23. After the Chairperson declares the vote results on a question, and before the Local Union proceeds to another order of business, any member can ask for a division. A standing vote on the division will be taken and the Recording Secretary will count the standing vote.
24. If a member wishes to appeal a decision of the Chairperson, the member must appeal at the time the decision is made. If the appeal is seconded, the member will be asked to briefly state the basis for the appeal. The Chairperson will then briefly state 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 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 majority of members who vote. If two-thirds 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.

## **PREAMBLE**

Policy Papers as adopted by the Membership of CUPE and its Local 1623 are designed to provide the Officers with the necessary guidance to effectively administer the affairs of the Local Union daily. The following Policy Papers govern the payment of remuneration, expenses for those Members responsible to carry out business of the Local, and other related expenditures.

Policy Papers are not limited to matters of a financial nature. Provided that a Policy Paper receives the necessary approval, a policy of the Local Union may cover any topic, which is of interest to all Members.

These Policy Papers 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 Policy Papers and the CUPE Constitution, the latter shall govern. Constitutional interpretation, including determination of conflict, is the prerogative of the National President.

These Policy Papers shall not be amended, added to, or suspended except upon a two thirds majority vote of those present and voting at Regular General Membership Meeting or Special General Membership Meeting following at least seven days' notice at a previous meeting or at least sixty days written notice has been given and further provided that such Policy Papers do not conflict with the CUPE National Constitution.

Changes in these Policy Papers shall not be valid or take effect until approved by the General Membership of CUPE and its Local 1623.

Article B.5.1 of the National Constitution states that changes to the Bylaws cannot go into effect until approved by the National President.

**POLICY PAPER #1:      Officer’s Honorarium**

The Officers of the Local shall be paid a monthly honorarium in the following manner:

President:	\$400.00
Vice-President:	\$325.00
Recording Secretary:	\$350.00
Secretary Treasurer:	\$350.00
Sectional Vice-President:	\$150.00
Chief Stewards:	\$150.00
Sergeant at Arms:	\$100.00
Health & Safety Co-Chair:	\$100.00
Steward:	\$50.00
Health & Safety Representative:	\$50.00

Executive and Officers shall forfeit their honorarium for the following month if they missed the executive meeting without good and sufficient cause. Reasons for such absences must be communicated to the President in writing with 48 hours’ notice (ie. Denied union business, illness/sick, work, vacation, religion, education)

Stewards failing to attend two (2) of the three membership meetings without good and sufficient cause shall forfeit their quarterly steward’s payment. Reasons for such absence must be communicated to their respective Chief Stewards in writing with 48 hours’ notice (ie. Denied union business, illness/sick, work, vacation, religion, education)

Honorarium shall not be paid in those instances where the position is vacant for more than thirty (30) days.

Out of Pocket expenses shall only be paid with the appropriate receipts.

If the person is off work for more than twenty-one (21) calendar days for any reason other than union business shall not be paid their honorarium for that month.

## **POLICY PAPER #2:        PAYMENT OF EXPENSES**

Members elected, approved, or required as a duty of Office to carry out the affairs of the Local Union shall be reimbursed in the following manner:

- 1) Members shall receive compensation for any loss of wage for a normally scheduled workday while attending union business.
- 2) Members shall be reimbursed for travel. However, mode of transportation to and from the activities shall be determined at the discretion of the Executive considering distance travelled.
- 3) Members using their personal vehicle to attend to Union Business shall be reimbursed a kilometre allowance equivalent to that paid by the Ontario Division Policy as amended from time to time; should the kilometres be greater than the distance to their workplace and return, the difference will be reimbursed.
- 4) Members shall be reimbursed for all accommodations for an overnight stay, including parking at the place of accommodation or function. Taxi fares shall be reimbursed as part of the out-of-town expenses.
- 5) Members shall be reimbursed for Registration Fees.
- 6) Members attending to Union Business requiring overnight stay shall receive a Per Diem of ninety dollars (\$90.00) per day.
- 7) Members attending to Union Business which prevent them from maintaining a regular work schedule due to the requirements put upon their positions as elected or serving union representatives in their bargaining units within the City of Greater Sudbury; incurring out of pocket expenses; shall be reimbursed for said expenses upon submission of receipts for said expenses up to a maximum of seventeen dollars and 50 cents (\$17.50) per day excluding parking.

Executive Board members shall be diligent in keeping all additional expenses to a minimum. Permission for purchasing meals and paying out of pocket expenses shall be authorized on a case-by-case basis by the President or designate and only as needed for members who are booked off for union business for the full day as per their leave of absence.

- 8) If a member of the Union is booked off for no more than 4 hours (or half a workday, depending on the schedule of the member in question), expense claims will be limited to wages and benefits. No expenses for meals or incidentals will be eligible

for reimbursement. The Executive Board reserves the right to award full reimbursement for special circumstances or requested work of a member on case-by-case basis.

- 9) Special appeals during a Convention shall be dealt with by a delegate selected by the Executive Board.
- 10) Attendance at any Rally will follow the By-Law per diem. The local will not be covering wages and benefits for attendance to these events.



### **POLICY PAPER #3: Strike Appeals and Financial Appeals**

#### Strike Appeals:

The Local, throughout the year, will receive numerous requests for financial assistance regarding strikes. Strike appeals cover a varied group of affiliates and non-affiliates. The Executive Board may at their discretion provide the following assistance:

Up to \$200.00 for all CUPE locals

#### Financial Appeals:

The Local, throughout the year, will receive numerous requests for financial assistance regarding financial appeals. Financial appeals cover a varied group of affiliates and non-affiliates. The Executive Board may at their discretion provide the following assistance:

Up to \$200.00 for all CUPE locals

**POLICY PAPER #4: LEGAL FEES INCURRED**

The Local union shall not be responsible, nor shall it be liable for any legal fees incurred by/or on behalf of any individual or groups of any individuals, unless prior approval has been granted at a regular membership meeting.

The Local union shall not be responsible for any traffic violation tickets that may incur while doing union business.

## **POLICY PAPER #5: GOOD AND WELFARE OF THE LOCAL UNION'S MEMBERS**

### **Accessibility:**

The Local Union is committed to having as many Members as possible participating in the Affairs of the Local Union. Therefore, the Executive Board shall ensure that all meetings of the Local Union occur in buildings that are accessible to Members with disabilities.

Members with disabilities who may require special arrangements should discuss their needs with an Executive Board member.

### **Death Benefit:**

Upon the death of a Member of the Local Union, the Secretary Treasurer shall pay to the charity of choice one hundred dollars (\$100.00).

### **Retirement Benefit:**

Every member of the Local who has contributed dues on a Full Time or Part Time basis throughout their working tenure in the Union and has officially filed for Retirement with their Employer as per their Section's Collective Agreement, shall at the time of normal retirement be entitled to a retirement gift from the Local Union in the amount of one hundred dollars (\$100.00) effective January 1, 2015.

### **Insurance:**

The Secretary Treasurer shall ensure that all Executive Board members have accident insurance coverage year-round program as provided by the Co-Operators for CUPE Chartered Organizations.

## **POLICY PAPER #6: CREDIT CARD**

The Local 1623 will provide as required to members of the Executive Board a credit card in their name, for the purpose of the Local's business needs. The Credit Card shall be entrusted to the President and Secretary Treasurer.

The Local Union's credit cards shall be used for the sole purpose of paying expenses related to the affairs of the Local Union.

Typical examples of expenses could be, but are not limited to:

- Hotel rooms for conventions or negotiations
- Approved Travel Expenses
- Meals in place of Per Diem payment (when the credit card is used for meals, the gratuity paid is limited to a maximum of 15%)
- Payment of union cell phone
- Purchase of office supplies

Reconciling Credit Card Monthly Bills:

The Secretary Treasurer shall be responsible to ensure all outstanding monthly credit card balances are paid promptly to avoid interest charges to the local.

Each credit card will be issued to the Executive Member with the following understanding and expectations:

- 1) Each expense charged to the Union Credit Card will be subject to review by the Secretary-Treasurer who will highlight any unauthorized purchases or discrepancies to the Executive Board for review
- 2) Each expense will be submitted with the appropriate receipt to the Secretary-Treasurer within 2 weeks of the charge accounting for the time, date, place and purpose of the expense notated in detail on an authorized local claim sheet for processing and payment by the Secretary-Treasurer.
- 3) Expenses relating to conference, conventions or other authorized Union Activities will be filled as per point #2.

Failure to complete the reconciliation of expenses as per the process noted above will result in a warning being issued by the Secretary-Treasurer to the cardholder upon a first occurrence, if a second occurrence occurs the card will be locked by the Secretary-Treasurer, upon a third occurrence the credit card will be cancelled.

## **POLICY PAPER #7: UNION ACCOUNTS**

The Local Union shall establish and maintain a chequing account which shall be used to pay all operating expenses.

## **POLICY PAPER #8: RIGHT TO EDUCATION STATEMENT**

Local 1623, fully supports and encourages its members to apply to access all educational opportunities offered by CUPE National, CUPE Ontario, Sudbury & District Labour Council or Ontario Council of Hospital Unions recognizing that these investments in both dollars, time and resources must be carefully monitor by the Local.

Any member who participates in education are strongly encouraged to take the knowledge learnt and give back of their time, efforts, and resources to the Union. Members must also acknowledge that they are participating at the expense of their fellow members whose investment in the Local via their monthly dues, allows them these opportunities.

It is the policy of the Union that any member seeking training should be giving back to the Local Union to assist members as best they can.

It is the intent of this policy statement to set out reasonable terms and expectations to motivate engagement and participation in our Local's Union Life.

### Eligibility:

Any member of the Union may request to attend approved training opportunities as presented by duly elected Education Committee and approved by the membership.

Approvals for all Training requests will be prioritized based on the following criteria:

- Any member who actively participates by holding an elected position
- Any member at large who will formally commit to active participation in Union Life and contribute their time to the activities of the Local
- Any member at large who wishes to indoctrinate themselves into what active participation entails without first making a commitment to active participation
- Any member wishing to take a repeat course or refresher will be authorized at the discretion of the Executive Board

All approvals for access to training will be subject to budgetary constraints of the Local.

### Training Budget

The Executive of the Local sets an operating budget for the coming fiscal year that is approved by the membership. At that point, a reasonable amount of funds are set aside to address the educational needs and requirements of the Local.

The Executive of the Local commits to notifying the membership at a General Membership meeting by way of the Local's Treasurer when the budget for Education reaches a level of 75% allocated or spent. At that time, at the discretion of the Executive dependant on need, a motion may be presented to the Membership to increase or re-allocate budgeted funds to address the educational needs of the Local.

### Limitations to Funding for Education

The Local reserves the right not to fund the educational pursuits of any member with Local funds under the following circumstances:

- Failure to attend a course paid for by the Union without just cause or explanation
- Failure to attend a course paid for by the Union for the full allotted time without just cause or explanation
- If a member is found to have applied for any course for the purpose of avoiding a workday
- If a member falsifies attendance at any education, training, or conference
- If a member attends a course without a proper leave with their employer in place
- If a member is considered not to be in good standing with the Union for any reason
- If a member fails to repay charges approved by the Local.

### Reports and Testimonials

At the discretion of the Executive, any participant attending education may be, with prior notice, be required to submit a report testimonial or presentation to the Executive or other active Committees or working groups within the local on the topic of the education received.

## **POLICY PAPER #9: OFFICE RESPONSIBILITIES**

### **Keys to Office**

All Officers, Chief Stewards will be given keys for the office only after having signed an acknowledgement of receipt.

### **Computers**

All Officers, Chief Stewards, Sectional Vice-President will be given a computer and a mouse for union use only after having signed an acknowledgement of receipt.



## **POLICY PAPER #10: UNION DAYS**

All days off for Union Business shall be pre-approved by the General Membership unless specifically dealt with by this Policy.

- 4) The President shall be allotted four (4) days leave or more as required for Union Business per month to carry out duties of the respective position, The President will automatically be on Union Business for the General Membership meeting and this day will not count towards his/her regular Union Business days.
- 5) The Secretary-Treasurer shall be allotted three (3) days leave for Union Business per month to carry out the duties of the respective position, if required. The Secretary-Treasurer will automatically be on Union Business for the General Membership meeting and this day will not count towards his/her regular Union Business days.
- 6) The Vice-President shall be allotted two (2) days leave for Union Business per month to carry out the duties of the respective position, if required.
- 7) The Recording Secretary shall be allotted three (3) days leave for Union Business per month to carry out the duties of the respective position, if required. The Recording Secretary will automatically be on Union Business for the General Membership meeting and this day will not count towards his/her regular Union Business days.
- 8) Chiefs Stewards and Sectional Vice-Presidents maybe allotted one (1) day per month to carry out their respective duties of their position.
- 9) There shall be no carry over from month to month of Union Business days, unless the Employer does not allow Union Leave and the carry over is authorized by the Executive.

## **POLICY PAPER #11: CONVENTIONS AND CONFERENCES**

Except as provided for elsewhere in these By-Laws, the Executive Board members shall have priority to attend Conventions and shall be approved by the Membership.

The President has the first right of refusal to attend Conventions/Conferences. Should additional delegates be required the Executive Board will determine, based on budgetary allocation, how members will attend any given Convention deemed appropriate to attend by the Local. Conventions are identified as CUPE National, CUPE Ontario, CLC and OFL. Conferences are identified as OCHU, HCWCC, etc.

The Executive Board shall consider the following when adding delegates for Conventions/Conferences:

- Funds available for the delegation as budgeted for annually
- Members who hold any elected positions relevant to the Convention (ie: an elected member to CUPE Ontario is a relevant position for an Ontario Convention)
- Executive Board members who have a legitimate link and responsibility for representation for a specific jurisdiction at the conference (ie: WSIB representative)

The Executive Board shall consider the following when allocating delegates:

- Members from each local bargaining unit
  - o Service
  - o Clerical
  - o St Joseph CCC

Note: as part of the delegate's participation in a conference or convention, the member shall be obligated to submit a written or template report of their experiences at the event. The report shall be submitted within one (1) month of the conclusion of the conference or convention, unless a written additional one (1) month extension is provided by the President. Failure to submit a written report to be received by the Executive Board will suspend any Executive Member attendance privileges for a period of two (2) calendar years from the due date of their report. If the member, at any time is absent due to illness or other factors from designated activities, these absences should immediately be reported verbally, followed up in writing at an appropriate time to the most senior executive member responsible for the delegation attending. Any member who is determined to be absent without leave will have their conference attendance record, per diem and other expenses evaluated for reconsideration by the Executive Board.

## **POLICY PAPER #12: COMMITTEES**

To be eligible for election as a Member of any Committees a member must be in good standing as defined in Section 4 of these by-laws and is not in violation of the principals of the National Constitution.

Membership of each Local Union Committee, whether Special or Standing, will be based on equal representation among Bargaining Units. Specifically, nominations will be accepted and elections will be completed for one member of each bargaining unit to sit on each committee at which time only members of the appropriate bargaining unit may vote. Any vacant positions are deemed "at-large" positions and will then be filled by nominations and elections from all bargaining units at which time all local union members may vote.