

CANADIAN UNION OF PUBLIC EMPLOYEES

LOCAL 556

BY-LAWS

**TOWN OF COMOX
CITY OF COURTENAY
VILLAGE OF CUMBERLAND
COMOX VALLEY REGIONAL DISTRICT
UNION BAY IMPROVEMENT DISTRICT
HORNBY ISLAND RESIDENTS AND RATEPAYERS
ASSOCIATION**

October 7, 2020

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PREAMBLE

The Public Employees of the City of Courtenay, Town of Comox, Village of Cumberland, Union Bay Improvement District (UBID), Hornby Island Residents and Ratepayers Association (HIRRA) and Comox Valley Regional District believe it to be a natural right of those who toil to unite together for mutual protection and advancement in order to improve the social and economic welfare of its members without regard to sex, colour, race or creed, to promote efficiency in public employment and to manifest its belief in the value of the unity of organized labour, Local 556 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.

SECTION 1 - NAME

The name of this Local shall be: Canadian Union of Public Employees, Local 556.

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 all workers;
- (b) support CUPE in reaching 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 - INTERPRETATION AND DEFINITIONS

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

SECTION 4 - MEMBERSHIP MEETINGS - REGULAR AND SPECIAL

- (a)
 1. Regular membership meetings of *Local 556* shall be held at least once every three months. Notice of the meeting shall be posted seven (7) days prior to the meeting.
 2. Unit meetings shall be held at the call of the Unit Vice-President/President or designate. Notice of the meeting shall be posted at least 72 hours prior to the meeting.

- (b) 1. A quorum for the transaction of business at any regular or special Local 556 meeting shall be twelve (12) members including at least three (3) members of the Executive Board.
- 2. Failing a quorum being met at any regular meeting, the Executive Board will conduct the business of the local and will advise the membership at the next regular meeting where there is a quorum.
- 3. A quorum for the transaction of business at unit meetings shall include the Unit Vice-President or one member of the Executive Board and shall be as follows:

Town of Comox	8 members
Comox Valley Regional District	10 members
City of Courtenay	10 members
Village of Cumberland	4 members
Union Bay Improvement District (UBID)	3 members
Hornby Island Residents and Ratepayers Association (HIRRA)	3 members

- (c) 1. Special membership meetings of *Local 556* may be ordered by the Executive Board or requested in writing by no fewer than 12 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.
- 2. Special unit meetings may be ordered by the Executive Board or requested in writing by no fewer than 20% of the members. The Unit Vice-President/President or designate 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.

- (d) The order of business at regular membership meetings is as follows:
 - 1. Roll call of Officers
 - 2. Voting of new members and initiation
 - 3. Reading of Minutes
 - 4. Matters arising
 - 5. Treasurer's report
 - 6. Communications and bills

7. Executive Committee Reports
8. Reports of Committees and Delegations
9. Nominations, Elections, or Installations
10. Unfinished business
11. New business
12. Good of the Union
13. Adjournment
(Art.B.VIII)

SECTION 5 - VOTING OF FUNDS

Except for ordinary expenses, bills and budgeted expenditures previously approved at membership meetings, no sum over one thousand (\$1000) dollars shall be voted for the purpose of a grant or contribution to a member or any cause outside CUPE 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 the President, Vice-President, six (6) Unit Vice-Presidents one from each of the following: City of Courtenay, Town of Comox, Village of Cumberland, Union Bay Improvement District, Hornby Island Residents and Ratepayers Association and Comox Valley Regional District, Secretary-Treasurer, Recording Secretary, four (4) Deputy Unit Vice-Presidents, one from each of the Comox Valley Regional District, the Town of Comox, the Village of Cumberland and the City of Courtenay, Education Coordinator, three (3) Trustees and Sergeant-at-Arms.

SECTION 7 - EXECUTIVE BOARD

- (a) The Executive Board shall consist of all officers, except Deputy Unit Vice-Presidents, Trustees, Education Coordinator and Sergeant at Arms. (ART.B.2.2)
- (b) The Board shall meet at least once every month. (ART.B.3.13)
- (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 Constitution. (ART. B.6.1 to B.6.7)
- (g) Should any Board member fail to answer roll-call for three consecutive regular membership meetings or three regular Board meetings without having submitted good reasons for those failures, his office shall be declared vacant and shall be filled by an election at the following membership meeting. (ART B.2.5)
- (h) The board shall prepare an annual budget which shall be presented to the

membership for approval at each January regular meeting. The budget year shall be for the period of January 1st to December 31st.

- (i) The Secretary-Treasurer, and all Officers authorized to sign on behalf of Local 556, shall be properly bonded with a faithful performance of duty bond. Bonding amounts shall conform to the minimum guidelines as established by the National Secretary-Treasurer and distributed to all chartered organizations annually. The amount of the bonding for any position shall be approved by the National Secretary-Treasurer in accordance with Article 9.3 (k). Any signing officer who cannot qualify for a bond shall immediately be disqualified from office and Local 556 shall proceed with the election of a replacement for that officer.

SECTION 8 - DUTIES OF OFFICERS

- (a) The **President** shall:

- preside at all meetings of Local 556;
- sign each order of the treasury only as authorized and ordered by Local 556;
- appoint all committees not otherwise ordered;
- transact such other business as may of right pertain to the office of President, and which may be necessary for the proper functioning of Local 556;
- have first preference as a delegate to the CUPE National Convention (ART. B.3.1.).
- conduct the elections for the Unit Vice-President positions.

- (b) The **Vice-President** shall:

- perform the duties of the President in the absence of that officer, and, in case of the resignation or death of the President, shall perform the duties of the President until such vacancy is filled as provided in Local 556 bylaws.
- presides when called upon by the President and at times when the President may be temporarily unable to discharge the duties of that office.
- Sits ex-officio on all Local 556 committees;

- (c) The **Unit Vice-Presidents** shall:

- preside at all unit meetings;
- sit ex-officio on the bargaining and labour management committees of their unit;
- conduct unit elections or seek volunteers for unit committees for approval at the next Local 556 meeting;
- assist shop stewards in representing members, preparing and filing grievances;
- hold meetings at least twice a year with the shop stewards of their unit;
- assure all correspondence is forwarded to the Recording Secretary;
- certify all minutes of the unit meetings and forward them to the Recording Secretary of Local 556;
- have the option of taking up to two (2) days paid leave per month to conduct unit business;
- distribute education material and assist with registration;
- liase directly with the assigned CUPE National representative.

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

- keep full, accurate and impartial account of the proceedings of all regular and special membership and Board meetings;
- attach to the minutes a copy of the full financial report presented by the Secretary Treasurer in accordance with B.3.6
- record all alterations in the bylaws;
- answer correspondence and fulfil other secretarial duties as directed by the Board;
- file a copy of all letters sent out and keep on file all communications;
- prepare and distribute all notices to members;
- have all records ready on reasonable notice for auditors and Trustees;
- preside over membership and Board meetings in the absence of both the President and the Vice-President;
- on termination of office, surrender all books, seals and other properties of the Local to his/her successor; (ART B.3.3)

(e) The **Secretary-Treasurer** shall:

- be responsible for keeping all financial accounts of Local 556 and shall be responsible for maintaining correct and proper accounts of all its members;
- maintain the financial accounts of Local 556;
- be responsible for maintaining, organizing, safe-guarding and keeping on file all supporting documents, authorizations, invoices and/or vouchers for every disbursement made, receipts for all money sent to CUPE National, as well as records and supporting documents for all income received by Local 556;
- regularly make a full financial report to meetings of the Local 556 Executive Board;
- provide a written financial report to each regular membership meeting, detailing all income and expenditures for the period;
- keep on file all receipts for money sent to the CUPE National during the year;
- submit the Local's books and records to the Trustees for audit at least once each calendar year, and in addition to providing all books, records, invoices, other supporting documents, and original bank statements, must also furnish the Trustees with a letter from the bank(s) where the funds of Local 556 are deposited, attesting to the amount to the credit of Local 556 at such bank(s)
- within a reasonable time, respond in writing to any recommendations and concerns raised by the Trustees in accordance with Article B.3.12;
- forward to the National Secretary-Treasurer of the Canadian Union of Public Employees, on the official monthly report forms provided, not later than the last day of each month, all financial obligations for the previous month owing to the Canadian Union of Public Employees
- forward (\$1.00) of each initiation fee on all members admitted (except for those named on the list forwarded with the application for a charter) along with the per capita tax on all dues received by Local 556.
- At the end of his/her term of office, the Secretary-Treasurer shall turn over to his/her successor, all properties and assets, including funds, books and records belonging to Local 556
- advise each employer on an annual basis or upon an amendment, of the applicable rate of dues, assessments and initiation fees;
- have the option of taking one (1) day paid leave per month to perform Secretary-Treasurer duties.

(f) The **Deputy Unit Vice-Presidents** shall:

- perform the duties of the Unit Vice-President in the absence of that officer, and, in case of the resignation or death of the Unit Vice-President, shall perform the duties of the Unit Vice-President until such vacancy is filled as provided in Local 556 bylaws
- attend all regular membership and unit meetings;
- sit on the grievance committee for their unit;
- assist their Unit Vice-Presidents with their duties
- have the option of taking one (1) day paid leave per month to perform Deputy Unit Vice-President duties;
- assist shop stewards in representing members, preparing and filing grievances;
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(g) The **Trustees** shall:

- audit the books of the Secretary-Treasurer and shall exercise general supervision over the property of Local 556. Such general supervision shall include, but not be limited to, ensuring that the Secretary-Treasurer complies with the provisions of Articles B.3.6 and B.3.7;
- at the first election of officers in Local 556 the Trustees shall be elected so that one shall serve for a period of three years, one for two years and one for one year. Each year thereafter Local 556 shall elect one Trustee for a three-year period or, in the case of vacancies occurring, elect Trustees to fill only the unexpired terms in order to preserve overlapping terms of office;
- examine the books and records of the Secretary-Treasurer and inspect or examine all properties, bonds, and all other assets of Local 556 at least once each calendar year;
- at the completion of their audit, the Trustees shall submit in writing to the President and Secretary-Treasurer any recommendations and/or concerns they feel should be reviewed in order to ensure that Local 556 funds, records, and accounts are being maintained by the Secretary-Treasurer in an organized, correct, and proper manner.
- make a written report to the next regular meeting of Local 556 following the audit on the condition of the funds and accounts, the number of members in good standing, the number initiated, expelled or suspended, admitted or withdrawn, together with such other information they may deem necessary to the efficient and honest administration of Local 556, along with a copy of the written recommendations and/or concerns submitted to the Secretary-Treasurer, and the Secretary-Treasurer's written response;
- 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 Local 556 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. (ART. B.3.10 to B.3.12)

(h) 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 Board from time to time.

(i) **The Education Coordinator shall:**

- coordinate members' attendance at education courses, seminars and conferences, including registrations, booking accommodations and arranging for travel expense reimbursement;
- distribute information regarding education courses, seminars and conferences for all members
- ensure proper forms are completed and forwarded to the Secretary-Treasurer as required;
- organize local education courses if required;
- assist in preparation of shop steward binders/materials and new member kits;
- assist units with orientation process for new members

SECTION 9 - OUT-OF-POCKET EXPENSES

- (a) The following out-of-pocket expenses shall be provided on a monthly basis, and paid quarterly for each month of service on March 31st, June 30th, September 30th and December 31st:

President	\$150 per month
Vice-President	\$150 per month
Secretary-Treasurer	\$150 per month
Recording Secretary	\$150 per month
Unit Vice-Presidents	\$150 each per month
Deputy Unit Vice-Presidents	\$150 each per month
Education Coordinator	\$150 per month

- (b) Communication Expenses:

Cell Phone

A cell phone allowance of \$50 per month may be provided to Executive officers, Deputy Unit Vice-Presidents and Education Coordinator who are not in an office environment (not to exceed 100% of the cell phone charges for the month). Under special circumstances where excessive use is necessary (i.e. negotiations), the Executive Board may approve the payment of additional expenses.

Internet

An internet allowance of \$25 per month may be provided to Executive officers, Deputy Unit Vice-Presidents and Education Coordinator (not to exceed 100% of the internet charges for the month).

SECTION 10 - FEES, DUES AND ASSESSMENTS

- (a) Initiation Fees

Each applicant for membership in the Local shall be directed to the Secretary-Treasurer and shall be accompanied by an initiation fee of ten dollars (\$10.00)

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. (ART. B.4.1 AND B.10.2)

(b) Re-admittance Fee

The Re-admittance fee shall be ten dollars (\$10.00). (ART. B.4.1 and B.11.2)

(c) Monthly Dues

The monthly dues shall be 1.8% (one point eight percent) of gross wages per month.

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 (see Section 17), with the additional provision that the vote must be by secret ballot. (ART. B.4.1 and B.4.3)

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 have been automatically amended to conform to the new CUPE minima.

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

SECTION 11 - NON-PAYMENT OF DUES AND ASSESSMENTS

Any member in arrears for a period of three months or more shall be automatically suspended and his suspension shall be reported to the Executive Board by the Secretary Treasurer. The Executive Board shall report to the next membership meeting with a recommendation. Any member under suspension wishing to be reinstated shall, upon application, pay the re-admittance fee, plus any dues and assessments in arrears. This money will be returned if the application is rejected. If a member has been unemployed or unable to work because of sickness, he shall pay the re-admittance fee but may not be required to pay his arrears. (ART. B.11.1.)

SECTION 12 - NOMINATIONS, ELECTIONS AND INSTALLATION OF OFFICERS.

(a) Nominations

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. No member shall be eligible for nomination if he is in arrears of dues and/or assessments.

(b) Elections

Local Executive Board

- (1) At a membership meeting prior to elections the President shall, subject to the approval of the members present, appoint an Elections Committee consisting of a Returning Officer and assistant(s). The Committee shall consist of members of

the Local who are neither officers nor candidates for offices. It shall have full responsibility for voting arrangements and shall treat information submitted to it in connection with its responsibilities as confidential.

- (2) nominations shall be received and elections held at a regular membership meeting in January for the following positions:

President (2 year term to be elected in odd years)

Vice-President (2 year term to be elected in even years)

Secretary-Treasurer (2 year term to be elected in even years)

Recording Secretary (2 year term to be elected in odd years)

Sergeant at Arms (2 year term to be elected in odd years)

Education Coordinator (2 year term to be elected in even years)

- (3) The Executive Board will determine the form of the ballot and ensure that sufficient quantities are made available in good time to the Returning Officer.
- (4) 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.
- (5) The vote shall be by secret ballot.
- (6) Voting to fill one office shall be conducted and completed, and recounts dealt with, before balloting may begin to fill another office.
- (7) 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.
- (8) When two 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.
- (9) Any member may request a recount of the votes for any election and 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 (B)(1).
- (10) Unit Elections:

Nominations shall be received by the President or designate of the Local and elections held at a unit meeting prior to the regular membership meeting in January for the following positions:

Unit Vice-Presidents:

Town of Comox (2 year term to be elected in odd years)

Comox Valley Regional District (2 year term to be elected in even years)

City of Courtenay (2 year term to be elected in odd years)
Village of Cumberland (2 year term to be elected in even years)

Deputy Unit Vice-Presidents:

Comox Valley Regional District (2 year term to be elected in odd years)
City of Courtenay (2 year term to be elected in even years)
Town of Comox (2 year term to be elected in even years)
Village of Cumberland (2 year term to be elected in odd years)

And such election shall be recorded in Local 556 January membership minutes.

(c) Installation

- (1) All duly elected officers shall be installed at the Local 556 January meeting at which elections are held.

(d) By-Elections

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

SECTION 13 - DELEGATES

Appointments

- (a) Except for the President's option (Section 8(a)), all delegates to conventions and conferences shall be appointed by the Executive Board
- (b) Delegates to the Vancouver Island District Council (CUPE) and District Labour Council (CLC) shall be appointed bi-annually by the Executive Board. The delegates shall report at each membership meeting of the Local on proceedings at recent meetings of the Councils.
- (c) Representation at educational institutes and seminars shall be subject to approval of the Executive Board.

SECTION 14 - COMMITTEES

(a) Unit Bargaining Committee

The function of the Committee is to prepare collective bargaining proposals and to negotiate a collective agreement. The committee shall consist of the number of representatives outlined in their respective collective agreements. A new Bargaining Committee must be elected by the unit at least nine (9) months prior to the expiration date of the collective agreement. Each individual committee member shall be from a different department. The CUPE National 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) Unit Labour Management Committee

The function of the Committee is as outlined in their respective collective agreements.

The additional committee members (as outlined in their respective collective agreements) shall be elected at the same time the unit Vice-President is elected.

(c) Unit Grievance Committee

The Committee shall consist of the Unit Vice-President as Chair, who shall select two (2) members from among the Shop Stewards. The first Shop Steward will be constant and assist the Chair and the other will be from the department involved in the grievance. For the Comox Valley Regional District, the Town of Comox, the Village of Cumberland and the City of Courtenay, the first shop steward shall be the Deputy Unit Vice-President. The Committee shall appoint its secretary from among its members. The Unit Grievance Committee shall process all grievances not settled at the initial stage. Grievances must be in writing on the forms provided by the National Office and be signed by the complainant(s), as provided for in the Collective Agreement. A copy of the grievance and any related documentation, shall be sent to the assigned CUPE National Representative. A grievance report shall be submitted to the Executive Board and then to a membership meeting. Before any grievance is moved to arbitration, it must be voted on by secret ballot at a Local 556 membership meeting.

(d) Unit Goodwill Committee

The unit goodwill committees will consist of two volunteer members appointed by their respective Unit Vice-Presidents. The committee shall, in coordination with the Secretary-Treasurer, arrange for flowers, gift baskets or charitable donations, to a maximum of \$100, as follows:

- Upon the birth of a child of a union member or their partner;
- Upon the death of a union member, their partner, or their child, grandchild or parent;
- Absent from work due to illness or injury in excess of fourteen (14) days.

These gifts may be accompanied by a greeting card. Any situation that arises, not covered above, may be responded to with a card. Supplies and postage for such cards will be paid for by CUPE Local 556.

Retirement Gift

All members in good standing of CUPE Local 556, upon retirement only, will be eligible for a one-time gift based on the number of years they have been a member, as follows:

Members who work full-time hours:

-From 1 to 10 years	\$150.00
-10 years and up to 15 years	\$250.00
-15 years and up to 20 years	\$350.00
-20 years and over	\$500.00

Members who work part-time hours:

-From 1 to 10 years	\$75.00
-10 years and up to 15 years	\$150.00

-15 years and up to 20 years	\$250.00
-20 years and over	\$350.00

Members who work casual hours:

-From 5 to 15 years	\$75.00
-15 years and up to 20 years	\$150.00
-20 years and over	\$250.00

(e) Health & Safety Committee

The function of the Committee is as outlined in their respective collective agreements.

The committee members shall be elected at the same time the unit Vice-President is elected.

Each committee must provide a written report at each Local 556 membership meeting.

(f) Social Committee

The Executive Board shall seek between two and four members to volunteer for the Committee. The function of this Committee is to arrange and conduct all social and recreational activities of the Local. The committee shall submit proposals for approval and written reports to the Executive Board. All expenditures for the activities must be within the budget and pre-approved by the Executive Board. The Executive Board shall be held responsible for the proper and effective functioning of this committee.

(g) Special Committees

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 the Executive Board. Two (2) members of the Executive Board may sit on any special committee as ex-officio members.

(h) E.I. Rebate Committee

Each unit that receives an EI rebate shall:

- Establish a committee of three (3) members from different departments;
- Once formed, these committees should meet to establish criteria for the use of the funds to benefit the members of that unit;
- The criteria will be forwarded to the Executive Board for input;
- The Unit Vice-President will take the criteria to a special unit membership meeting for approval by secret ballot;
- The committee, through their Unit Vice-President, will submit requests for disbursement of funds to the Executive Board.

SECTION 15 - EXPENSES

(a) Wages: Wages for regularly scheduled hours of work shall be reimbursed directly to the employer.

(b) Accommodation: If required, shall be paid at reasonable prevailing rates. Members

are entitled to a single room, unless they choose to share a room. Non-commercial accommodation shall be \$30.00 per day.

- (c) Dependant Care: If required, dependant care will be paid outside of regular working hours at the rate up to \$15.00/hour to a maximum of \$225.00/day (which includes travel time) upon completion of the CUPE Local 556 Dependant Care form and substantiated by receipts.

- (d) Transportation: To be the most convenient and economical means with the maximum mileage not to exceed airfare:
- Airfare where required (economy class)
 - Car mileage 52¢ km.
 - Parking cost when receipt provided and when on CUPE Local 556 business.
 - Taxi or airport shuttle from airport to hotel to meeting place upon submission of receipts. Taxis to be shared when possible.

- (e) Per Diems:

For overnight travel (24 hour period) for conventions, conferences and education members are entitled to a per diem allowance of \$100 per day (Breakfast - \$20; Lunch - \$25; Dinner - \$35; Incidentals - \$20). When meals are provided the applicable meal allowance for each meal consumed is to be deducted for those meals. For partial days members will be entitled to the applicable meal allowances.

For in-town meetings where no meals are provided:

Daytime meetings that require meals \$25

Evening meetings that require meals \$35

Receipts are not required.

- (f) Receipted Expenses: Where receipted expenses are being submitted, a credit card slip will not be accepted on its own. If no receipt is available due to special circumstances a declaration providing an explanation may be accepted, signed by the member and authorized by the Secretary-Treasurer. These receipts may be reviewed by the Trustees. An itemized receipt from the agency must also be included (e.g. hotels, etc.). CUPE Local 556 will not pay for any alcoholic beverages.

- (g) Good of the Union

To promote attendance at general membership meetings, there will be three draws of \$50 each at each general membership meeting of the year. For each general meeting a member attends, their name shall be entered into a draw to take place at the final meeting of the year for \$500. The member must be in attendance in order to qualify for this draw.

- (h) Education Bursaries

Educational bursaries will be awarded on an annual basis as follows:

- i. the applicant must be a dependant child of a CUPE Local 556 member at the time of graduation;
- ii. the applicant must be continuing their education full-time at a recognized post-secondary institution no later than January the following graduating year;
- iii. applications must be written by the graduating student and received by the Executive Board no later than March 31st of their graduating year;

- iv. a copy of the acceptance letter from the admitting institution must be supplied by August 15th;
- v. an amount of \$1000 per applicant will be awarded to each successful applicant;
- vi. in the event that an applicant does not attend the institution, the bursary should be repaid to CUPE Local 556.

(i) Communication Expense:

Telephone (landline)

Long distance charges will be paid upon submission of bills.

SECTION 16 - 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 these 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.

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

SECTION 17 - AMENDMENT

- (a) 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. Constitutional interpretations, including determination of conflict, is a prerogative of the National President (ARTS. 9.2 9c), 12.3, B.7.1).
- (b) These bylaws shall not be amended, added to or suspended except upon a two-thirds majority vote of those present and voting at a special membership meeting following written notice given at a previous regular membership meeting. (ART. B.7.1.)
- (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. (ART. 13.3 & B.7.1)

APPENDIX "A" TO THE BYLAWS OF LOCAL 556 CUPE RULES OF ORDER

- (1) The President or, in his absence, the First Vice-President, shall take the chair at all membership meetings. In the absence of both the President and the Vice-President, the Recording Secretary shall act as President, and in his absence a President pro-tem shall be chosen by the Local.
- (2) No member, except the Chairperson of a committee making a report or the mover of a resolution shall speak more than five 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. Chairpersons and movers of a resolution shall be limited to fifteen minutes, except with the consent of the meeting.
- (3) The President shall state every question coming before the Local, and before allowing debate therein, and again immediately before putting it to vote, shall ask: "Is the Local ready for the question?" Should no member rise to speak, the question shall then 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 the amendment, shall be in order, but no motion to amend an amendment to an amendment shall be permitted. No amendment, or amendment to an 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 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 to 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 that he rises to a point of order or on a question of privilege, he shall not proceed further until recognized by the chair.
- (11) When two or more members rise to speak at the same time, the presiding officer shall decide which one is entitled to the floor.
- (12) Every member, while speaking, shall adhere to the question under debate and avoid all personal, indecorous, or offensive language, as well as any poor reflections 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 proceed.
- (14) No religious discussion shall be permitted.

- (15) The President shall take no part in the debate while presiding, but may yield the chair to the 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 before the Local, or to introduce a new question.
- (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, which 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 be now 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 be taken and the Secretary shall count same.
- (22) If any 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 chairperson may then state briefly the basis for his decision, following which the chairperson 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 the tie the chair is sustained.
- (23) After a question has been decided, any two 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 during the reading of the minutes, the initiation of new members, the installation of officers, or the taking of a vote, and no member shall be allowed to leave without the permission of the First Unit Vice-President.
- (25) The Local's business and proceedings of meetings, are not to be divulged to any person outside the Local or the Canadian Union of Public Employees.